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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
Osteopathic Manipulative Medicine I 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

<table>
<thead>
<tr>
<th>Name</th>
<th>Timothy Francisco, Assistant Professor</th>
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<tbody>
<tr>
<td>Phone:</td>
<td>517-353-9110</td>
</tr>
<tr>
<td>Email:</td>
<td><a href="mailto:franci48@msu.edu">franci48@msu.edu</a></td>
</tr>
<tr>
<td>Address:</td>
<td>A439 E. Fee Hall, East Lansing, MI 48824</td>
</tr>
</tbody>
</table>

Course Faculty

<table>
<thead>
<tr>
<th>Site Coordinators</th>
<th>Mark Gugel, D.O. – EL Associate Professor <a href="mailto:gugel@msu.edu">gugel@msu.edu</a></th>
</tr>
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<tbody>
<tr>
<td></td>
<td>Teri Hammer, D.O. – MUC Assistant Professor <a href="mailto:hammer@msu.edu">hammer@msu.edu</a></td>
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<tr>
<td></td>
<td>Annette Pantall, Ph.D. - EL Assistant Professor <a href="mailto:pantall@msu.edu">pantall@msu.edu</a></td>
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<tr>
<td></td>
<td>William Pintal, D.O. - EL Assistant Professor Emeritus</td>
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<td></td>
<td>Christopher Pohlod, D.O. – EL Assistant Professor <a href="mailto:pohlodch@msu.edu">pohlodch@msu.edu</a></td>
</tr>
<tr>
<td></td>
<td>Jake Rowan, D.O. - EL Associate Professor <a href="mailto:Jake_rowan@hotmail.com">Jake_rowan@hotmail.com</a></td>
</tr>
<tr>
<td></td>
<td>Alice Shanaver, D.O. – DMC Assistant Professor <a href="mailto:shanave1@msu.edu">shanave1@msu.edu</a></td>
</tr>
<tr>
<td></td>
<td>Barbara Zajdel, D.O. - MUC Assistant Professor <a href="mailto:drbarbie99@comcast.net">drbarbie99@comcast.net</a></td>
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<tr>
<th>OMM/NMM Residents</th>
<th>Kristie Petree, D.O.</th>
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<td></td>
<td>OMM/NMM Resident <a href="mailto:kolds@msu.edu">kolds@msu.edu</a></td>
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<tr>
<td></td>
<td>Lauren Hasler, D.O.</td>
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<td></td>
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<tr>
<td></td>
<td>Noshir Amaria</td>
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<td>OMM/NMM Resident <a href="mailto:amariano@msu.edu">amariano@msu.edu</a></td>
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<tr>
<td></td>
<td>John Tegtmeier OMM/NMM Resident <a href="mailto:John.tegtmeier@hc.msu.edu">John.tegtmeier@hc.msu.edu</a></td>
</tr>
</tbody>
</table>

Course Coordinators
Terri Steppe, D.O. - DMC
Assistant Professor steppe@msu.edu

Lori Dillard, D.O. - MUC
Assistant Professor ldillard@msu.edu

Instructors
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Assistant Professor, Chairperson A439 East Fee Hall 517-353-3870 dstefano@msu.edu

Adam Feinstein, D.O. - MUC
Assistant Professor feinste4@msu.edu

Jennifer Gilmore, D.O. - EL
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### Curriculum Assistants

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<th>EL</th>
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<th>MUC</th>
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<tbody>
<tr>
<td>Name:</td>
<td>Michele Benton</td>
<td>Katelyn Johnston</td>
<td>Beata Rodriguez</td>
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<tr>
<td>Phone:</td>
<td>517-353-9110</td>
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<td><a href="mailto:Katelyn.johnston@hc.msu.edu">Katelyn.johnston@hc.msu.edu</a></td>
<td><a href="mailto:beata.rodriguez@hc.msu.edu">beata.rodriguez@hc.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 SEMI 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, Timothy Francisco, via e-mail.

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

Students may access the required OMM textbooks and many others at: [http://libguides.lib.msu.edu/medicalimages](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 511 begins on September 1, 2015 and ends on December 10, 2015. See addendum for detailed daily course schedule.

Exams/Assessments
Your overall course score in OMM 511 will be based on the following components:

- **Attendance, Participation and Professionalism**
  There will be a total of 12 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 Tuesday 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 48 points will be available from the weekly quizzes.

- **Practical Exam**
  There will be two practical examinations on 11/03/15 and 12/08/15, each worth approximately 20 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.

- **Comprehensive Written Exam**
  There will be one written exam on 12/10/15 worth approximately 30 points.

**Determination of the Final Course Grade**
A total of approximately 130 points can be accumulated in OMM 511.

- Attendance, Participation and Professionalism - 12
- Weekly Quizzes - 48
- Practical Exam - 40
- Written Exam Questions – 30

- **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 70% of the total number of points possible and **no score lower than 70% on any exam.**

- **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, or scores lower than 70% on either the written or practical exams or fails to meet the attendance requirements 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. Remediation will consist of an exam or an alternate exam as determined by the Course Coordinator. 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 1 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 make this course better for yourself and also for the students who come after you.
- Informal Feedback: Feel free to approach the Course Coordinator, Timothy Francisco, 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 and it will be available from 12/8/15 – 12/18/15. Your assistance 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.


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.

<table>
<thead>
<tr>
<th>Location</th>
<th>Contact</th>
<th>Phone</th>
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<tbody>
<tr>
<td>EL</td>
<td>Dr. Falls, Associate Dean for Student Services</td>
<td>(517) 353-8799</td>
</tr>
<tr>
<td>DMC</td>
<td>Dr. Willyerd, Associate Dean</td>
<td>(313) 578-9600</td>
</tr>
<tr>
<td>MUC</td>
<td>Dr. Waarala, Assistant Dean</td>
<td>(586) 263-6731</td>
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</table>

✔ 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.
If a student has two (2) excused or one (1) unexcused absence(s) in OMM 511, 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.
Computer-Based Testing
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.
Anyone who will be taking only PART of any Unit Exam in Semester 2 (i.e. overload or returning MS1
students) will use paper and Scantron, not CBT.

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.