

**OST 615**

# **Biomedical Research**

## **CLERKSHIP ELECTIVE ROTATION SYLLABUS**

Department of COM Research  
JOHN L. GOUDREAU, DO, PhD, FACN  
CHAIRPERSON

FURQAN BIN IRFAN, MBBS (MD), PhD  
INSTRUCTOR OF RECORD  
[irfanfur@msu.edu](mailto:irfanfur@msu.edu)

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

**MICHELLE VOLKER, CHRS, CFMLAS**  
COURSE ASSISTANT (CA)  
[volkerm@msu.edu](mailto:volkerm@msu.edu)

*At Michigan State University College of Osteopathic Medicine (MSUCOM), we are constantly working to improve our curriculum and to meet new AOA 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.*

# TABLE OF CONTENTS

<b>INTRODUCTION AND OVERVIEW .....</b>	<b>1</b>
ELECTIVE COURSE SCHEDULING.....	1
Preapproval.....	1
Required Prerequisites .....	1
Course Confirmation and Enrollment .....	1
ROTATION FORMAT.....	2
<b>GOALS AND OBJECTIVES.....</b>	<b>2</b>
GOALS .....	2
OBJECTIVES .....	2
COMPETENCIES.....	2
<b>COLLEGE PROGRAM OBJECTIVES.....</b>	<b>2</b>
<b>REFERENCES .....</b>	<b>2</b>
REQUIRED STUDY RESOURCES .....	2
Desire 2 Learn (D2L).....	2
SUGGESTED STUDY RESOURCES.....	2
Recommended Texts .....	2
Recommended Websites.....	2
<b>ROTATION REQUIREMENTS .....</b>	<b>3</b>
ROTATION EVALUATIONS.....	3
Research Mentor Evaluation of Student.....	3
Student Report on Research.....	4
Unsatisfactory Performance.....	4
CORRECTIVE ACTION .....	4
BASE HOSPITAL REQUIREMENTS.....	5
<b>STUDENT RESPONSIBILITIES AND EXPECTATIONS.....</b>	<b>5</b>
<b>MSU COLLEGE OF OSTEOPATHIC MEDICINE STANDARD POLICIES.....</b>	<b>5</b>
CLERKSHIP ATTENDANCE POLICY .....	5
Excused Absences.....	5
POLICY FOR MEDICAL STUDENT SUPERVISION.....	8
Supervisors of the Medical Students in the Clinical Setting.....	8
Level of Supervision/Responsibilities.....	8
MSUCOM STUDENT HANDBOOK .....	9
COMMON GROUND FRAMEWORK FOR PROFESSIONAL CONDUCT.....	9
MEDICAL STUDENT RIGHTS AND RESPONSIBILITIES .....	10
MSU EMAIL.....	10
COURSE GRADES.....	10
N Grade Policy.....	11

STUDENT EXPOSURE PROCEDURE .....	11
STUDENT VISA.....	11
<b>SUMMARY OF GRADING REQUIREMENTS.....</b>	<b>12</b>

## INTRODUCTION AND OVERVIEW

Biomedical Research Clerkship OST 615 is a 6-credit elective that provides students with biomedical research experience. Directed research enables medical students to test and compare different theories and approaches and explore different methods in order to determine better modalities for patient care and therapy. Students are enrolled in 6 credits (40 hours' research per week for 4 weeks). Research Clerkships may not be done simultaneously with any other clerkship. Students may enroll for OST 615 a total of 3 times, up to 18 credits. <https://com.msu.edu/info/research-scholarly-activity/request-research-credits/clerkship-ost615>

### **ELECTIVE COURSE SCHEDULING**

#### Preapproval

- This course requires preapproval from the IOR. This course requires preapproval from the College of Osteopathic Medicine Research Office. The student must contact the Research Office via email ([com.research@msu.edu](mailto:com.research@msu.edu)) with the following details mentioned below and on the following webpage (<https://com.msu.edu/info/research-scholarly-activity/request-research-credits/clerkship-ost615>)
- **90-day advance application approval required** (applies to a rotation add, change or cancellation) with the following documents:
- After formalizing an agreement with a research mentor, complete the OST 615 Research Proposal Form and send to the College of Osteopathic Medicine Research Office.
- Research mentor must provide a description of the project and details regarding the student's role on the project including the source of funding for the project if it is funded.
- Student must provide their resume or CV.
- Student or research mentor must provide the project's **MSU IRB Approval Letter** for Human Subjects research.
- Student must provide documentation certifying completion of MSU Human Research Protection Training if the research involves human subjects. Students receive a certificate of completion for this training and must provide an electronic copy to the College of Osteopathic Medicine Research Office.
- Student or research mentor must provide the project's MSU AUF Approval Letter if the research involves animals.
- Student must provide documentation certifying completion of the IACUC tutorial if the research involves animals. Students receive a certificate of completion for this training and must provide an electronic copy to the College of Osteopathic Medicine Research Office.
- Confirmation of approval from the Research Office is to be sent to [COM.Clerkship@msu.edu](mailto:COM.Clerkship@msu.edu) for final clerkship approval and scheduling.

