# Table of Contents

- Course Description .................................................................................................................. 2
- Course Goals ............................................................................................................................ 2
- Course Coordinator .................................................................................................................. 2
- Course Faculty ........................................................................................................................ 3
- Curriculum Assistants ............................................................................................................ 3
- Lines of Communication .......................................................................................................... 3
- Office Hours ............................................................................................................................. 3
- Course Web Site ....................................................................................................................... 3
- Textbooks and Reference Materials ......................................................................................... 4
- i>Clicker22 Use in Course ....................................................................................................... 4
- Course-based Academic Support .......................................................................................... 4
- Exams/Assessments ................................................................................................................. 5
- Course Grades ......................................................................................................................... 6
- Student Evaluation of the Course ........................................................................................... 7
- Academic Honesty and Professionalism .................................................................................. 7
- Attendance/Excused Absence ................................................................................................. 7
- Remediation Policy ................................................................................................................. 8
- Requests for Special Accommodations .................................................................................. 9
- Course Schedule Addendum (separate ) ................................................................................ 9

**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
Hematopoietic System is a 2 credit hour course that provides students with an intensive integrated course designed to provide the basic science and clinical medicine framework for understanding the hematopoietic system. Within this course we will also discuss HIV infection, both pathophysiology and clinical presentation, as well as, updated areas of oncology related to primary care.

Course Goals
Upon successful completion of this course, the student will be able to:

- Understand the basic physiology of the normal hematopoietic system.
- Understand and be able to evaluate someone with a red cell, white cell, platelet or coagulation abnormality.
- Recognize when and how to use various blood products.
- Be familiar with the use of tumor markers in the management of oncology.
- Be able to recognize and treat oncologic emergencies.
- Be updated in new areas in hematology and oncology.
- Be updated on coagulation disorders and how the various medications work to treat them.

Please note that specific instructional objectives are provided within each lecture or other learning activity of this course.

Course Structure
Introduction
The course will be divided into four (4) segments:
1. Red cell disorders
2. White cell disorders
3. Coagulation and platelet disorders
4. Other

Course Coordinator
(Note - Preferred method of contact is shown in italics)

<table>
<thead>
<tr>
<th>Name</th>
<th>Peter Gulick, D.O.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Phone</td>
<td>517-353-3211</td>
</tr>
<tr>
<td>Email</td>
<td><a href="mailto:gulick@msu.edu">gulick@msu.edu</a></td>
</tr>
<tr>
<td>Address</td>
<td>B318 W. Fee Hall, East Lansing, MI 48824</td>
</tr>
</tbody>
</table>
Course Faculty
(Note - Preferred method of contact is in italics)

<table>
<thead>
<tr>
<th>Name:</th>
<th>Phone:</th>
<th>Email:</th>
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<tbody>
<tr>
<td>Tony Brandau, D.O.</td>
<td>517-272-1950</td>
<td><a href="mailto:brandaua1@gmail.com">brandaua1@gmail.com</a></td>
</tr>
<tr>
<td>Chris Farnum, D.O.</td>
<td>517-374-7600</td>
<td><a href="mailto:farnumc@msu.edu">farnumc@msu.edu</a></td>
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<tr>
<td>Rami Ibrahim, M.Sc., Pharm. D.</td>
<td>517-884-9670</td>
<td><a href="mailto:ribrahim@msu.edu">ribrahim@msu.edu</a></td>
</tr>
<tr>
<td>Cheryl Kovalski, D.O.</td>
<td>517-272-1950</td>
<td><a href="mailto:Cheryl.K@moalmc.com">Cheryl.K@moalmc.com</a></td>
</tr>
<tr>
<td>Elizabeth Layhe, D.O.</td>
<td>517-272-1950</td>
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<tr>
<td>Justin McCormick, Ph.D.</td>
<td>517-884-3833</td>
<td><a href="mailto:mccormi1@msu.edu">mccormi1@msu.edu</a></td>
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<tr>
<td>Mei-Hui Tai, Ph.D.</td>
<td>517-884-5126</td>
<td><a href="mailto:taimelhu@msu.edu">taimelhu@msu.edu</a></td>
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<tr>
<td>Deborah Young, Pharm. D.</td>
<td>586-263-6757</td>
<td><a href="mailto:dyoung@msu.edu">dyoung@msu.edu</a></td>
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Curriculum Assistants

<table>
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<tr>
<th>Name:</th>
<th>Phone:</th>
<th>Email:</th>
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</thead>
<tbody>
<tr>
<td>Cheryl Luick (LEAD)</td>
<td>517-884-3880</td>
<td><a href="mailto:luick@msu.edu">luick@msu.edu</a></td>
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<tr>
<td>Katelyn Johnston</td>
<td>517-884-9628</td>
<td><a href="mailto:katelyn.johnston@hc.msu.edu">katelyn.johnston@hc.msu.edu</a></td>
</tr>
<tr>
<td>Beata Rodriguez</td>
<td>586-263-6799</td>
<td><a href="mailto:rodrig553@msu.edu">rodrig553@msu.edu</a></td>
</tr>
</tbody>
</table>

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, Peter Gulick, Departmental Office, by phone 517-353-3211 or via email gulick@msu.edu. The Course Coordinator is generally available on Friday’s or by email.

