

OST 573 - Endocrinology

Spring 2016

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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.

Template last updated: 8/5/15 (RTS/SBH)

Section 1 – Course Information

Course Description and Goals

OST 573 Endocrinology is a 3 credit course designed to provide information regarding the anatomy, biochemistry and physiology of the endocrine systems and the pathophysiology of endocrine disorders. The learning objectives included in this course will build on your understanding of normal function of endocrine system and introduce principles of clinical diagnosis and management of endocrine abnormalities.

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

Course Coordinator

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

Name:	Keith Lookingland, Ph.D. (PHM)
Phone:	517-353-8971
Email:	lookingl@msu.edu
Address:	B432 Life Science, East Lansing, MI 48824

Course Faculty

Name:	Peter Gulick, D.O. (OMS)	Mary Hughes, D.O. (OMS)	Laryssa Kaufman, M.D. (OMS)
Dept:	(OMS)	(OMS)	(OMS)
Phone:	517-353-3211	517-353-3211	517-353-3211
Email:	gulick@msu.edu	hughesm@msu.edu	lkaufman@msu.edu
Site:	EL	EL	EL
Name:	Frances Kennedy, DVM MS (ANTR)	Sarah Weitz, MS, RD (COM)	L. Karl Olson, Ph.D. (PSL)
Dept:	DVM MS (ANTR)	(COM)	(PSL)
Phone:	517-432-0467	586-263-6066	517-884-5116
Email:	kennedyf@msu.edu	mccaske7@msu.edu	olsonla@msu.edu
Site:	EL	MUC	EL
Name:	Ralph Otten, D.O. (OMS)	Janice Schwartz, Ph.D. (PSL)	Carrie Nazaroff, Ph.D. (ANTR)
Dept:	(OMS)	(PSL)	(ANTR)
Phone:	517-353-3211	313-578-9671	586-263-6743
Email:	otten@msu.edu	schwa317@msu.edu	carrie.nazaroff@radiology.msu.edu
Site:	EL	DMC	MUC
Name:	Carol Wilkins, Ph.D. (BMB)	Jane Gudakunst MD (OMS)	
Dept:	(BMB)	(OMS)	
Phone:	517-353-4927	517-353-3211	
Email:	mindockc@msu.edu	Jane.Gudakunst@hc.msu.edu	
Site:	EL	EL	

Curriculum Assistants

	EL	DMC	MUC
Name:	Angela Resseguie (LEAD)	Katelyn Johnston	Beata Rodriguez
Phone:	517-353-9932	517-884-9628	586-263-6799
Email:	ressegu8@msu.edu	appleto@msu.edu	rodri583@msu.edu

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, Keith Lookingland, Departmental Office, by phone 517-353-8971 or via e-mail (lookingl@msu.edu). The Course Coordinator is generally available by appointment.

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

Required	Recommended
<ul style="list-style-type: none"> ▪ OST 573 Course Pack ▪ Rhoades RA and DR Bell, <u>Medical Physiology: Principles for Clinical Medicine</u> 4th ed.(2013) Lippincott Williams & Wilkins [ISBN# 9781609134273] (Digital copy) ▪ Ross M. (Deceased), Pawlina, W. <u>Histology: A Text and Atlas: with Correlated Cell and Molecular Biology</u> 7th ed. (2016) Wolters Kluwer Health [ISBN# 9781451187427] (Digital copy) ▪ Kumar, V et al., <u>Robbins and Cotran Pathologic Basis of Disease</u> 8th ed. (2010) Saunders Elsevier [ISBN: 9781416031215] (Digital copy) ▪ Sadler, TW, <u>Langman’s Medical Embryology</u> 12th ed. (2012) Lippincott Williams and Wilkins [ISBN: 9781451113426] (Digital copy) ▪ Ferrier D., <u>Lippincott’s Illustrated Reviews: Biochemistry</u> 6th ed. (2013) Wolters Kluwer Health/Lippincott Williams and Wilkins [ISBN: 9781451175622] (Digital copy) ▪ Bickley, L. S. <u>Bates’ Guide to Physical Examination and History Taking</u>, 11th edition (2013). Lippincott, Williams & Wilkins, ISBN: 978-1-6091-3762-5 (Digital copy) 	<ul style="list-style-type: none"> ▪ Brunton, L.E., <u>Goodman and Gilman’s : Pharmacological Basis of Therapeutics</u>, 12th ed. 2011 McGraw-Hill [ISBN# 9780071624428] (Digital copy) <p>Also available online: www.accessmedicine.com or www.statref.com</p> <ul style="list-style-type: none"> ▪ Electronic Medical Books listed by subject can be found at: http://libguides.lib.msu.edu/medicalebooks