#### 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](mailto:COM.Clerkship@msu.edu) for MSUCOM confirmation and scheduling.

## Biomedical Research OST 615

- MSUCOM confirmation and enrollment is complete when the rotation is visible on the student's schedule.
- MSUCOM confirmation must occur at least 90 days in advance of the rotation.

### ROTATION FORMAT

This rotation has been designed to provide an experiential research experience. Depending on the type of research, each week could be spent working in a lab for translational and molecular research, working on a computer/laptop for bioinformatics and data science research, working and interacting with patients for clinical research, and working in the community for community-based and/or public health research.

## GOALS AND OBJECTIVES

### GOALS

1. Provide biomedical research experience
2. Basic Science, translational, clinical, bioinformatics, epidemiology or public health research may be pursued

### OBJECTIVES

1. The student will gain an understanding of research methods
2. The student will conduct biomedical research under faculty supervision

### COMPETENCIES

1. Ability to understand analytical approaches to defining scientific questions
2. Detailed knowledge of a specific research area

## 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)

There is no D2L material associated with this course. Please review the syllabus closely to understand your assignments and expectations on this rotation. Current syllabi are available on the MSUCOM Clerkship Student Portal [here](#). **Class of 2024 (only):** Syllabi are also linked to your clerkship student schedules in Medtrics.

### SUGGESTED STUDY RESOURCES

#### Recommended Texts

None

#### Recommended Websites

None

## ROTATION REQUIREMENTS

REQUIREMENT	SUBMISSION METHOD	DUE DATE
<b>Student Report on Research</b>	Student must provide a report on the research project at the end of the semester by email to: <a href="mailto:COM.research@msu.edu">COM.research@msu.edu</a>	Last Day of Rotation
<b>Research Mentor Evaluation of Student</b>	Students should actively seek feedback on their performance at the end of the course rotation. Research Mentor must provide a Student Evaluation at the end of the semester by email to: <a href="mailto:COM.research@msu.edu">COM.research@msu.edu</a>	Last Day of Rotation

## ROTATION EVALUATIONS

### Research Mentor Evaluation of Student

#### **Class of 2023 & Class of 2024:**

Students should actively seek feedback on his/her performance throughout the course of the clinical rotation. Students should also sit down and discuss the formal evaluation with the clinical supervisor.

Research Mentor must provide a Student Evaluation at the end of the semester by email to [COM.research@msu.edu](mailto:COM.research@msu.edu) by addressing the following questions:

- Did the student actively participate in the research project you assigned him/her?
- Did they carry out the research as you expected?
- Did they put in the hours they had agreed to?
- Were you satisfied with the student?
- Will the student continue working with you in the upcoming semester?
- Based on this experience, are you willing to have other medical students participate in short-term projects with you?

Students receive credit at the end of the semester once the mentor approves the student report and once the research mentor evaluation is received, reviewed and approved by the College of Osteopathic Medicine Research Office.

Any evidence of tampering or modification while in the possession of the student will be considered “unprofessional behavior” and will be referred to the MSUCOM Spartan Committee Clearinghouse for resolution, per MSUCOM’s Common Ground Framework for Professional Conduct or to the Committee on Student Evaluation (COSE).

Grades are held until all rotation requirements, including evaluation forms, are received. Students are required to ensure their rotation requirements are completed correctly.

Student Report on Research

**Class of 2023 & Class of 2024:**

Student must provide a report on the research. Provide a narrative report of around a page indicating what you did in qualitative and quantitative terms, e.g., "I examined 250 charts of previous patients that had condition XX and recorded how many of them had a high score on Y, but exhibited a low score on Z, etc." Indicate the results and relevance of these findings to the hypothesis that the Investigator is addressing.

In the light of your research, what in your opinion is the next step(s) in the research project? How many hours a week did you spend on the project? Student's must have their research mentor review and approve their final report before submitting it.

Email your report to your research mentor. Once they approve it, please forward the report along with the mentor's approval to the College of Osteopathic Medicine Research Office by email to: [COM.research@msu.edu](mailto:COM.research@msu.edu)

Unsatisfactory Performance

The Instructor of Record will review/investigate a student's performance on a rotation when a concern is raised by the supervisor(s), and/or when the Research Mentor Evaluation of the Student contains any unsatisfactory written comments or evaluation. After investigations, the Instructor of Record will determine a final grade for the student.