Course Web Site

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

The course D2L site has these PERTINENT sections:

- **News** – Course-related communication to the class will be made here. You should check for announcements on a daily basis.
- **Content Tab** – Lecture recordings, tutorials (TT), self-study modules (SSM), and all other scientific material will be deposited here. There will be additional materials available for students (ie. Articles) but the test will be based on the lecture materials.
- **Communicate** – Contains the course-related email system and the Discussion Forums.
Textbooks and Reference Materials

<table>
<thead>
<tr>
<th>Required</th>
<th>Recommended</th>
</tr>
</thead>
<tbody>
<tr>
<td>▪ OST 578 Course Pack</td>
<td>▪ Hoffbrand, Essential Haematology; 6th edition,</td>
</tr>
<tr>
<td>McGraw-Hill Book Company</td>
<td></td>
</tr>
<tr>
<td>[ISBN# 978-0071802154 ]</td>
<td></td>
</tr>
</tbody>
</table>

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.

▪ Actively annotate your Course Pack as you prepare for each class session, as each class session progresses, and also during your follow-up study.

▪ Complete the follow-up (supplemental) reading and self-study exercises as directed in the Course Pack and on the D2L web site.

▪ Use the practice exam questions (posted on D2L prior to each exam) to help guide your review and preparation for exams. Do NOT wait until the day before an exam to look at these practice exam questions. Instead, start using them several days prior to each exam to help guide your review and exam preparation.

▪ 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.

▪ The time immediately before or after a course lecture is often too hectic to provide a good opportunity to get help from course instructors. By contrast, lab sessions (especially at the end when some of the students have already departed) or scheduled office appointments provide an excellent time to ask questions of course faculty.

▪ 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
OST 578 begins on 8/31/15 and ends on 9/16/16. See addendum for detailed daily course schedule.

Exams/Assessments
There will be a total of 2 exams given in OST 578 Hematopoietic course this year. Your accumulated score on these exams will determine your grade in the course. The examination schedule is as follows:

<table>
<thead>
<tr>
<th>Assessment</th>
<th>Approx. Points</th>
<th>Material to be Covered</th>
</tr>
</thead>
<tbody>
<tr>
<td>Examination #1</td>
<td>65</td>
<td>Lectures 8/31/15 through 9/8/15</td>
</tr>
<tr>
<td>Tues. 9/08/15</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Examination #2</td>
<td>48</td>
<td>Lectures 9/09/15 through 9/11/15</td>
</tr>
<tr>
<td>Mon. 9/16/15</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Unit Exam Answer Keys
Unofficial unit exam answer keys will be posted on D2L following the written unit lecture exams so that students who completed their “tear off” sheet during the allotted exam time can receive feedback on their scores on their exam day. Faculty will then review the statistical reports for each question to determine if a re-score is required (e.g. one or more answers are correct). The grades will be set and the OFFICIAL answer key will replace the unofficial key on D2L and student scores will be finalized. There are no student grade inquiries or challenges accepted for any question on the unit lecture exams.
Decisions about exam questions are made based upon statistical analysis. These exams will be posted for student viewing during the exam review display session (see Google calendar).

**Conduct of Written Exams**
All exams are “closed book”. Therefore, you should refrain from bringing books, notebooks, backpacks, etc. to exam sessions. Please store these items in your locker or leave them at the perimeter of the exam room.

In deference to your peers, if you carry a cell-phone, please be sure that it is **turned off** during exams and placed with personal items at the perimeter of the room. If an emergency requires otherwise, please notify the course coordinator or course assistant.

Calculators and hand-held computers are not to be used during exams in this course.

You will not be permitted to wear a hat during the exam. Exceptions may be made for baseball hats, provided that they are worn backwards. (The bill must face the back of your head). All exceptions are at the discretion of the course coordinator.

To avoid unnecessary disruption of other students during exams, you are **expected** to enter the exam room on time. Students will not be permitted to leave the examination room until 30 minutes past the announced starting time for the exam. After 30 minutes past the announced starting time, students may not be admitted to the examination room.

Individual multiple-choice exam results will be sent to you via e-mail from the scoring office. Paper copies of correct responses will **not** be posted in the hallway bulletin board space.

Please check your exam answers carefully as if they are not accurately applied to exam sheets these may result or corrected as false answers.

**Course Grades**
A student’s course grade is determined by the following formula:
\[
(\text{exam } #1) + (\text{exam } #2) = 130 \text{ total points possible} = 100 \%
\]

- **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 > or = to 70% of the total points on the two written examinations or 91 points.

- **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 an overall average of < 70% of the total points 90 points on the two written examinations.

- All remediation exams for Semester 3b courses are scheduled for Thursday, January 7 and Friday, January 8, 2016.

- Remediation - Since all of the courses in the MSUCOM curriculum are required, any student receiving an “N” grade must remediate the course. A remediation exam will be offered once the student has been deemed eligible for remediation. 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 Coordinator, Dr. Peter Gulick, 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/Unit_I_II.html and it will be available from September 16, 2015 – September 23, 2015. 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. 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
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) 263-6731

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 [http://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 A329 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.
Addendum: Course Schedule

See separate document