i>Clicker Use in Course

i>Clickers will be used in this class. An i>Clicker 2 is required for this class. The mobile application, i>ClickerGO, will not be allowed.

For the Histology Labs in this course, you must have a functional i>Clicker2 that is registered in accordance with MSUCOM instructions in order to submit your answers to the quizzes that will be given at the beginning of each histology laboratory. Please refer to additional i>Clicker policy information provided in Section 2 of this syllabus.

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.
- Attend any course Help Sessions that are scheduled prior to the course exams.
- 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.

Specific Procedures for the Histology Laboratory Access

Locations of histology teaching labs

EL – Room E200 Fee Hall

DMC – Room G031

MUC – Room 211 of the UC-4 Building

At all campus sites, the lab is computer-based; it uses virtual slides (digitized microscope slides) as well as images from other designated web sites. Students will team up (in groups of 2-3) to share the laboratory workstations. At each lab session, you will need your lab manual (contained within the coursepack), your required histology text (Ross and Pawlina) and your i>Clicker2.

Assigned lab times

For each lab topic in this course, you have been assigned to a specific 2-hour histology lab session (lab section assignments will be posted on the OST573 Endocrinology D2L website). Space and instructional support are limited in the histology lab, so it is essential that you attend only the 2-hour lab section to which you have been assigned. Also, answers that you submit during lab i>Clicker2 quizzes will earn course credit only if you are attending the lab session to which you are assigned.

Pre-lab preparation

To make your time in histology lab productive, it is essential that you prepare beforehand. For each lab session your Study Guide (coursepack) includes detailed, step-by-step instructions, objectives, and study questions. To prepare for a lab session, carefully read the "Introduction" to the session in your Study Guide, and work through the instructions that are entitled "**Be sure to review and understand the following.**" You should also skim through the detailed directions for the lab session (lab objectives) in order to get an idea of what you will be expected to accomplish during the lab session.

Resources to bring to each laboratory session

- **i>clicker2** – In order to receive Individual Readiness Quiz (IRQ) credit, you must personally attend the lab session to which you are assigned, and you must submit answers using your personal **i>clicker2, which you have web-registered in accordance with directions provided by MSUCOM**. IRQ answers submitted in another way (e.g. written on paper) will not be accepted. Having your personal i>clicker2 registered in your name and in good working order (with fresh batteries) is your responsibility!
- **Study Guide** (coursepack) – This is an essential guide to the structural features you are looking for during lab and to their significance.
- **Histology textbook** – Both the Study Guide (coursepack) and online lab material will refer frequently to pertinent figures in the required histology textbook (Ross and Pawlina), **so bring your histology textbook with you to lab!**

Histology Lab Individual Readiness Quizzes (IRQs)

As further reinforcement for advanced lab preparation, we will begin each histology lab session with a brief **Individual Readiness Quiz (IRQ)**, to be administered via **i>Clicker2** system (the i>Clicker2 system is described under the “College and Course Policies” section of this syllabus). Course credit will be awarded for answering IRQ questions correctly (see Exams/Assessments sections of this syllabus). The IRQ questions should not be difficult for students who have completed the pre-lab preparation, as described above.

