

IM 661  
**INTERNAL MEDICINE  
SPECIALTY**

**CLERKSHIP ELECTIVE ROTATION SYLLABUS**

OSTEOPATHIC MEDICAL SPECIALTIES  
MARY HUGHES, DO  
CHAIRPERSON, INSTRUCTOR OF RECORD, and COURSE  
DIRECTOR  
[hughesm@msu.edu](mailto:hughesm@msu.edu)

EFFECTIVE AUGUST 1, 2025, TO JULY 31, 2026

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

**Katie Gibson-Stofflet and Stephen Stone**  
COURSE ASSISTANTS (CA)  
[katiegs@msu.edu](mailto:katiegs@msu.edu) and [stonest@msu.edu](mailto:stonest@msu.edu)

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

# TABLE OF CONTENTS

<b>ROTATION REQUIREMENTS.....</b>	<b>1</b>
<b>INTRODUCTION AND OVERVIEW.....</b>	<b>3</b>
ELECTIVE COURSE SCHEDULING .....	3
Preapproval.....	3
Required Prerequisites .....	3
Course Confirmation and Enrollment.....	3
ROTATION FORMAT .....	3
<b>GOALS AND OBJECTIVES .....</b>	<b>4</b>
GOALS.....	4
Educational Goals .....	4
<b>COLLEGE PROGRAM OBJECTIVES.....</b>	<b>4</b>
<b>REFERENCES.....</b>	<b>4</b>
REQUIRED STUDY RESOURCES .....	4
SUGGESTED STUDY RESOURCES .....	5
Recommended Texts.....	5
WEEKLY READINGS/OBJECTIVES/ASSIGNMENTS .....	5
QUIZZES.....	6
PROCEDURE LOGS.....	7
ROTATION EVALUATIONS .....	7
Attending Evaluation of Student.....	7
Student Evaluation of Clerkship Rotation .....	8
Unsatisfactory Clinical Performance .....	8
CORRECTIVE ACTION.....	8
BASE HOSPITAL REQUIREMENTS .....	9
COURSE GRADES .....	9
N Grade Policy .....	9
<b>STUDENT RESPONSIBILITIES AND EXPECTATIONS.....</b>	<b>9</b>
<b>MSU COLLEGE OF OSTEOPATHIC MEDICINE STANDARD POLICIES .....</b>	<b>10</b>
CLERKSHIP ATTENDANCE POLICY.....	11
POLICY FOR MEDICAL STUDENT SUPERVISION .....	11
MSUCOM STUDENT HANDBOOK .....	11
COMMON GROUND FRAMEWORK FOR PROFESSIONAL CONDUCT .....	11
MEDICAL STUDENT RIGHTS AND RESPONSIBILITIES .....	11
MSU EMAIL .....	11
STUDENT EXPOSURE PROCEDURE.....	12
STUDENT ACCOMMODATION LETTERS.....	12



**ROTATION REQUIREMENTS**

REQUIREMENT	SUBMISSION METHOD (For submission due dates, refer to table at the end of the syllabus)
Mid Rotation Form	Completed 100% and needing no revisions to the appropriate drop box in D2L
Patient Types and Procedure Log	Upload into D2L Drop Box
Clinical Shift Schedule (must be the schedule you worked, not what you were scheduled to work)	Online D2L Drop Box
<b>For Dermatology ONLY:</b> <ul style="list-style-type: none"> <li>For 1 week rotation complete weeks one &amp; two of the AAD curriculum</li> <li>For 2-week rotation complete all 4 weeks of the AAD curriculum</li> <li><a href="https://www.aad.org/member/education/residents/bdc">https://www.aad.org/member/education/residents/bdc</a></li> </ul>	Submit to the D2L drop box
<b>Harrison's Questions Bank Quiz (minimum 70% passing score) – see details below for requirements by specialty:</b>	
<b>For Rheumatology or Allergy/Immunology ONLY:</b> <ul style="list-style-type: none"> <li>2-week rotation: Create a 40-question quiz from the Rheumatology/Immunology section</li> <li>4-week rotation: Create an 80-question quiz from the Rheumatology/Immunology section</li> <li><a href="https://accessmedicine-mhmedical-com.proxy2.cl.msu.edu/ga.aspx?resourceId=3077">https://accessmedicine-mhmedical-com.proxy2.cl.msu.edu/ga.aspx?resourceId=3077</a></li> </ul>	Submit to the D2L drop box
<b>For Endocrinology ONLY:</b> <ul style="list-style-type: none"> <li>2-week rotation: Create a 50-question quiz from the Endocrinology and Metabolism section</li> <li>4-week rotation: Create a 100-question quiz from the Endocrinology and Metabolism section</li> <li><a href="https://accessmedicine-mhmedical-com.proxy2.cl.msu.edu/ga.aspx?resourceId=3077">https://accessmedicine-mhmedical-com.proxy2.cl.msu.edu/ga.aspx?resourceId=3077</a></li> </ul>	Submit to the D2L drop box
<b>For Infectious Disease ONLY:</b> <ul style="list-style-type: none"> <li>2-week rotation: Create a 50-question quiz from the Infectious Diseases section</li> <li>4-week rotation: Create a 100-question quiz from the Infectious Diseases section</li> <li><a href="https://accessmedicine-mhmedical-com.proxy2.cl.msu.edu/ga.aspx?resourceId=3077">https://accessmedicine-mhmedical-com.proxy2.cl.msu.edu/ga.aspx?resourceId=3077</a></li> </ul>	Submit to the D2L drop box

