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**Notice to Students:** Although course syllabi at MSUCOM have a consistent format, vitally important details differ by course. For this reason, you must read the syllabus thoroughly at the onset of each course to know what the course will provide and what is expected of you.
Section 1 – Course Information

Course Description
Principles of Family Practice - Intensive is a 1 credit hour course. Students are placed in the offices of primary care physicians to observe and participate in the delivery of quality and evidence-based primary health care. This rotation allows students to observe the role of the primary care physician in the continuity of care for their patients. Students are supplied an appropriate environment to practice and refine skills in data gathering, communication, physical examination, medical documentation, differential diagnoses development, physician-patient relationships, clinical problem solving, ethical decision making, patient education, and lifelong learning.

Course Goals
By the end of this course, students should be able to:

1. Exhibit professional dress and behavior, including maintaining courteous, productive, and positive interactions with patients, office staff, and physicians.
2. Demonstrate appropriate time management skills during a patient encounter.
3. Recognize the importance of work/life balance and of continuing education.
4. Gather data appropriately from patients, other health care professionals, and outside resources.
5. Demonstrate basic skills in medical documentation.
6. Consider and apply osteopathic principles and practices while providing comprehensive patient assessments and treatment plans.
7. Obtain an accurate and thorough history of illness and past medical history from a patient in a comfortable, non-judgmental atmosphere.
8. Use OPPQRSTA pneumonic for a problem-focused visit, conduct an appropriate history for chronic condition follow-up, as well as obtain PMHx, PSHx, SocHx, medication allergies, and current medication list.
9. Obtain an appropriately sequenced and technically accurate physical exam of all necessary body systems.
10. Develop and document the subjective, objective, assessment, and plan aspects of an office note.
11. Utilize evidence based medicine to develop a treatment plan.
13. Read and comprehend the office notes of other physicians.

Course Director
<table>
<thead>
<tr>
<th>Name:</th>
<th>Amy Keenum, Pharm D, DO</th>
</tr>
</thead>
<tbody>
<tr>
<td>Phone:</td>
<td>517-353-1998 (preferred method of contact)</td>
</tr>
<tr>
<td>Email:</td>
<td><a href="mailto:keenumam@msu.edu">keenumam@msu.edu</a></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Name:</th>
<th>Rosemarie Tolson, DO</th>
</tr>
</thead>
<tbody>
<tr>
<td>Phone:</td>
<td>517-353-1998 (preferred method of contact)</td>
</tr>
<tr>
<td>Email:</td>
<td><a href="mailto:tolsonro@msu.edu">tolsonro@msu.edu</a></td>
</tr>
</tbody>
</table>

*Students are asked to contact the Program Coordinator with any issues. Those that cannot be resolved will be referred to the Course Director for further review.

Program Coordinator
<table>
<thead>
<tr>
<th>Name:</th>
<th>Stephanie Six</th>
</tr>
</thead>
<tbody>
<tr>
<td>Phone:</td>
<td>515-353-1998</td>
</tr>
<tr>
<td>Email:</td>
<td><a href="mailto:six@msu.edu">six@msu.edu</a> (preferred method of contact)</td>
</tr>
</tbody>
</table>
**Course Organization**

Students are randomly assigned two, one-week preceptorship rotations within Michigan. Although location requests are taken into consideration, they cannot be guaranteed. Extenuating circumstances will be handled on an individual basis and may include medical, child care or employment issues. Transportation is the responsibility of the student and is not considered an extenuating circumstance. Students should anticipate driving a maximum of 100 miles, one way (although the average is far less). Longer distances may occur based on student location requests. Students should also anticipate a possible 1-2 hour drive and make sure to leave ample time to arrive at the assigned preceptor’s office. Assignment schedules may not be altered unless pre-approved by the coordinator.

Students must be officially registered for the course, have all course fees paid, and be up-to-date on all immunizations at least one month prior to the scheduled rotation. MSU-COM provides liability insurance coverage for students during their preceptorship only if these requirements have been met. Students are not covered for non-COM approved clinical experiences.

Each experience is expected to be a minimum of 40 hours. It is the responsibility of the student to contact the assigned preceptor at least one month prior to the scheduled rotation to introduce oneself, verify preceptor’s address and obtain driving directions. It is also appropriate to determine office hours, set a specific beginning and end time, as well as a lunch break, for each day scheduled. Students should also inquire about dress and equipment requirements. It is highly encouraged that students set up a time to meet with their preceptors before beginning their rotations to review the course objectives and complete the Student/Preceptor Expectancy Agreement.