*****No make-ups are offered for missed IRQs. *****

Making the most of your time in histology lab

Being well prepared for each histology lab session (as directed above) and staying for the full lab time will allow you to take full advantage of the opportunity that each lab provides to work collaboratively with your classmates. Lab sessions provide students with excellent opportunities for face-to-face conversations with faculty about lab material, other course content, or ancillary matters of interest. Furthermore, participating in the interactive review of questions (carried out in the last half hour of each lab session) will provide valuable preparation for the integrative questions on course exams.

Protecting the laboratory work stations

- Do not consume food or drink while seated at a computer station.
- Do not touch the computer monitor screens with anything other than the pointers that are supplied. No finger prints! No ball-point pens!
- During histology lab sessions, do not use the lab computers for activities unrelated to lab work (i.e., no personal e-mail, downloads, or web surfing).

Courses begin and end dates

OST 573 begins on 3/14/16 and ends on 4/18/16. See addendum for detailed daily course schedule.

Exams/Assessments

There will be a total of 3 exams and 6 quizzes given in Endocrinology this year. Your accumulated score on these exams will determine your grade in the course. The examination schedule is as follows:

Assessment	Projected Points	Material to be Covered
Quiz #1 Diabetes Thurs 3/24/16 1:00-1:10 or 3:00-3:10 (prior to EVOLVE small group session)	8	Diabetes & metabolism lectures (lectures 3-18)
Unit Exam #6 Monday 3/28/2016 7:50-9:50 AM	55	Lectures 1-18 and Integrative Reasoning Case Discussion 3/24/16
Endocrine Histology Lab i>Clicker2 Quiz Wed 3/30/2016 1-3 PM; 3:15-5:15 PM; or 5:30-7:30 PM	2	Reading assignment for Endocrine Histology Lab
Male Reproductive Histology Lab i>Clicker2 Quiz Wed 4/6/2016 1-3 PM; 3:15-5:15 PM; or 5:30-7:30 PM	2	Reading assignment for Male Reproductive Histology Lab
Quiz 2 Endocrine Emergencies Thurs 4/7/2016 1:00-1:10 or 3:00-3:10 (prior to small group Endocrine Emergencies Cases)	8	Endocrine Emergencies
Unit Exam #8 Tuesday 4/12/2016 7:50-9:50 AM	38	Lectures 19-30 plus Endocrine Histology Lab
Female Reproductive Histology Lab i>Clicker2 Quiz Wed 4/13/2016 1-3 PM; 3:15-5:15 PM; or 5:30-7:30 PM	2	Reading assignment for Female Reproductive Histology Lab
Quiz #3 Growth, Development, Reproduction Thurs 4/14/2016 1:00-1:10 or 3:00-3:10 (prior to small group Growth, Development, Reproduction Cases)	8	Lectures 31-40
Unit Exam #9 Monday 4/18/2016 7:30-8:50 AM	35	Lectures 31-40 plus Male and Female Histology Labs, and all other course materials/activities

TOTAL POINTS POSSIBLE: 158

TOTAL POINTS REQUIRED TO PASS = 158 *.7= 110.6

Integrative Reasoning Sessions

There will be 1 integrative reasoning (IR) sessions 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.

Course Grades

A student's course grade is determined by the following formula:

TOTAL POINTS REQUIRED TO PASS = 158 *.7= 110.6

- **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 70% or a total of 110.6 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 less than 110.6 points or an accumulated score below 70% 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. **All remediation exams for Semester 3b courses are scheduled for Saturday May 14, 2016 and Sunday May 15, 2016.** Please refer to the remediation policy information provided in Section 2 of this syllabus for information on College requirements and eligibility determination.

Philosophy of Instruction:

In this course, the successful achievement of learning objectives will require knowledge and skills acquired in other portions of the overall MSUCOM educational program. Students will be expected to apply concepts and vocabulary learned in other courses to problem-solving for exams/assessments in this course. http://www.com.msu.edu/AP/ap_general_info/program_philosophy.htm

Student Evaluation of the Course

We want your feedback on how to improve this course.

- **Informal Feedback:** Feel free to approach the Course Coordinator, Keith Lookingland, 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 4/11/16 through 4/25/16. 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.

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.