OMM 514 - Osteopathic Manipulative Medicine
Fall 2015
(Updated 8/17/15 – mlb)

Table of Contents

Course Description .............................................................................................................................2
Course Goals ......................................................................................................................................2
Course Coordinator ............................................................................................................................2
Course Faculty ...................................................................................................................................2
Curriculum Assistants .........................................................................................................................3
Lines of Communication.....................................................................................................................3
Office Hours .......................................................................................................................................3
Course Web Site ................................................................................................................................3
Textbooks and Reference Materials ....................................................................................................3
i>Clicker Use in Course .......................................................................................................................4
Course-based Academic Support ........................................................................................................4
Course begin and end date .................................................................................................................6
Exams/Assessments ...........................................................................................................................6
Course Grades ...................................................................................................................................7
Student Evaluation of the Course .......................................................................................................7
Academic Honesty and Professionalism ..............................................................................................8
Attendance/Excused Absence ...........................................................................................................8
i>Clicker Policy ...................................................................................................................................9
Remediation Policy ..........................................................................................................................10
Requests for Special Accommodations .............................................................................................10
Course Schedule Addendum (may be posted at a later date)...............................................................11

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
Osteopathic Manipulative Medicine IV is a 1 credit hour course that provides students with the basic palpatory skills and clinical knowledge leading to osteopathic diagnosis and treatment.

Course Goals
Specific instructional objectives are provided within each lecture of this course.

Course Coordinator
Name: Mark Gugel, Associate Professor
Phone: 517-353-9110
Email: gugel@msu.edu
Address: A439 E. Fee Hall, East Lansing, MI 48824

Course Faculty

<table>
<thead>
<tr>
<th>Site Coordinators</th>
<th>Osteopathic Manipulative Medicine</th>
</tr>
</thead>
<tbody>
<tr>
<td>Terri Steppe, D.O. - DMC Assistant Professor</td>
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Curriculum Assistants

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<tr>
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<th>EL</th>
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Lines of Communication
- For administrative aspects of the Course: contact the course coordinator.
- For content questions relating to a specific lecture or topic: contact the faculty presenter for that specific portion of the course or your SE MI on-site instructor.
- For absences/missed exams (see excused absence information below)

Office Hours
Questions concerning the course may be discussed individually by making an appointment with the Course Coordinator, Mark Gugel, via e-mail at Gugel@msu.edu.

Course Web Site
The URL for the Course web site is https://d2l.msu.edu/

The course D2L 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, exam dates, grading system, rules and regulations, etc.
- **Lessons** – Lecture recordings, tutorials (TT), self-study modules (SSM), and other course-related materials.
- **Communicate** – Contains the course-related email system and the Discussion Forums.
- **Discussion Boards** – Lists of “submitted” questions. It is highly recommended that you check the discussion forum prior to sending a question to faculty as it is very likely that you are not the only student with questions – your question and others may already be available for your review – saving you time.

Textbooks and Reference Materials

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Students may access the required OMM textbooks and many others at: http://libguides.lib.msu.edu/medicalimages
i>Clicker Use in Course
i>Clickers will NOT be used in this class.

Course-based Academic Support
The value you derive from this course (and those that follow it) will depend on many factors, but most importantly the amount of time and effort you put into it. In undergraduate courses, students often concentrate on just getting through the next exam or individual courses. But medical education is different because it is cumulative. Study for understanding, not just short term memorization. This will allow you to understand concepts and carry them forward with you to the next step in your medical education.