**Course Web Site**

The URL for the Course web site is [https://d2l.msu.edu/](https://d2l.msu.edu/). All course communication will be handled through Desire2Learn (D2L). **Students are required to forward their D2L email account to one that is accessed on a regular basis.** Students are expected to access D2L on a daily basis both during and after their rotations until they have completed all course requirements.

The D2L course site has these PERTINENT sections:

- **Announcements** – Course-related communication to the class will be made here. You should check for announcements on a daily basis.
- **Resources** – Contains the course syllabus with information about the instructional teams, textbooks, grading system, rules and regulations, etc.
- **Lessons** – Course-related materials.
- **Communicate** – Contains the course-related email system.
Textbooks and Reference Materials

<table>
<thead>
<tr>
<th>Required:</th>
<th>None</th>
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</thead>
</table>

Course Schedule
Student rotations are scheduled during various weeks throughout the academic year. Specific assignment dates and locations will be posted within the D2L course site.

Course Requirements
All assignments must be completed as described within D2L. Specific instructions on the methods used to turn in each assignment are located within D2L. Students are expected to adhere to submission requirements.

<table>
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<tr>
<th>ROTATION #1</th>
<th>Assignment</th>
<th>Projected Points</th>
<th>Additional Information</th>
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<tr>
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<td>Expectancy Agreement #1</td>
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<tr>
<td></td>
<td>Diabetes Assessment</td>
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<tr>
<td></td>
<td>PHQ-9 Assessment</td>
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<tr>
<td></td>
<td>Acute Visit Office Note #1 (mandatory)</td>
<td>60</td>
<td><strong>Must</strong> be typed into the actual template provided in D2L (do not retype the form) or will receive a failing grade.</td>
</tr>
<tr>
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<td>Debriefing #1 (mandatory)</td>
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<td>Dates listed in D2L.</td>
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<td>Acute Visit Office Note #1 Peer Review (mandatory)</td>
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<td>Completed during debriefing.</td>
</tr>
<tr>
<td></td>
<td>Attendance #1 (mandatory)</td>
<td>10</td>
<td>Based on physical attendance at assigned preceptor’s office and regular access of D2L course site.</td>
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<tr>
<td></td>
<td>Preceptor Evaluation of Student #1 (mandatory)</td>
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<tr>
<td></td>
<td>Student Evaluation of Preceptor #1 (mandatory)</td>
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</tr>
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<td>Total Points Available:</td>
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<td>Assignment</td>
<td>Projected Points</td>
<td>Additional Information</td>
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<td>------------------</td>
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<tr>
<td>Expectancy Agreement #2</td>
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<td>Falls Risk Assessment</td>
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<td>SLUMS Examination</td>
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<tr>
<td>Acute Visit Office Note #2 (mandatory)</td>
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<td><strong>Must</strong> be typed into the actual template (do not retype the form) provided in D2L or will receive a failing grade.</td>
<td></td>
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<tr>
<td>Debriefing #2 (mandatory)</td>
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<td>Dates listed in D2L.</td>
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<tr>
<td>Acute Visit Office Note #2 Peer Review (mandatory)</td>
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<td>Completed during debriefing.</td>
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<td>Attendance #2 (mandatory)</td>
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<td>Based on physical attendance at assigned preceptor’s office and regular access of D2L course site.</td>
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<tr>
<td>Preceptor Evaluation of Student #2 (mandatory)</td>
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<tr>
<td>Student Evaluation of Preceptor #2 (mandatory)</td>
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</tr>
<tr>
<td>Course Evaluation (optional)</td>
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</tr>
<tr>
<td>Total Points Available:</td>
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</table>

### Course Grades
- **P-Pass**—means that credit is granted and that the student achieved a level of performance judged to be satisfactory by the instructor. To obtain a “P” grade for this course, a student must obtain 80% or a total of 100 points. In addition, the student must successfully complete all mandatory assignments, receive a recommendation for passing the course from the preceptor, and earn a passing grade of 45 points or higher on the Acute Visit Office Note.
- **ET-Extended Grade**—means that the student has met most of the requirements, but is unable to complete the course because of illness or other satisfactory reasons, as approved by the course director.
- **N-No Grade**—means the student dropped the course after the middle of the semester, or did not meet all requirements, including objectives relating to professional attitude and behavior.
- **Remediation** - Since all of the courses in the MSUCOM curriculum are required, any student receiving an “N” grade must remediate the course. Remediation for this course includes an additional 1-5 day rotation under the direct supervision of the course director or another physician assigned by the course director. Please refer to the remediation policy information provided in Section 2 of this syllabus for information on College requirements and eligibility determination.

