

OST 571 – Neuromusculoskeletal System

Spring Semester 3a - 2016

1-07-16 cal

Table of Contents

Course Description	2
Course Goals	2
Course Coordinator	2
Course Faculty	2
Curriculum Assistants	4
Lines of Communication	4
Office Hours	4
Course Web Site	4
Textbooks and Reference Materials	5
i>Clicker Use in Course	7
Course-based Academic Support	7
Course begin and end date	9
Exams/Assessments	9
Course Grades	10
Student Evaluation of the Course	10
Academic Honesty and Professionalism	10
Attendance/Excused Absence	11
Computer Based Testing	12
Remediation Policy	13
Requests for Special Accommodations	13
Course Schedule Addendum (may be posted at a later date)	

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

Neuromusculoskeletal Systems medicine is a 10 credit course that offers the basic science of neuroanatomy, bone/joint anatomy and integration with clinical neurology, orthopedics, psychiatry, rheumatology, and ophthalmology.

Course Goals

1. Understand the structure and function of the nervous system.
2. Understand the anatomical and functional basis for common neurologic disorders.
3. Understand the anatomical and functional basis for common orthopedic and rheumatologic disorders
4. Understand the anatomical and functional basis for common ophthalmologic disorders
5. Understand the basic concepts of rehabilitation medicine
6. Understand the basic diagnosis and treatment of common neurologic, orthopedic, rheumatologic and ophthalmologic disorders.
7. Understand basic pathology in relation to the diagnosis of common neurologic, orthopedic, rheumatologic and ophthalmologic disorders.
8. Understand the pharmacologic and non-pharmacologic treatments available for common neurologic, orthopedic, rheumatologic and ophthalmologic disorders.

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

Course Coordinator

Name: Jayne Ward, DO	Name: Kathryn Lovell, Ph.D.
Phone: 517-353-8122	Phone: 517-353-7208
Email: jayne.ward@ht.msu.edu	Email: lovell@msu.edu
Address: A217 Clinical Center	Address: A502D E. Fee Hall

Anatomy Lab Coordinator

Name: Rebecca Pratt	Name: Graham Atkin
Phone: 517-432-0441	Phone: 517-884-9544
Email: prattreb@rad.msu.edu	Email: Graham.Atkin@rad.msu.edu
Address: A5002C E. Fee Hall	Address:
Lab Exams 3-4 EL	Lab Exams 1-2 EL
Name: Carrie Nazaroff	Name: Diana Hristova, MD
Phone: 586-263-6743	Phone: 313-578-9612
Email: carrie.nazaroff@hc.msu.edu	Email: Diana.hristova@hc.msu.edu
Address:	Address:
All Lab Exams MUC	All Lab Exams DMC

Rheumatology Patient Partner Experience

Name: Lawrence Prokop, D.O.
Phone: (517) 882-8673
Email: prokop@msu.edu
Address:
EL – Lab 5

