

OST 627

Fundamentals of Health Policy and Advocacy

**CLERKSHIP ELECTIVE ROTATION SYLLABUS
(Virtual Rotation)**

LAUREN AZEVEDO, D.O.
INSTRUCTOR OF RECORD
AZEVEDOL@MSU.EDU

EFFECTIVE AUGUST 1, 2023, TO JULY 31, 2024

For questions about content or administrative aspects of this course, please contact:

SHANNON GROCHULSKI-FRIES
COURSE ASSISTANT (CA)
GROCHULS@MSU.EDU

At Michigan State University College of Osteopathic Medicine (MSUCOM), we are constantly working to improve our curriculum and to meet new AOA (American Osteopathic Association) accreditation guidelines. We need to meet the challenges of modern medicine that force us to innovate. While changes will generally be instituted at the beginning of the school year, changes may also be implemented semester to semester.

Please be mindful of the need to read your syllabi before beginning your rotations.

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INTRODUCTION AND OVERVIEW

This syllabus gives an overview of rotation goals and objectives designed to help you understand this subject's breadth and scope. As you progress through the rotation, you will perform certain activities intended to help you meet the identified goals and objectives. Please review this syllabus to ensure understanding of the rotation format, syllabus content, and MSUCOM expectations.

ELECTIVE COURSE SCHEDULING

Preapproval

- This course does not require preapproval from the IOR (Instructor of Record). The student should follow the directions below for elective course confirmation and enrollment.

Required Prerequisites

- This course does not require any prerequisite courses.

Course Confirmation and Enrollment

- The student must be an active student at MSUCOM.
- Student must complete five core rotations prior to any elective rotation.
- The student must receive MSUCOM confirmation and enrollment prior to beginning any elective rotation.
 - Once the student receives rotation acceptance from the host site, students must provide the elective application and host site approval to COM.Clerkship@msu.edu for MSUCOM confirmation and scheduling.
 - MSUCOM confirmation and enrollment is complete when the rotation is visible on the student's schedule.
 - MSUCOM confirmation must occur at least 30 days (about four and a half weeks) in advance of the rotation.
 - Once confirmed, the rotation may only be cancelled 30 days or more in advance of the start date.

ROTATION FORMAT

This rotation has been designed to cover primary topics in advocacy and health policy. Each week will focus on one didactic topic of importance. This is a virtual rotation 2-week elective for three credits. All coursework will be completed in D2L (Desire2Learn). This course may be taken for a maximum of 2 weeks.

This course will fulfil elective requirements but does not count towards either medicine or surgery requirements.

GOALS AND OBJECTIVES

GOALS

The goal of this course is to increase student understanding of the importance of physician advocacy.

OBJECTIVES

1. Define advocacy and why patients need advocates.
2. Understand the legislative process and how to access state and local government officials.

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3. Know how to identify and research a healthcare issue.
4. Understand the basics of media advocacy.
5. Identify collaboration opportunities with community and professional organizations.

COMPETENCIES

1. Osteopathic Principles and Practices: OPP (Osteopathic Principles and Practice) Principles/Integration
2. Interpersonal and Communication Skills: Documentation/communication
3. Professionalism: Accountability/duty
4. Professionalism: Humanistic behavior
5. Systems-Based Practice: Health systems
6. Societal and Cultural Awareness and Advocacy: Advocacy/Response

COLLEGE PROGRAM OBJECTIVES

In addition to the above course-specific goals and learning objectives, this clerkship rotation also facilitates student progress in attaining the College Program Objectives. Please refer to the complete list provided on the MSUCOM website (<https://com.msu.edu/>) and in the Student Handbook.

REFERENCES

REQUIRED STUDY RESOURCES

Desire 2 Learn (D2L): Please find online content for this course in D2L (<https://d2l.msu.edu/>). Once logged in with your MSU Net ID, your course will appear on the D2L landing page. If you do not see your course on the landing page, search for the course with the following criteria, and pin it to your homepage: **OST 627 Fundamentals of Health Policy and Advocacy.**

If you encounter any issues accessing this D2L course, please email the CA (COURSE ASSISTANT) (on the title page of this syllabus).