You are strongly urged to:
 Consult the course D2L web site frequently to see announcements and to access various study aids (e.g., follow-up to in-lab problem sets, practice exam questions, and answers to frequently asked questions).
 Complete the preparatory work assigned for each lab and lecture session; this includes working through the online modules, problem sets or any other advance study activities.
 Attend every lecture and lab session. Plan to stay to the end of each lab session, in order to take full advantage of the opportunities to work collaboratively with your classmates, to interact with faculty, and to participate in the question reviews at the conclusion of lab.
 Complete the follow-up (supplemental) reading and self-study exercises as directed on the D2L web site.
 Each member of the teaching team has a well-deserved reputation for being approachable and for helping students achieve success. Avail yourself of the opportunities for help provided by the course faculty -- in person, via e-mail, and at scheduled help sessions or call them to schedule an appointment time.
 Keep in mind that you can contact course faculty by e-mail with your questions. Note: Whenever you pose a question by e-mail, include what you THINK the answer is. This makes it much easier for the instructor to either confirm your understanding and/or offer clarification.
 Face-to-face contact with faculty at lecture sessions -- In addition to the faculty person giving a lecture, one or more of the course faculty regularly sit in on course lecture sessions at each site. This provides you with an opportunity to pose a quick question or to request a personal meeting with your local campus faculty. E-mail is also a good way to set up a personal meeting with a particular faculty member.
 Study groups - Many students find it beneficial to study with one or more partners, and we strongly encourage this activity. Studying together can be efficient (what one student doesn't understand, another one will), stimulating (personal interaction can help keep you focused and alert), and motivating (commitment to a partner supplements self-discipline). We encourage you to study with suitable partners. We caution you, however, to avoid study groups that turn into "gab fests" or where one or two students do all the talking. Remember, you may THINK you understand a concept when you hear someone else explain it, but you'll KNOW you understand the concept only when YOU can explain it to someone else. So, make sure you get to talk in your study group!
 Caution: Scribe note services are not sanctioned by MSUCOM and are not endorsed by the course faculty. Course faculty assume no responsibility whatsoever for errors in the "scribe notes". It is unwise to expect the "scribes" to substitute for your own attendance in lecture or lab, your own note taking, or your own studying.
 Additional academic support resources can be accessed at: http://com.msu.edu/Students/Academic_Development/index.htm
In summary, the course faculty are here to facilitate your learning. The large number of students in this course (about 300) necessitates a degree of formality. Also, since your schedules are very full, we must adhere rigidly to the lecture, small group and lab times assigned to this course. However, within these constraints, the needs of individual students will be accommodated whenever possible. Please feel free to contact the Course Coordinator with any personal issues you may have involving this course.

Courses begin and end dates
OMM 514 begins on September 3, 2015 and ends on December 4, 2015. See addendum for detailed daily course schedule.

Exams/Assessments

Your overall course score in OMM 514 will be based on the following components:

✓ Attendance, Participation and Professionalism
There will be a total of 11 points (1 point per lab) available for attendance, professionalism and participation. Students that miss a lab and do not obtain an excused absence will receive a 0 for that lab. Students that do obtain an excused absence will not receive the points but their total points available for the class will be adjusted accordingly.

✓ Weekly Quizzes
There will be weekly quizzes covering the material to be presented that week in the lab. The quizzes will be located on D2L, and will only be available for a period of one week. Quizzes will be closed Thursday at 1:00 P.M. and a quiz covering the next week’s material will take its place. After the quizzes are removed, the points will be lost to the students and will not be able to be made up. A total of approximately 40 points will be available from the weekly quizzes.

✓ Practical Exam
There will be one practical examination on 11/5/15, worth approximately 28 points. The practical exam will cover material presented in the OMM laboratories. It can include oral and written portions as well as demonstrations by students of basic skills.

✓ Written Exam
There will be one written exam on 12/04/15 worth approximately 30 points.

✓ OMM Physical Exam Form
There will be an OMM patient physical exam form that will need to be turned into student’s small group instructor for Lab 14. This form will be worth 3 points.

Determination of the Final Course Grade
A total of approximately 112 points can be accumulated in OMM 514.

- Attendance, Participation and Professionalism - 11
- Weekly Quizzes - 40
- Practical Exam - 28
- Written Exam Questions – 30
- Patient Physical Exam Form - 3
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 an overall average of greater than or equal to 70% of the total number of points possible and no score lower than 70% on both the written and practical exams.

- **N-No Grade**—means that no credit is granted and that the student did not achieve a level of performance judged to be satisfactory by the instructor. A student who accumulates less than an overall average of 70% of the total points possible, any score lower than 70% on either the written or practical exams, or fails to meet the attendance requirements.

- Remediation - Since all of the courses in the MSUCOM curriculum are required, any student receiving an “N” grade must remediate the course. Please refer to the remediation policy information provided in Section 2 of this syllabus for information on College requirements and eligibility determination. **All remediation exams for Semester 5 courses are scheduled for Wednesday, January 6 and Thursday, January 7, 2016. Remediation for practical exams will be scheduled at the discretion of the Course Coordinator.**

Student Evaluation of the Course

We want your feedback on how to improve this course.