REQUIREMENT	SUBMISSION METHOD (For submission due dates, refer to table at the end of the syllabus)
<p><b>For General IM ONLY:</b></p> <p>4-week rotation: Create a 100-question quiz from the following:</p> <ul style="list-style-type: none"> <li>• 20 of the available questions on Cardinal Manifestations of Disease</li> <li>• 10 of the available questions on Oncology and Hematology</li> <li>• 10 of the available questions on Infectious Diseases</li> <li>• 15 of the available questions on Disorders of the Cardiovascular System</li> <li>• 15 of the available questions on Disorders of the Respiratory System and Critical Care Illness</li> <li>• 10 of the available questions on Disorders of the Kidney and Urinary Tract</li> <li>• 10 of the available questions on Disorders of the Gastrointestinal System</li> <li>• 5 of the available questions on Rheumatology and Immunology</li> <li>• 5 of the available questions on Endocrinology and Metabolism</li> </ul> <p>2-week rotation: Create a 50-question quiz from the subjects listed above.</p> <ul style="list-style-type: none"> <li>• <a href="https://accessmedicine-mhmedical-com.proxy2.cl.msu.edu/qa.aspx?resourceId=3077">https://accessmedicine-mhmedical-com.proxy2.cl.msu.edu/qa.aspx?resourceId=3077</a></li> </ul>	<p>Submit to the D2L drop box</p>
<p>Attending Evaluation of Clerkship Student</p>	<p>Students must select their attending physician as directed within the rotation description in Medtrics. At the start of the last week of the rotation, students will need to request an evaluation in Medtrics. By requesting an attending evaluation from their assigned attending physician, the attending physician will receive an automated email link connecting them to their assigned Attending Evaluation within Medtrics. Attendings will be able to electronically access and submit the forms on behalf of their students.</p>
<p>Student Evaluation of Clerkship Rotation</p>	<p>Students will submit their rotation evaluations electronically at the conclusion of every rotation by accessing the Medtrics system: <a href="https://msucom.medtricslab.com/users/login/">https://msucom.medtricslab.com/users/login/</a>. 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.</p>

## INTRODUCTION AND OVERVIEW

This course is designed to provide the student with an opportunity to actively engage in patient-based learning experiences under the guidance of a faculty member (preceptor) in collaboration, as appropriate, with residents and/or fellows. This syllabus provides an overview of rotation goals and objectives designed to help you gain an understanding of the breadth and scope of the Internal Medicine Specialty.

### ELECTIVE COURSE SCHEDULING

#### Preapproval

- This course does not require preapproval from the IOR. The student should follow the below directions 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.
- It is the student's responsibility to provide the elective site/rotation acceptance material to the [COM.Clerkship@msu.edu](mailto:COM.Clerkship@msu.edu) for MSU confirmation and scheduling.
  - MSUCOM clerkship confirmation is complete when the rotation is visible on the students Medtrics schedule.
- It is the student's responsibility to ensure enrollment prior to beginning any course/rotation.
  - Enrollment will be processed by the MSUCOM Registrar's Office upon clerkship confirmation.
  - Enrollment can be verified by the student by reviewing the Student Information System
- MSUCOM confirmation must occur at least 30 days 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

Rotations are typically two weeks, three credit hours or four weeks, six credit hours in duration. Timeframes for each rotation are decided at least 30 days prior to the beginning of the rotation.