SUGGESTED STUDY RESOURCES

Recommended Texts

Sessums, L., Dennis, L., Liebow, M., Moran, W., & Rich, E. (2011). *Health Care Advocacy: A Guide for Busy Clinicians*. New York, NY: Springer New York.

Available from MSU (Michigan State University) libraries at <https://link-springer-com.proxy1.cl.msu.edu/book/10.1007/978-1-4419-6914-9>

Recommended Websites

AMA Health Care Advocacy <https://www.ama-assn.org/health-care-advocacy>

AOA Advocacy <https://osteopathic.org/about/advocacy/>

AAP (American Academy of Pediatrics) Advocacy <https://services.aap.org/en/advocacy/>

ROTATION REQUIREMENTS

REQUIREMENT	SUBMISSION METHOD	DUE DATE Please refer to D2L for actual (month/day) due dates
Complete the five modules within D2L and complete the Attestation Survey	In Qualtrics	Last Day of Rotation
Write a one-page Health Policy Brief and upload it to the appropriate dropbox	D2L Dropbox entitled "One Page Policy Brief Dropbox"	Last Day of Rotation
Write and submit op-ed on a healthcare issue	D2L Dropbox entitled "Op-Ed Dropbox."	Last Day of Rotation
Reflection Essay	D2L Dropbox entitled "Reflection Essay Dropbox."	Last Day of Rotation
Student Evaluation of Clerkship Rotation	Students will submit their rotation evaluations electronically at the conclusion of every rotation by accessing the Medtrics system: https://msucom.medtricslab.com/users/login/ . By the last week of each rotation, students will receive an automated email link connecting them to their assigned evaluation. Students can also access pending evaluations on the 'Home' or 'Evaluations' tabs within their Medtrics accounts.	Last Day of Rotation

ONLINE MODULES AND ASSIGNMENTS

There are 5 (five) modules that are to be completed in D2L.

Module 1: Introduction to Advocacy

- Please read the three linked articles within this module.
- Complete the AAP Advocacy Modules.
- You will submit an attestation after completion of the modules.

Module 2: Identify and Research Healthcare Issue

- Please read the articles linked within this module.
- Take time to research a Health Policy Issue that you are passionate about.
- After reading the articles and deciding on an issue, please write a one-page policy brief using the articles as a guide.
- You will submit this to the dropbox and send this to your legislator as part of Module 3.

Module 3: Connecting with your Legislatures.

- Using the links within the module on D2L, please identify your legislative stakeholders.

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- Please contact them and introduce them to your chosen issue using the policy brief you completed in Module 2.
- You may contact them via email, phone call or in-person at coffee hours.
- You will complete an attestation that you have contacted your legislator.

Module 4: Interacting with the media.

- Please read the articles linked within this module.
- Watch the Webinar: Media Advocacy through Storytelling: Using Personal Narratives to Promote Change.
- Submit your Op-Ed to the appropriate dropbox in D2L.

*We highly recommend that you submit your Op-Ed to the MSUCOM (College of Osteopathic Medicine) student newsletter or to the professional organization newsletter of your choice.

Module 5: Collaboration in Advocacy

- Please identify an advocacy organization of your choice and contact one of their administrators.
- Set up a time to meet with them to discuss your issue and learn about their role.

*We have included some suggested organizations and discussion questions, but please take time to connect with an organization that is meaningful to you!

REFLECTIVE ESSAY

The body of your reflection should be 500 words and formatted as follows:

- Double spaced,
- Calibri font, 11pt, 1" margins.

You should discuss your experience on this rotation including what you learned about advocacy, what it was like contacting stakeholders and discussing your issue with them and how you plan to include advocacy in your career. Do not include any information in the reflection covered by HIPAA (Health Insurance Portability and Accountability).

The essay should be uploaded to the appropriate dropbox by 11:59 pm, the last day of the rotation.

ROTATION EVALUATIONS

Student Evaluation of Clerkship Rotation

Students will submit their rotation evaluations electronically at the conclusion of every rotation by accessing the Medtrics system: <https://msucom.medtricslab.com/users/login/>. By the last week of each rotation, students will receive an automated email link connecting them to their assigned evaluation for the respective rotation. Students can also access their pending evaluations on the 'Home' or 'Evaluations' tabs within their Medtrics accounts.