Course Faculty

Name:	Michael Andary, M.D. (517) (517)	Aileen Antonio, M.D. (517) 353-8122	Graham Atkin, Ph.D. (517) 884-9544
Phone:	353-0713	(517) 353-8122	(517) 884-9544
Email:	andary@msu.edu	aileen.antonio@ht.mseu.edu	Graham.atkin@rad.msu.edu
Site:	EL	EL	EL
Name:	Bret Bielawski, D.O.	Andrea Bozoki, M.D. (517) 353-8122	Howard Chang, M.D., Ph.D. (517) 884-2497
Phone:	(586) 263-6174	(517) 353-8122	(517) 884-2497
Email:	bielawskibret@gmail.com	andrea.bozoki@ht.msu.edu	howard.chang@ht.msu.edu
Site:	MUC	EL	EL
Name:	Charles Cox, Ph.D.	Joseph DeWitt, D.O. (517) 884-4554	Eric Eggenberger, D.O. (517) 353-8122
Phone:	517-884-5060	(517) 884-4554	(517) 353-8122
Email:	coxclee@msu.edu	dewittjo@msu.edu	eric.eggenberger@ht.msu.edu
Site:	EL	EL	EL
Name:	Lawrence Evans, D.O.	William Falls, Ph.D. (517) 353-8799	Michael Flink, D.O. No Phone
Phone:	(989) 463-3937	(517) 353-8799	No Phone
Email:	laserlarry21@hotmail.com	falls@msu.edu	michael.flink@ht.msu.edu
Site:	EL	EL	EL
Name:	Bernadette Gendernalik, D.O.	Christopher Glisson, D.O. No Phone	John Goudreau, D.O., Ph.D. (517) 353-8211
Phone:	(586) 263-6174	No Phone	(517) 353-8211
Email:	gendernalik@att.net	chris.glisson@ht.msu.edu	john.goudreau@ht.msu.edu
Site:	MUC	EL	EL
Name:	Peter Gulick, D.O.	Diana Hristova, M.D. (313) 578-9612	Long Huynh-Duc, D.O. (803) 479-7807
Phone:	(517) 353-3211	(313) 578-9612	(803) 479-7807
Email:	gulick@msu.edu	diana.hristova@hc.msu.edu	huynhduc@msu.edu
Site:	EL	DMC	EL
Name:	David Kaufman, D.O.	Kathryn Lovell, Ph.D. (517) 353-7208	James McQuiston, D.O. (586) 263-6731
Phone:	(517) 353-8122	Ph.D. (517) 353-7208	(586) 263-6731
Email:	david.kaufman@ht.msu.edu	lovell@msu.edu	mcquisto@msu.edu
Site:	EL	EL	MUC
Name:	Carrie Nazaroff, Ph.D.	Rebecca Pratt, Ph.D. (517) 432-0441	Lawrence Prokop, D.O. (517) 882-8673
Phone:	(586) 263-6743	(517) 432-0441	(517) 882-8673
Email:	tatacar@msu.edu	prattreb@rad.msu.edu	prokop@msu.edu
Site:	MUC	EL	EL – Lab 5
Name:	Kevin Robinson, D.O.	Melissa Rosenberg, M.D. (517) 353-3100	Lindsay Rubin, D.O.
Phone:	(517) 353-0120	(517) 353-3100	
Email:	kevin.robinson@rad.msu.edu	Melissa.rosenber@hc.msu.edu	irrubin@gmail.com
Site:	EL	EL	DMC
Name:	Michael Rubin, D.O.	Andrew Schorfhaar, D.O. (517) 884-6100	Mei-Hui Tai, Ph.D. 517-884-5126
Phone:	(313) 891-3000	(517) 884-6100	517-884-5126
Email:	michaelrubin@comcast.net	schorfh1@msu.edu	taimehu@msu.edu
Site:	DMC	EL	EL
Name:	John Thornburg, Ph.D	Jayne Ward, D.O. (517) 353-8122	Arthur Weber, Ph.D. (517) 884-5041
Phone:	(517) 353-8122	(517) 353-8122	(517) 884-5041
Email:	thornbur@msu.edu	jayne.ward@ht.msu.edu	weberar@msu.edu
Site:	EL	EL	EL
Name:	Luke Wilcox, D.O.	Sunita Yedavally, D.O. (517) 884-2272	Deborah Young, PharmD, BCPS (586) 263-6757
Phone:	(517) 884-6100	(517) 884-2272	(586) 263-6757
Email:	wilcoxc7@msu.edu	sunitayedavally@aol.com	deborah.young@hc.msu.edu
Site:	EL	EL	MUC

Curriculum Assistants

	EL – Lead CA	DMC	MUC
Name:	Cheryl Luick	Katelyn Johnston	Beata Rodriguez
Phone:	517-884-3880	313-578-9629	586-263-6799
Email:	luick@msu.edu	katelyn.johnston@hc.msu.edu	beata.rodriguez@hc.msu.edu

Lines of Communication

- **For administrative aspects of the Course: contact the course coordinator associated with that section/week:**
 - Weeks 1-3, Dr. Kathryn Lovell lovell@msu.edu
 - Weeks 4-8, Dr. Jayne Ward Jayne.Ward@ht.msu.edu
- 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. To ask questions of the course faculty, send an e-mail to the faculty member with a copy to Cheryl Luick, luick@msu.edu. The reply from the faculty member will be posted to the discussion board on D2L.
- 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, Jayne Ward, D.O., Assoc. Prof. Dept. of Neurology & Ophthalmology, by phone 517-353-8122 or via e-mail Jayne.Ward@ht.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:

- **News** – Course-related communication to the class will be made here. You should check for announcements on a daily basis.
- **Course Information** – Contains the course syllabus with information about the instructional teams, textbooks, exam dates, grading system, rules and regulations, etc.
- **Content** – 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 board 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

