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
MMG531 is a 2 credit hour course that provides students with an understanding of the basic functions of cells and molecules that mediate immune responses and how the immune response relates to various clinical scenarios.

Course Goals
1. To be able to recognize and describe immune responses at the organismal level, tissue level, and cellular level.
2. To explain how the immune system is regulated and how it interacts with the other organ systems.
3. To explain the mechanisms leading to the pathologies associated with immune deficiencies, autoimmunity, transplant rejection, and hypersensitivities in contrast to those mechanisms involved in a protective immune response.
4. To rationalize the use of immunotherapies (including vaccines) in disease prevention, treatment, and management.
5. To identify components of the immune system as indicators of health or disease in order to interpret results of basic laboratory data and immunodiagnostic tests.

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

Course Coordinator
(Note - Preferred method of contact is shown in italics)
Name: Shawna-Marie Nantais, MS
Phone: 313-578-9668
Email: shawnamarie.nantais@hc.msu.edu (preferred)
Address: CG98, DMC

Course Faculty

<table>
<thead>
<tr>
<th>Name</th>
<th>Email</th>
<th>Phone</th>
<th>Site</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dennis Arvidson, PhD</td>
<td><a href="mailto:arvidso4@msu.edu">arvidso4@msu.edu</a></td>
<td>517-884-5001</td>
<td>EL</td>
</tr>
<tr>
<td>Janice Schwartz, PhD</td>
<td><a href="mailto:schwa317@msu.edu">schwa317@msu.edu</a></td>
<td>313-578-9671</td>
<td>DMC</td>
</tr>
<tr>
<td>Raquel Ritchie, PhD</td>
<td><a href="mailto:ritchie@msu.edu">ritchie@msu.edu</a></td>
<td>586-263-6296</td>
<td>MUC</td>
</tr>
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</table>

Curriculum Assistants

<table>
<thead>
<tr>
<th>Site</th>
<th>Name</th>
<th>Email</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>East Lansing</td>
<td>Robin Borowski</td>
<td><a href="mailto:robin.borowski@hc.msu.edu">robin.borowski@hc.msu.edu</a></td>
<td>517-353-9515</td>
</tr>
<tr>
<td>DMC</td>
<td>Katelyn Johnston</td>
<td><a href="mailto:katelyn.johnston@hc.msu.edu">katelyn.johnston@hc.msu.edu</a></td>
<td>313-578-9628</td>
</tr>
<tr>
<td>MUC</td>
<td>Charity Troutt</td>
<td><a href="mailto:charity.troutt@hc.msu.edu">charity.troutt@hc.msu.edu</a></td>
<td>586-226-4788</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 on-site instructor (DMC – Instructor Nantais, EL – Dr. Dennis Arvidson, MUC – Dr. Raquel Ritchie).
- 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, Shawna-Marie Nantais, DMC room CG98, by phone (313) 578-9668, or via e-mail shawnamarie.nantais@hc.msu.edu. The Course Coordinator is generally available Monday through Friday 1:30pm until 3:00pm or 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:

- **News** – Course-related communication to the class will be made here. You should check for announcements on a daily basis.
- **Syllabus** – 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.
- **Communication** – Contains the course-related email system and the Discussion Forums.
- **Discussion Boards** – Lists of “submitted” questions organized by lecture topic. The discussion board will be primarily student led and periodically monitored by faculty. Additionally, questions emailed to the lecturer will be de-identified and posted. 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**

- MMG 531 FS16 Course Pack
Recommended


**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.

In this course, i>Clicker input may be used in the following ways: 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 make-up experiences will be provided should you forget your i>Clicker. The i>Clicker will be the only mechanism to record attendance during large group lectures.

- If the i>Clicker 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.
- If you bring your i>Clicker and it fails during the lecture, please see the course representative immediately after the lecture to inform us of the problem. NO points for attendance will be given unless you notify us at the time of the lecture.

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., practice questions, and answers to frequently asked questions).
- Complete the preparatory work assigned for each lecture session; this includes working through the online modules, problem sets or any other advance study activities.
- Attend every lecture.
- Actively annotate your Course Pack as you prepare for each class session, as each class session progresses, and also during your follow-up study.
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.

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_Career_Guidance/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
MMG531 begins on September 29, 2016 and ends on November 7, 2016. See addendum for detailed daily course schedule.
Exams/Assessments
MMG 531 questions will be included on three (3) Unit Lecture Exams (Semester 2 Unit Exams 3-5). Additionally, there are 6 on-line quizzes each worth 1 point. Quizzes will consist of 10 questions and will be in the format of multiple choice and/or true/false questions. You will be allowed 2 attempts and have 25 minutes, per attempt, to complete the quiz. Your highest score will be recorded. Please note: on-line quizzes are to be completed individually. They will be available for approximately 24 hours beginning Friday at 12:01 am and will close at 11:59 pm (Friday) and cover material presented during that week. Additionally, there will be one (1) Clinical Application Session, which will be evaluated on UE5. This session will take place on November 4th, 2016 and is a joint effort between MMG 531 and PSL 539. Please refer to each course syllabi, the course pack announcement insert, and course D2L sites for specific details of the Clinical Application Session for each course. Your accumulated score on these assessments will determine your grade in the course. The assessment schedule is as follows:

<table>
<thead>
<tr>
<th>Assessments</th>
<th>Projected Points</th>
<th>Material to be Covered</th>
</tr>
</thead>
<tbody>
<tr>
<td>On-line Quiz #1</td>
<td>9/30/16</td>
<td>1 Lectures 1-3 (9/29 through 9/30)</td>
</tr>
<tr>
<td>On-line Quiz #2</td>
<td>10/7/16</td>
<td>1 Lectures 4-7 (10/4 through 10/6)</td>
</tr>
<tr>
<td>Unit Exam #3</td>
<td>10/10/16</td>
<td>21 Lectures 1-7 (9/29 through 10/6)</td>
</tr>
<tr>
<td>On-line Quiz #3</td>
<td>10/14/16</td>
<td>1 Lectures 8-12 (10/12 through 10/14)</td>
</tr>
<tr>
<td>On-line Quiz #4</td>
<td>10/21/16</td>
<td>1 Lectures 13-16 (10/19 through 10/20)</td>
</tr>
<tr>
<td>Unit Exam #4</td>
<td>10/24/16</td>
<td>27 Lectures 1-16 (9/29 through 10/20)</td>
</tr>
<tr>
<td>On-line Quiz #5</td>
<td>10/28/16</td>
<td>1 Lectures 17-19 (10/25 through 10/27)</td>
</tr>
<tr>
<td>On-line Quiz #6</td>
<td>11/4/16</td>
<td>1 Lectures 20-24 (10/31 through 11/3)</td>
</tr>
<tr>
<td>Unit Exam #5</td>
<td>11/7/16</td>
<td>24 Lectures 1-24 (9/29 through 11/3), and Clinical Application Session (11/4)</td>
</tr>
</tbody>
</table>
Course Grades

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

\[(\text{Points scored on Unit Exam #3}) + (\text{Points scored on Unit Exam #4}) + (\text{Points scored on Unit Exam #5}) + (\text{Points scored on On-line Quizzes #1-6}) = \text{accumulated points}\]

\[(\text{accumulated points}/78 \text{ total points possible}) \times 100\] = final percent score

- **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 54.6 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 54.6 points a score below 70% will receive an “N” grade.

Remediation for MMG531

- Students receiving a non-passing grade in MMG531 may be permitted to remediate according to the [MSUCOM Remediation Policy](#) (see pg. 11). Not all students will be eligible for remediation.

- Remediation will be determined on an individual basis by the college and may include re-enrollment in the course. A final decision regarding the remediation format is at the discretion of the course coordinator.

- The remediation exam is 50 questions and is comprehensive for the course. Passing is $\geq 70.0\%$ ($\geq 35$ correct). Please refer to the remediation policy information provided at the end of this syllabus for information on College requirements and eligibility determination.

**Semester 2 Course Remediation Exams** - Remediation Exams for the following Semester 2 courses *(BMB 515, BMB 527, MMG 531, MMG 532, OST 566, PHM 564, PSL 539)* will be held on Thursday, January 5th and Friday, January 6th, 2017 between the hours of 8 AM and 5 PM. Students will have 2 hours to complete an individual course exam. Students affected will be notified of the exact date, time, and venue for their course specific exam.

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, Instructor Shawna-Marie Nantais, 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.

- SIRS Evaluations – You are not required to complete the course evaluations available to you via SIRS. If you would like to opt out of the ability to evaluate this course using SIRS, login to sirsonline.msu.edu, click the link to the survey, then select button at the bottom that says “Decline to Participate.”

- 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. 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.


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.

An excused absence does not relieve the student from responsibilities for missed mandatory class sessions and examinations. It is highly possible that an excused absence will not be granted for a mandatory class session due to scheduling of equipment and faculty. If one of these mandatory sessions is missed, even though an excused absence is granted, and cannot be made up, the student will receive a zero(0) grade for the event and may be required to repeat the course at its next offering.

Personal Emergencies:
To obtain an excused absence, complete the Excused Absence Request form found on the student portal.

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 will
not be considered a personal emergency, and requests based upon these situations may be denied.

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

**Advance Notice of Absence Available**
A student must submit his or her excused absence via the Excused Absence Form 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.

**Conference, Conventions, Meetings, College Sponsored Activities**
If a student wishes to attend a conference, convention, meeting, or college sponsored activity which will cause him or her to miss a mandatory class [session(s) and/or examination(s)], he or she must complete and submit an **Excused Absence Request Form** at least two weeks prior to the expected absence period and provide a copy of the conference, convention, meeting or college sponsored activity announcement. Examination dates and mandatory class sessions will not routinely be changed for these activities.

**Extended Absences**
MSUCOM will not excuse students for extended absences involving elective travel and medical mission work in another country. Approval of extended absences for unavoidable situations will be considered by Academic Programs osteomedap@hc.msu.edu on a case-by-case basis.

**Computer-Based Testing**

http://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 SofTest, 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.
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/Registrar/MSUCOM%20Remediation%20of%20N%20Grade%20Algorithm.pdf) 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. Also, it is the student’s responsibility to ask the course coordinator about the format and expectations of the remediation experience.

Students deemed eligible for remediation by the registrar will be informed by the registrar’s office.

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.

Addendum: Course Schedule
The course schedule can be found on the Class of 2020, semester 2 page: http://com.msu.edu/AP/preclerkship_program/preclerkship_curriculum/revised_curriculum/revised_semester_2_fs16.htm.