Professionalism concerns and accolades will also be referred to the MSUCOM Spartan Committee Clearinghouse for resolution, per MSUCOM's Common Ground Framework for Professional Conduct.

CORRECTIVE ACTION

If a student does not successfully complete the rotation requirements of the course, the student will receive an NGR grade and be permitted to go through a 'corrective action' process.

The following assignments are eligible for corrective action and will be due no later than 14 days (about 2 weeks) after the last day of the rotation at 11:59pm:

- Complete the Modules and the Attestation Survey
- Completion and submission of the One-Page Health Policy
- Completion and submission of the Op-Ed
- Completion and submission of the Reflective Essay

Corrective Action:

- The student will be required to meet with the IOR.
- The student will then be required to complete any missing assignments and author a 3-page essay on professionalism.

The student is responsible for contacting the Course Assistant (on the title page of this syllabus) if they believe missing assignments were reported in error, or if they are unclear about the corrective action process.

If a student **successfully completes** the corrective action process, as determined by the IOR, the student will receive credit for the deficient academic grading requirement(s) and be eligible for a change in rotation grade (from NGR to Pass).

As determined by the IOR, the student will receive an N grade for the course if all assignments and the corrective action process are **not completed** successfully within 14 days (about 2 weeks) after the last day of rotation at 11:59pm (with the exception of the Attending Evaluation). Additionally, a letter of unprofessional behavior for late submission of assignments will be sent to the MSUCOM Spartan Community Clearinghouse.

BASE HOSPITAL REQUIREMENTS

Students are responsible for completing all additional requirements set by the hospital/clinical site at which they are completing a rotation. Students are not responsible for reporting to MSUCOM the results of any requirements that exist outside of those listed above.

STUDENT RESPONSIBILITIES AND EXPECTATIONS

This is a virtual rotation. Students are responsible for self-paced learning and timely completion of rotation requirements.

MSU COLLEGE OF OSTEOPATHIC MEDICINE STANDARD POLICIES

The following are standard MSUCOM policies across all Clerkship rotations.

CLERKSHIP ATTENDANCE POLICY

MSUCOM requires student participation in clerkship rotations and clinical activities with consistent attendance to acquire the skills and knowledge that are necessary for successful program completion. Students are expected to take minimal time off outside of vacation periods built into student schedules and should only request additional time off in the rare events and circumstances outlined below.

Specific courses may have additional absence requirements from this general clerkship policy, and it is the student's responsibility to adhere to those requirements according to the respective course syllabus.

Excused Absences

Students must obtain documented approval for any full- or partial-day absence on a rotation.

Excused absences require the completion of the *Clerkship Program Excused Absence Request Form* by taking the following steps:

- Obtain appropriate signatures on the *Clerkship Program Excused Absence Request Form* at least 30 days prior to the date of absence. An absence due to a sudden emergency is the exception to the 30-day advanced notice rule.
- Upload the completed *Clerkship Program Excused Absence Request Form* to the 'Excused Absences' folder (within the 'My Personal Documents' section) of a student's Medtrics profile.

Unexcused absences are full- or partial-day absences taken without the proper completion of the *Clerkship Program Excused Absence Request Form*, or any absences not covered in the Clerkship Attendance Policy. Unexcused absences are considered unprofessional and will result in a report to the Spartan Community Clearing House and/or the MSUCOM Committee on Student Evaluation (COSE). Unexcused absences may also have a negative impact on a student's rotation grade or evaluation.

Students are not allowed to be absent from the first day of any rotation.

- Due to the onboarding plans at most rotation sites, students must attend the first day of every rotation. Students must plan accordingly for personal days, interview days, COMLEX, etc.