Professionalism concerns, as well as 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 ET 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 after the last day of the rotation at 11:59pm:

1. The student will be required to complete the number of research hours required to receive the credits for the course.
2. In case of unsatisfactory performance despite completion of required number of hours for the course, the Instructor of Record will have a discussion with the research mentor to assess any further work required by the student to receive the credits.

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.

While it is the responsibility of the student to ensure that the Research Mentor Evaluation of Student is completed, this requirement may extend beyond the corrective action deadline.

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

Biomedical Research OST 615

grade (from ET to Pass, pending the Attending Evaluation of Clerkship Student and, if applicable, score on his/her COMAT retake).

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 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**

To gain the knowledge and skills to successfully complete the MSUCOM clerkship program, consistent participation/attendance in program activities is essential. Any time off must not interfere with the quality of the rotation.

1. In the event a student needs to be absent from any rotation for the reasons listed below and permissible by the rotation syllabus, students may request time off.
2. Any absence (unless emergent) must be approved in advance (at least 30 days) of absence by the research office and medical education department (student coordinator/director or DME), utilizing the Clerkship Program Excused Absence Request Form. Students must notify the IOR/CA and medical education of emergent/illness absences on day of absence.
3. A student may not be absent more than 2 days on any one 4-week rotation (no time off allowed for rotations of 2 weeks or less) for the reasons below (exception Interview absences or Conference absences as below).
4. Any additional time off any one rotation must be approved by the MSUCOM Instructor of Record for the course the absence will occur.

## **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 the absence. An absence due to a sudden emergency is the exception to the 30-day advanced notice rule.
- **Class of 2023:** Once appropriate approval signatures are obtained on the *Clerkship Program Excused Absence Request Form*, the signed document should be maintained for your records in the event they are later requested or required.
- **Class of 2024:** 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	
<b>4 weeks</b>	<b>2 days</b>	Should an absence exceed these limits, the student is responsible for requesting additional days off from the Assistant Dean for Clerkship Education via email ( <a href="mailto:COM.Clerkship@msu.edu">COM.Clerkship@msu.edu</a> ) prior to the absence.
<b>2 weeks</b>	<b>0 days</b>	

*\*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 Assistant Dean for Clerkship Education via email ([COM.Clerkship@msu.edu](mailto:COM.Clerkship@msu.edu)) prior to the absence.*

Biomedical Research OST 615

Absence Type	Qualifications	Maximum Number of Days Off	Details	Required Approval from Assistant Dean for Clerkship Education
Personal Day	May be used at the discretion of the student (example: illness, physician appt., conference time, etc.). <u>Total</u> days off any one rotation (including personal days off) cannot exceed 2 on any one 4-week rotation.	5 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 2 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 Assistant Dean for Clerkship Education directly ( <a href="mailto:enright4@msu.edu">enright4@msu.edu</a> ) to discuss time off rotations.	Yes

Clerkship Program Excused Absence Request Forms: **Class of 2024**: 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. **Class of 2023**: Once appropriate approval signatures are obtained, forms should be maintained for your records in the event they are later requested or required.

## 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 research performance.

**ET/Extended Grade** – means that a final grade ('Pass' or 'No Grade') cannot be determined due to one or more missing course requirements. The ET grade 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 'ET' 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 research 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 Assistant Dean for Clerkship Education, Dr. Susan Enright ([enright4@msu.edu](mailto: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](http://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](mailto: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	Extended Grade	No Pass
Student Report on Research (Class of 2023 and 2024)	Student must provide a report on the research project at the end of the semester by email to: <a href="mailto:COM.research@msu.edu">COM.research@msu.edu</a>	<ul style="list-style-type: none"> <li>Student has achieved a level of performance judged to be satisfactory by the department according to the student's research performance.</li> </ul>	Will be the conditional grade until all requirements of this rotation are met	<ul style="list-style-type: none"> <li>Receives two (2) or more "Below Expectations" within the subcategory sections.</li> <li>Receives comments that indicate below expectations of performance</li> <li>See Unsatisfactory Clinical Performance above</li> </ul>
Research Mentor Evaluation of Student (Class of 2023 and 2024)	Students should actively seek feedback on their performance at the end of the course rotation. Research Mentor must provide a Student Evaluation at the end of the semester by email to: <a href="mailto:COM.research@msu.edu">COM.research@msu.edu</a>	<ul style="list-style-type: none"> <li>Student may receive "Below Expectations" in up to one (1) subcategory</li> <li>Overall categories must receive "Meets Expectations" or "Exceeds Expectations"</li> </ul>	Will be the conditional grade until all requirements of this rotation are met	<ul style="list-style-type: none"> <li>Receives two (2) or more "Below Expectations" within the subcategory sections.</li> <li>Receives comments that indicate below expectations of performance</li> <li>See Unsatisfactory Clinical Performance above</li> </ul>