### Student Evaluation of the Course
We want your feedback on how to improve this course.

**Informal Feedback:** Feel free to approach the Course Director or Program Coordinator with your reactions and suggestions.

**Formal Evaluation:** In addition to the above, we ask every student in the class to complete a formal on-line course evaluation upon conclusion of the course. Student course evaluations are highly
recommended as student feedback provides the department with valuable information regarding the quality of the course. The information gained from these evaluations is used to continuously improve future offerings of this course. Students can access the evaluation system within D2L following their second rotation.

Section 2 – College/University Policies

Academic Honesty and Professionalism
http://com.msu.edu/Students/Professional_Development/Statement_on_Professionalism.htm

Each individual student is responsible for their behavior and is expected to maintain standards of academic honesty and professionalism. If any instance of academic dishonesty (cheating, plagiarism, etc.) is discovered by an instructor, it is his or her responsibility to take appropriate action. Such action may include giving a failing grade to the student in the course and/or referring the student for judicial review and possible disciplinary action, which may include disciplinary suspension or dismissal from the College.

Attendance/Excused Absence

Students will not be required to travel to clinical assignments anytime there are severe storm watches or traveler’s warnings in effect for the respective area. However, any missed sessions MUST be made up. Students will be allowed a maximum of one excused absence (illness and/or death in the immediate family). In addition, any changes in the preceptorship schedule (extending hours into evening, additional experiences on Saturdays, etc.) must also be reported to the Program Coordinator to fulfill liability requirements. Unexcused absences will result in an “N” grade. Attendance at the orientation and debriefing sessions is required. Dates, times and locations of all required sessions, as well as project due dates, will be posted within the D2L website.

In the case of unexpected emergencies: (e.g., death in family, serious illness, hospitalization, automobile difficulties, etc.)

Students must:
1) Contact their assigned preceptor’s office immediately apprising them of the situation. Any time missed must be made up during a mutually agreed upon time between the preceptor and student.
2) Send an email to the Program Coordinator indicating the reason for the absence and the date the missed time will be made up.

In the event that a preceptor must cancel a day:

Students must:
1) Make arrangements with the preceptor to come in on a different day to make up the time missed.
2) Send an email to the Program Coordinator indicating the reason for the absence and the date the missed time will be made up.
Where there is advance notice of absence:

To obtain an excused absence, you need to make one of the following contacts as appropriate:

**EL -** Dr. Falls, Associate Dean for Student Services  (517) 353-8799

**DMC -** Dr. Willyerd, Associate Dean  (313) 578-9600

**MUC -** Dr. Hortos, Associate Dean  (586) 263-6731

For advance notice absences, a student must submit his/her excused absence request at least one week in advance of the scheduled mandatory class session(s) or examination(s). Wedding, family celebrations, vacations, conferences, etc are not considered acceptable excuses. If an examination or other required experience is missed due to medical reasons, an attending physician’s written confirmation will be required in order for the absence to be excused.

**Remediation Policy**


Remediation of an “N” grade will be governed by the MSUCOM Policy for Retention, Promotion and Graduation (relevant content found under Remediation section),  
([http://www.com.msu.edu/Students/Policies_and_Programs/Remediation_Policy.htm](http://www.com.msu.edu/Students/Policies_and_Programs/Remediation_Policy.htm)) and by the remediation section of each course syllabus.

It is the responsibility of each student in the Michigan State University College of Osteopathic Medicine to verify his/her eligibility, with the Office of Student Services, prior to the administration of the remediation examination/experience.

Students deemed eligible for remediation by the registrar will be informed by the Course Coordinators. Information on remediation format, date and time will be provided then.

**Requests for Special Accommodations**

Michigan State University is committed to providing equal opportunity for participation in all programs, services and activities. Requests for accommodations by persons with disabilities may be made by contacting the Resource Center for Persons with Disabilities at 517-884-RCPD or on the web at [www.rcpd.msu.edu](http://www.rcpd.msu.edu). Once your eligibility for an accommodation has been determined, you may be issued a Verified Individualized Services and Accommodation (VISA) form. Please present the VISA to Cheryl Luick, luick@msu.edu A-331 East Fee Hall at the start of the term and/or two weeks prior to the accommodation date (test, project, labs, etc.). Requests received after this date will be honored whenever possible.

It is the responsibility of the Student with Accommodations to contact the Course Coordinator and the Curriculum Assistant in your location, two weeks prior to the start of the term, or two weeks prior to the schedule assessment event. Requests received after this date will be honored whenever possible.

It is the responsibility of the student to submit or have submitted an updated version of their accommodations to Cheryl Luick each semester that a student plans to use their accommodations.