Maximum time off any rotation*

Length of Rotation	Maximum Number of Days Off	
4 weeks	2 days	Should an absence exceed these limits, the student is responsible for requesting additional days off from the Associate Dean for Clerkship Education via email (COM.Clerkship@msu.edu) prior to the absence.
2 weeks	0 days	

**Exception: A fourth-year student may be absent a total of 4 days on any 4-week rotation or 2 days on any 2-week rotation during the months of October-January for interview purposes only. If interview absences exceed these totals, the student must submit a Clerkship Program Excused Absence Request Form (with appropriate signatures obtained from the rotation attending and rotation site) to the Associate Dean for Clerkship Education via email (COM.Clerkship@msu.edu) prior to the absence.*

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Absence Type	Qualifications	Maximum Number of Days Off	Details	Required Approval from Associate Dean for Clerkship Education
Personal Day	May be used at the discretion of the student (example: illness, physician appt., conference time, etc.). <u>Total days off any one rotation (including personal days off)</u> cannot exceed two on any one 4-week rotation.	Five total days per academic year (July-June)	While personal days may be used at the discretion of the student, the <u>total</u> days off any one rotation (including personal days off) cannot exceed two on any one 4-week rotation, i.e., students cannot use all 5 days on one rotation.	No
Jury Duty	Court documentation must accompany the <i>Clerkship Program Absence Request Form</i>	N/A	Jury duty, when obligated, is not considered a personal day absence.	Yes
Hospital-organized community events	Example: Special Olympic Physicals	N/A	These events would be considered part of the rotation and not a personal day absence.	No
Examination	COMLEX USA Level 2 CE/USMLE Step 2 CK/Canadian MCCEE	1 day		No
	COMAT/NBME shelf examinations	Students have the time off to take the examination only	Students should be reporting to rotation before/after examination.	No
Prolonged Illness, Bereavement, Maternity Leave	Medical related absence or bereavement	Determined on a case-by-case basis	Students must contact the Associate Dean for Clerkship Education directly (enright4@msu.edu) to discuss time off rotations.	Yes

Clerkship Program Excused Absence Request Forms: Once appropriate approval signatures are obtained, forms must be uploaded to the 'Excused Absences' folder within each student's Medtrics profile. Students should maintain a copy for their records.

POLICY FOR MEDICAL STUDENT SUPERVISION

Supervisors of the Medical Students in the Clinical Setting

The MSUCOM curriculum includes required clinical experiences in a variety of clinical learning environments. The role of the student is to participate in patient care in ways that are appropriate for the student's level of training and experience and to the clinical situation. The student's clinical activities will be under the supervision of licensed physicians. This supervising physician may delegate the supervision of the medical student to a resident, fellow, or other qualified healthcare provider; however, the supervising physician retains full responsibility for the supervision of the medical students assigned to the clinical rotation and must ensure his/her designee(s) are prepared for their roles for supervision of medical students.

The physician supervisor and his/her designee(s) must be members in good standing in their facilities. They must have a license appropriate to his/her specialty of practice and be supervising the medical student within that scope of practice as delineated by the credentialing body of the facility.

Level of Supervision/Responsibilities

Clinical supervision is designed to foster progressive responsibility as a student progresses through the curriculum, with the supervising physicians providing the medical student opportunity to demonstrate progressive involvement in patient care. MSUCOM students will be expected to follow clinical policies of the facility regarding medical records and clinical care. Medical student participation in patient history/physical exam, critical data analysis, management, and procedures will include, but are not limited to, factors such as:

- The student's demonstrated ability
- The student's level of education and experience
- The learning objectives of the clinical experience

First- and second-year medical students will be directly supervised at all times (supervising physician or designee present or immediately available).

Third- and fourth-year medical students will be supervised at a level appropriate to the clinical situation and that student's level of experience. For some tasks, indirect supervision may be appropriate for some students. Direct supervision would be appropriate for advanced procedures.

Supervising physicians will provide medical students with timely and specific feedback on performance. The supervising physician will complete a mid-rotation evaluative discussion with the medical student. Supervising physicians will complete a summative evaluation and are encouraged to contact the course/clerkship director with any gaps in student performance.

Medical students with any concern regarding clinical, administrative, and educational or safety issues during his/her rotation will be encouraged to contact the supervising physician or clerkship/course director.

MSUCOM STUDENT HANDBOOK

The Student Handbook is published electronically by MSUCOM for students in the Doctor of Osteopathic Medicine program. This handbook does not supersede other Michigan State University or College of Osteopathic Medicine policies, regulations, agreements, or guidelines. The Handbook is updated annually during the summer semester, with changes effective when posted. Any subsequent changes are effective as of the date of issuance.