Required	Recommended	Optional
<ul style="list-style-type: none"> ▪ OST 571 Course Pack ▪ Blumenfeld, H., Neuroanatomy Through Clinical Cases, 2nd edition, Pub 2010, Sinauer Assoc. ISBN-978-0878936137 ▪ Moore & Dalley, Clinically Oriented Anatomy, 7th ed, 2013. Lippincott, Williams, Wilkins. ISBN: 9781451119459 http://libguides.lib.msu.edu/c.php?g=95640&p=624454 ▪ Gilroy, et al. Thieme., Atlas of Anatomy, 2nd ed, 2012. Thieme Medical Publishers. ISBN: 9781604067453 http://libguides.lib.msu.edu/c.php?g=95640&p=624454 ▪ Sadler, T.W., (2012) Langman’s Medical Embryology, 12th ed; Lippincott, Williams and Wilkins ISBN: 978-1451113426 http://libguides.lib.msu.edu/c.php?g=95640&p=624454 ▪ Kumar, Abbas, Aster., (2015) Robbins & Cotran Pathologic Basis of Disease, 9th ed., Saunders ISBN: 9781455726134 http://libguides.lib.msu.edu/c.php?g=95640&p=624454 ▪ Nelson, K., Glonek, T., 2007. Somatic Dysfunction in Osteopathic Family Medicine, Lippincott Williams and Wilkins. ISBN# 978-1405104753 http://libguides.lib.msu.edu/c.php?g=95640&p=624454 	<ul style="list-style-type: none"> ▪ Arthritis Foundation, 2008. Primer on the Rheumatic Diseases, 13th edition, Arthritis Foundation. ISBN# 978-0387356648 ▪ Hoppenfeld, S., 1976. Physical Examination of the Spine and Extremities 2nd edition, Norwalk, CT: Pearson Education (Prentice hall). ISBN# 9780838578537 ▪ Ballantyne, JC and Mao, J.M.: Opioid therapy for chronic pain. N.Eng.J. Med (2003): 349: 1943-53. ▪ Yaksh, T and Wallace, MS: Opioids, Analgesia and Pain Management. In: Goodman and Gilman’s The Pharmacological Basis of Therapeutics 12th ed. (2011) Chapter 18. ISBN-13: 978-0071624428 http://libguides.lib.msu.edu/c.php?g=95640&p=624454 ▪ Fishman, SM: Responsible Opioid Prescribing: A Clinician’s Guide 2ed (2012); FSMB Foundation ASIN: B0080S3D08 ▪ Nicoll, RA: Introduction to Pharmacology of CNS Drugs. In: Basic and Clinical Pharmacology 12th ed (2012). (BG Katzung et al eds) Chapter 21 ISBN-13: 978-0071764018 	<p>None</p>

Pharm Case days

At the beginning of class, there will be a 2 point iClicker quiz over the material in the assigned online module. Then you will work in your assigned groups of small groups (the same ones you use for OPC) to discuss and answer the questions posed in each of the cases. Be prepared to present during the last 20 minutes of the session. You must study the online module and reading assignment prior to class. You are encouraged to bring laptops to class to facilitate your work.

Laboratory Attendance and Guidelines for Labs 1-4 in the Gross Anatomy Lab (GAL)

Attendance at all faculty scheduled lab sessions is highly recommended. During faculty scheduled lab periods, only students in the assigned group are permitted in the lab. Faculty will be available during all laboratory times when students are assigned. Please see D2L for your group assignments and assigned times. Open lab times are provided for additional individual or group-study. During some of the open lab times, faculty will be present to help. Bluecoat lab assistants may also be present for some of the open lab periods. Please consult your local OST 571 Bluecoat schedule for more information. Lab sessions will be categorized in the syllabus calendar by the following terminology:

- Faculty scheduled lab – only students in assigned groups are allowed in the GAL; faculty will be present
- Faculty open lab – GAL available for self-study, with faculty present to answer questions
- Open lab – GAL available for self-study; faculty will not be present; bluecoat LAs may or may not be present; see local Bluecoat schedules for more details.

All rules, regulations and restrictions related to activities in the GAL for the Gross Anatomy course (ANTR 510) apply for OST571. For each lab in OST571, see additional information in the OST571 Lab Manual in your course pack. All donor care is regarded as acts of professionalism and expected to be a high priority in this course as it was in Semester 1.

Rheumatology Patient Partner Experience (Lab 5)

Attendance is **MANDATORY**. If you **MUST** miss a laboratory, please contact Dr. Falls, Dr. Waarrla, or Dr. Willyerd (depending on your campus location) in advance to receive an excused absence. For each excused absence, students will be required to complete a make-up experience or assignment at the discretion of the course coordinator.