- **Informal Feedback:** Feel free to approach the Course Coordinator, Mark Gugel, or any of the other course faculty with your reactions and suggestions. Or write out your comments and email them to the Course Coordinator or Faculty. From time to time, we may also convene focus groups of students, as an additional way to elicit your opinions and suggestions.

- **Formal Evaluation:** In addition to the above, we ask every student in the class to complete formal on-line course evaluation upon conclusion of the course. Student course evaluations are highly recommended. **Student feedback provides Course Coordinators with valuable information regarding their performance, the performance of their colleagues, and 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 at: [http://kobiljak.msu.edu/Evaluation](http://kobiljak.msu.edu/Evaluation) and it will be available 12/3/15 – 12/10/15. Your participation in this important process is greatly appreciated.**
Section 2 – Policies

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

Every student is responsible for their behavior and is expected to adhere to all MSU and MSUCOM policies of academic honesty and professionalism. If there is any instance of academic dishonesty or unprofessionalism discovered by a member of the faculty, administration or staff, it is his or her responsibility to take appropriate action.

Such action may include, but is not limited to: giving a failing grade, referring a student for judicial review, directing the student to the Associate Dean of Student Services, and any other actions outlined in the Medical Students’ Rights and Responsibilities document.


Attendance/Excused Absence

The College understands and supports the need and the right of the faculty to expect student attendance and participation in many curricular components with consequences if the student is not attending. **(NOTE: Attendance is a component of determining course grade)** In the spirit of professional behavior, MSUCOM students are expected to attend required class sessions (e.g., lectures, laboratories) and take all examinations during their originally scheduled times. If this is not possible, the student must obtain an excused absence. To obtain an excused absence, you need to make the following contact, as appropriate, prior to the scheduled administration of the examination(s).

- **Personal Emergencies:**
  (e.g., death in family, serious illness (acute), hospitalization, automobile difficulties).
  - EL - Dr. Falls, Associate Dean for Student Services (517) 353-8799
  - DMC - Dr. Willyerd, Associate Dean (313) 578-9600
  - MUC - Dr. Waarala, Assistant Dean (586) 263-6711

- **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. Waarala, Assistant Dean (586) 263-6711

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.
If a student has two (2) excused or one (1) unexcused absence(s), he/she will be required to write a paper to make up for the missed laboratory(s) or another activity deemed appropriate by the course coordinator. The Course Coordinator will designate the topic for the paper. The paper should be double-spaced and have at least two references. The completed paper must be acceptable to the OMM Course Coordinator and must be submitted before the next practical examination. Failure to complete the makeup or a paper that is deemed not acceptable by the Course Coordinator may result in the student receiving an “I” grade for the semester. The “I” grade will be removed on completion and acceptance of the required paper or another activity deemed appropriate by the course coordinator.

More than two excused absences will result in the student receiving an incomplete “I” grade for the course. Remediation may be offered and must be passed by the middle of the following semester to remove the “I” grade or the student will receive a no-pass “N” grade for the course. Requests for an excused absence must be submitted to the appropriate Associate Dean within one week of the absence.

More than one unexcused absence or failure to remediate an “I” grade will result in the student receiving an “N” grade for the course. Remediation in the form of a Direct Study may be offered and must be passed to fulfill the requirements for the course. If the remediation is not passed, the student must take the course the next time it is offered.

Specific Procedures for the OMM Laboratory
Locations of OMM labs:
EL - Room E106 and D9
DMC - Room G045
MUC - Room 210 of the UC-4 Building

Required Attire for OMM Laboratories

Scrubs, sweatpants and shorts with elastic waistbands (no denim materials) are required attire for all Osteopathic Manipulative Medicine Laboratories. Also acceptable are tank tops, T-shirts, bathing suit tops, sports bras, and scrub tops. Button-down shirts, sweatshirts and street clothes are not allowed. Students who do not follow these guidelines will be dismissed from lab and counted as an un-excused absence that day. It is up to the small group instructor as to whether they are allowed to change their clothes and return to the lab that day. The absence, however, will not be removed.

Due to limited space in the OMM Labs, students must bring to class only those materials necessary for lab. Backpacks, large purses, etc., need to be stored in the lockers provided.
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) 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 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 A329 East Fee Hall at the start of the term and/or two weeks prior to the assessment event (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 two weeks prior to the beginning of the semester, when the VISA is obtained prior to the start of the semester. When the VISA is obtained after the start of a semester, the student will notify the Course Coordinator and the Curriculum Assistant two weeks prior to the next scheduled evaluation.