Students shall adhere to Michigan State University and College of Osteopathic Medicine policies, procedures, agreements, and guidelines. Violations of any regulation are subject to disciplinary action, up to and including program dismissal.

COMMON GROUND FRAMEWORK FOR PROFESSIONAL CONDUCT

The Common Ground Framework provides the MSUCOM community with a reminder of the unity of mind, body, and spirit that underlines the field of osteopathic medicine. The framework is a set of guiding, foundational principles that underpin professional conduct and integrity and applies to all professionals at work within the shared college community, independent of their specific roles or responsibilities.

This framework is built around the acronym CORE, representing Collaboration, Opportunity, Responsibility, and Expertise. Each domain encompasses values and examples of how they are demonstrated.

- **Collaboration:** Working together with others
 - Interactive: Interact effectively and respectfully with people you encounter; demonstrate honesty, genuineness, humility, and compassion
 - Dynamics and Communication: Demonstrate respect, civility, and courtesy in communication; communicate effectively with diverse individuals and groups for a variety of purposes using available technologies; employ active listening.
 - Use of Feedback: Identify sources of feedback; deliver and receive effective feedback for initiatives, evaluations and assessments, quality improvements, conflict resolution, and peer review.
- **Opportunity:** Encouraging an environment of mutual support
 - Shared Leadership: Exhibit advocacy for self and others; accept situational leadership as needed; establish mutual support and respect; participate as a support for others regardless of title or position.
 - Problem-solving: Recognize and define problems; analyze data; implement solutions; evaluate outcomes; include the perspectives of others
 - Decision-making: Fulfill commitments; be accountable for actions and outcomes; discuss and contribute your perspective in group settings; listen to multiple viewpoints prior to making a decision

- **Responsibility:** Supporting a shared culture of accountability
 - Effective Use of Time and Resources: Invest time, energy, and material resources efficiently in order to provide effective services; demonstrate integrity and stewardship of resources.
 - Critical Thinking Skills: Recognize and differentiate facts, illusions, and assumptions; question logically; identify gaps in information and knowledge.
 - Mindfulness and Self-Care: Actively engage in surrounding circumstances and activities; self-assess, self-correct, and self-direct; identify sources of stress and develop effective coping behaviors.
- **Expertise:** Having relevant skills or knowledge
 - Core of Knowledge: Develop core professional knowledge; apply the knowledge in clinical, academic, and administrative settings.
 - Technical Skills: Show competency and proficiency in performing tasks that are integral to the scope and practice of your profession; identify needs and resources for learning; continually see new knowledge and understanding in your profession.

MEDICAL STUDENT RIGHTS AND RESPONSIBILITIES

The rights and responsibilities of students enrolled in MSUCOM are defined by the medical colleges of Michigan State University, including the College of Osteopathic Medicine, the College of Human Medicine, and the College of Veterinary Medicine. Students enrolled in the professional curricula of these colleges are identified as “medical students.” These colleges collectively define “Medical Student Rights and Responsibilities” (MSRR). This document addresses academic rights and responsibilities, governance, procedures for complaints, due process, and other topics. The current version is available on the MSU Spartan Life website at the address below: <http://splife.studentlife.msu.edu/medical-student-rights-and-responsibilities-mssr>

MSU EMAIL

To facilitate communication from faculty and staff to students, students are required to have a functioning MSU email address. Students are responsible for checking their MSU email accounts daily and maintaining their MSU mailboxes so that messages can be received.

Forwarding MSU email to another email account or failure to check email are not valid excuses for missing a deadline or other requirements of the clinical education program.

Further, students must use secure email when working in a hospital, clinic, or other health care setting if discussion of patient information is involved. MSUNet (msu.edu) email is secure; many web-based email systems including Hotmail, Gmail, and Yahoo are not.

COURSE GRADES

P/Pass – means that credit is granted, and that the student achieved a level of performance judged to be satisfactory by the department according to the student’s didactic and clinical performance.