You will be interacting with a patient living and functioning with rheumatoid arthritis. Again, this is an INTERACTIVE experience and you will be expected to come prepared with 2-3 questions to ask the patient. Some patients will just tell their story and allow you to ask questions later, where as other patients will actually take turns going around the room expecting you to ask questions, it really depends on the person to whom your group is assigned.

You will be required to sign in for your individual time for attendance and that you participated. (Cheryl Luick – E.L.) (Beata Rodriguez – MUC) (Katelyn Johnston – DMC) will collect the sign in sheets and verify attendance.

You will be expected to dress similar to your Clinical Skills practical examinations. **Professional attire is required for both men and women with your white coat and name tag.**

i>Clicker Use in Course

iClickers will be used in this class. Please register your unit before class meets on January 5th.

You are expected to bring your iClicker to class regularly so that you will always be prepared when you need to use your unit. Class will proceed as planned, even if you have forgotten to bring your iClicker with you.

1. The iClicker will be used to provide practice with concepts and principles, to stimulate discussion and/or to give mini-quizzes. Questions may be posed at any time during the class hour. No makeup experiences will be provided should you forget your iClicker.
2. If the iClicker is used to take attendance, you will be expected to arrive in class on time and to stay for the duration of the assigned activity.

As a matter of professionalism, please note that under no circumstances should you loan your iClicker to another student. Nor should you ever be in the possession of an iClicker other than your own.

Answering questions or checking in for attendance on behalf of another student by using their iClicker is considered to be an act of dishonesty and may result in dismissal from the college.

For additional information on iClickers please see "Policies".

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 aides (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 class mates, 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.
- 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 content 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 or to see where you are going off-track.
- 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://www.com.msu.edu/Academic_Support/index.html

In summary, the course faculty is 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 571 begins on Monday, January 11, 2016 and ends on Friday, March 4, 2016 . See addendum for detailed daily course schedule.

Exams/Assessments

There will be a total of 5 written exams, 7 quizzes, and 4 lab exams given in OST 571 NMS this year. Your accumulated score on these exams and Quizzes in addition to the Pharmacology case days will determine your grade in the course. The schedule is as follows:

	Projected Points	Material to be Covered
Quiz 1 Fri., 01/15/16	10 pts	Lecture Content in Week 1, (Mon. – Wed.)
Unit Exam #1 Mon., 01/19/16	40 pts	Lectures 01/11/15 through 01/14/15
Lab Exam #1 Mon., 01/19/16	30 pts	Overview & Spinal Cord Labs
Quiz 2 Fri., 01/22/16	10 pts	Lecture Content in Week 2, (Mon. – Wed.)
Quiz 3 Fri., 01/29/16	10 pts	Lecture Content in Week 3, (Mon. – Wed.)
Lab Exam #2 Mon., 02/01/16	30 pts	Brainstem & Cerebrum Labs
Unit Exam #2 Mon., 02/01/16	60 pts	Lectures Content in Week 1/18/16 – 1/28/16
Quiz 4 Fri., 02/05/16	10 pts	Lecture Content in Week 4, (Mon. – Wed.)
Quiz 5 Fri., 02/12/16	10 pts	Lecture Content in Week 5, (Mon. – Wed.)
Unit Exam #3 Mon., 02/15/16	80pts	Lectures 02/02/16 through 02/11/16
Pharm Case Studies Mon/Tues 2/17 & 2/25	4 pts	i>clicker questions <ul style="list-style-type: none">• Note: two points each day
Quiz 6 Fri., 02/19/16	10 pts	Lecture Content in Week 6, (Mon. – Wed.)
Unit Exam #4 Mon. 02/22/16	40 pts	Lectures 02/15/16 through 2/18/16
Lab Exam #3 Mon., 02/22/16	30 pts	Upper Extremity & Spine Labs
Quiz 7 Fri., 02/26/16	10 pts	Lecture Content in Week 7, (Mon. – Wed.)
Lab Exam #4 2/29/16	30 pts	Lower Extremity Labs
Unit Exam #5 Fri. 03/04/16	65 pts	Lectures 02/22/16 through 3/03/16
Total Points	479	

Integrative Reasoning Sessions

There will be 1 integrative reasoning (IR) session within this course. Refer to D2L for a schedule of these sessions.

IR sessions are specifically developed to promote the integration of both content and concepts, with each session building upon what you have encountered (past and present) throughout your educational tenure at MSUCOM. There are many goals for these sessions, including the integration of content and application of that content to real-life cases, patients and situations that you will likely see in practice. As a result of their importance, attendance is expected at each IR session.

Please note that attendance will be taken using your i-clickers. Failure to click in will result in an absence. Excused absences will need to complete a make-up assignment that will be given to the student after the session. Completion of the IR portion of the course or the make-up project is required for successful completion of OST 571.

Course Grades

A student's course grade is determined by the following formula: (exam #1) + (exam #2) + (exam #3) + (exam 4) and (exam 5) + (lab exam 1), (lab exam 2), (lab exam 3), (lab exam 4) (Quizzes 1- 6, as the lowest quiz will be dropped) and Pharm case study, to pass you must get at least 75% of

***Note there are no make-ups for quizzes**

- **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 75%.
- **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 accumulated score below 75% will receive an “N” grade.
- 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 at the end of Semester 3. 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. Jayne Ward, 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/UnitI_II.html and it will be available from Friday, March 4th, 2016 until Friday, March 11th, 2016. 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.

<http://com.msu.edu/AP/Professionalism/MSRR-Offical-Document-Final.pdf>

Absences from Mandatory Class Sessions and Examinations/Assessments

MSUCOM students are expected to attend all mandatory class sessions (e.g., lectures, laboratories, group activities) and take all examinations/assessments during their originally scheduled times. If this is not possible an excused absence may be requested. ***Note there are no make-ups for quizzes**

Excused absences will not be given to all who make a request. If a request for an excused absence is denied, the student will receive a zero (0) grade for the mandatory session or examination/assessment in question, which may result in the issuance of an "N" grade in the course.

✓ **Personal Emergencies:**

To obtain an excused absence, you need to make the following contact, as appropriate, within 24 hours of the scheduled class session or administration of the examination/assessment.

A personal emergency is typically defined as the death of an immediate family member, serious illness, automobile accident and/or hospitalization. Situations including, but not limited to: failure to be on time, conflicting appointments and failure to provide proper identification or bring required materials/devices will not be considered a personal emergency, and requests based upon these situations will be denied.

If an examination/assessment or other mandatory experience is missed due to medical reasons, a medical provider's written confirmation will be required before the request is considered.

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

✓ **Where there is advance notice of absence:**

A student must submit his/her excused absence request at least one week in advance of any scheduled mandatory class session or examination/assessment.

Requests for excused absences regarding weddings, family celebrations and vacations will be denied.

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

Computer-Based Testing

http://www.com.msu.edu/AP/preclerkship_program/preclerkship_curriculum/preclerkship_curriculum%20.htm

It is the responsibility of each and every student (including students restarting and overload students) to know and be in compliance with the MSUCOM policy regarding computer-based testing. It is possible that adjustments may need to be made to this policy, and students will be notified of those adjustments when necessary.

In addition, each and every student must possess his or her own electronic device that is compatible with the software program SoftTest, and ensure that it is fully functional and operational at the time of every computerized assessment.

If a student has difficulties with respect to their technology prior to an assessment, he or she can send an email to OsteoMedAP@hc.msu.edu (which is monitored during normal business hours) for a response within 24 hours of viewing or call the lead curriculum assistant for more urgent matters. Overload students taking courses with the class of 2019 have the opportunity to engage in computer-based testing. In order to take exams on a computerized device it is the responsibility of the overload student to email the lead curriculum assistant prior to the first scheduled day of the course. The decision to utilize computer-based testing is final, and will not be changed after it has been made. If no notice is given to the lead curriculum assistant prior to the first scheduled day of the course, the decision will be that the student does not want to participate in computer-based testing and will receive all relevant assessments via scantron and paper.

i>Clicker Policy

http://www.com.msu.edu/Students/Policies_and_Programs/iCLICKER_Policy.htm

You are expected to have your i>Clicker registered prior to the beginning of this class. You are responsible for bringing your i>Clicker to every class with you. Class will proceed as planned, even if you have forgotten to bring your i>Clicker with you. Paper completion of i>Clicker activities will not be accepted as a substitute for the i>Clicker response. Please make sure that your i>Clicker is always in working order.

As a matter of professionalism, please note that under no circumstances should you loan your i>Clicker to another student. Nor should you ever be in the possession of an i>Clicker other than your own.

Answering questions or checking in for attendance on behalf of another student by using his or her i>Clicker is considered to be an act of dishonesty and may result in dismissal from the college.

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.

Addendum: Course Schedule

See attached.