NGR/No Grade Reported– means that a final grade ('Pass' or 'No Grade') cannot be determined due to one or more missing course requirements. The NGR will be changed to a final grade once all the completed course requirements have been submitted to and processed by MSUCOM (either to the department or Clerkship Team). An 'NGR' grade will NOT remain on a student's transcript.

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 department according to the student's didactic and clinical performance.

N Grade Policy

Students who fail this rotation will have to repeat the entire rotation and fulfill all (clinical and academic) requirements.

STUDENT EXPOSURE PROCEDURE

A form has been developed by the University Physician to report incidents of exposure, e.g., needle sticks, mucous membrane exposure, tuberculosis exposure, etc., and it may be found on the Clerkship Medical Education page of the MSUCOM website [here](https://com.msu.edu/current-students/clerkship-medical-education) (<https://com.msu.edu/current-students/clerkship-medical-education>).

Contact Associate Dean for Clerkship Education, Dr. Susan Enright (enright4@msu.edu), if exposure incident occurs.

STUDENT VISA

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 (RCPD) at 517-884-RCPD, or on the web at www.rcpd.msu.edu. Once a student's eligibility for (clinical and/or testing) accommodation(s) are determined, the student may be issued a **Verified Individualized Services and Accommodations** (VISA) form. Students must present their VISA forms to the Clerkship Team (COM.Clerkship@msu.edu) at the start of the semester in which they intend to use their accommodations (for tests, projects, labs, etc.). Accommodation requests received after the semester onset will be honored whenever possible.

If modifications, updates, or extensions to an existing VISA form are made after the semester begins, it is the responsibility of the student to submit the newest version to the Clerkship Team if he/she intends to utilize the accommodation going forward.

SUMMARY OF GRADING REQUIREMENTS

Requirement	Submission Method	Pass	No Grade Reported	No Pass
Review and complete all 5 Modules on D2L. Complete Attestation Survey.	Qualtrics	<ul style="list-style-type: none"> Completed 100% by 11:59 pm the last day of the rotation in Qualtrics. 	<ul style="list-style-type: none"> Will be the conditional grade until all requirements of this rotation are met. 	<ul style="list-style-type: none"> Failure to complete and submit within 14 days (about 2 weeks) from the end of the rotation AND/OR Failure to complete the Corrective Action assigned
Write One-Page Health Policy Brief	Uploaded to "One-Page Health Policy Brief Dropbox" on D2L	<ul style="list-style-type: none"> Uploaded to "One-Page Health Policy Brief Dropbox" on D2L by 11:59 pm the last day (Sunday) of rotation. 	<ul style="list-style-type: none"> Will be the conditional grade until all requirements of this rotation are met. 	<ul style="list-style-type: none"> Failure to complete and submit within 14 days (about 2 weeks) from the end of the rotation AND/OR Failure to complete the Corrective Action assigned.
Write an Op-Ed on a Healthcare issue	Uploaded to "Op-Ed Dropbox" on D2L	<ul style="list-style-type: none"> Uploaded to "Op-Ed Dropbox" on D2L by 11:59 pm the last day (Sunday) of rotation. 	<ul style="list-style-type: none"> Will be the conditional grade until all requirements of this rotation are met. 	<ul style="list-style-type: none"> Failure to complete and submit within 14 days (about 2 weeks) from the end of the rotation AND/OR Failure to complete the Corrective Action assigned.
Reflection Essay	Uploaded to "Reflective Essay Dropbox" on D2L	<ul style="list-style-type: none"> Uploaded to "Reflective Essay Dropbox" on D2L by 11:59 pm the last day (Sunday) of rotation. 	<ul style="list-style-type: none"> Will be the conditional grade until all requirements of this rotation are met. 	<ul style="list-style-type: none"> Failure to complete and submit within 14 days (about 2 weeks) from the end of the rotation AND/OR Failure to complete the Corrective Action assigned.
Student Evaluation of Clerkship Rotation	Can be accessed and submitted electronically by students within the dashboard of their Medtrics profiles	<ul style="list-style-type: none"> Completed 100% by 11:59 pm the last day of the rotation 	<ul style="list-style-type: none"> Will be the conditional grade until all requirements of this rotation are met. 	<ul style="list-style-type: none"> Failure to complete and submit within 14 days (about 2 weeks) from the end of the rotation