Rotation schedules **are not** to be submitted until the last Friday-Sunday of the rotation. You must document your actual schedule worked. You are required to document any time off for illness, boards, etc. that caused a deviation from the schedule you were provided. **All rotation days must be accounted for.**

The overall performance of course participants will be evaluated through customary assessment instruments normally employed by the department for elective rotations, at the discretion of the instructor of record.

## GOALS AND OBJECTIVES

### GOALS

1. Develop an appreciation of the practice of medicine as related to the specialty of the preceptor.
2. Assimilate what you learn and demonstrate understanding of patient care through ongoing interaction and dialogue with, as well as formative feedback, from the preceptor.
3. Demonstrate an understanding of the (seven) osteopathic core competencies (as applicable).

### Educational Goals

The Internal Medicine Specialty Elective rotation is intended to provide the student with hands on experience in the evaluation and treatment of various conditions related to any of the following internal medicine subspecialty topics (Dermatology, Infectious Disease, Endocrinology, Occupational Health, Rheumatology, Allergy, and Immunology,) NOTE: Palliative Care or Hospice is an official rotation in FCM regardless of the specialty of the preceptor:

1. The clinical experience will emphasize the diagnosis and management of acute and chronic Dermatology, Infectious Disease, Endocrinology, Occupational Health, Rheumatology, or Allergy and Immunology diseases.
2. The clinical experience will emphasize evaluation of risk factors, and management of risk factors to prevent disease advancement if possible.
3. The clinical experience will include learning to perform a complete and accurate patient history and physical exam.
4. The clinical experience will include identification and indications for appropriate diagnostic studies.
5. The clinical experience will help the student identify the first line therapy for common Dermatology, Infectious Disease, Endocrinology, Occupational Health, Rheumatology, Allergy, and Immunology disorders.

## COLLEGE PROGRAM OBJECTIVES

In addition to the 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: **Internal Medicine Specialty**

## IM 661 Internal Medicine Specialty

If you encounter any issues accessing this D2L course, please email the CA (on the title page of this syllabus). It is your responsibility to make sure you have access to the course D2L page on the first day of the course.

Student D2L email addresses must be forwarded to your MSU email account.

## SUGGESTED STUDY RESOURCES

### Recommended Texts

#### **Rheumatology or Allergy and Immunology**

Harrison's Review Questions. Available through Access Medicine

<https://accessmedicine-mhmedical-com.proxy2.cl.msu.edu/qa.aspx?resourceId=3077>

#### **Endocrinology**

Harrison's Review Questions. Available through Access Medicine

<https://accessmedicine-mhmedical-com.proxy2.cl.msu.edu/qa.aspx?resourceId=3077>

#### **Dermatology**

American Academy of Dermatology

<https://www.aad.org/member/education/residents/bdc>

#### **Infectious Disease**

Harrison's Review Questions. Available through Access Medicine

<https://accessmedicine-mhmedical-com.proxy2.cl.msu.edu/qa.aspx?resourceId=3077>

#### **General Internal Medicine**

Harrison's Review Questions. Available through Access Medicine

<https://accessmedicine-mhmedical-com.proxy2.cl.msu.edu/qa.aspx?resourceId=3077>

#### **Occupational Health**

There is no assigned textbook. Reading assignments are under the purview of the preceptor and pertain to the specialty in which you are rotating.

## WEEKLY READINGS/OBJECTIVES/ASSIGNMENTS

### MID ROTATION FEEDBACK FORM

This form is required for this rotation, including both two- and four-week rotations.

Two-week Rotation: This will need to be completed by the Attending or Resident and dated by the 1<sup>st</sup> Friday of the rotation. Students must upload the form to a D2L drop box by 11:59 on the last day (Sunday) of the rotation.

Four-week Rotation: This will need to be completed by the Attending or Resident at the end of week two of the rotation. It should be dated no later than the 3<sup>rd</sup> Wednesday of the rotation. Students must upload the form to a D2L drop box by 11:59pm on third Sunday of the clerkship to be eligible to obtain a Pass in the rotation.



## QUIZZES

### **Rheumatology or Allergy and Immunology**

2-week rotation - Harrison's Review Questions. Available through Access Medicine under Study Tools– Create a 40-question quiz from the Rheumatology/Immunology section.

4-week students Harrison's Review Questions. Available through Access Medicine under Study Tools– Create an 80-question quiz from the Rheumatology/Immunology section.

You must achieve a score of (70%) correct to receive a passing score. You can retake as often as needed to achieve the score. <https://accessmedicine-mhmedical-com.proxy2.cl.msu.edu/qa.aspx?resourceId=3077>

### **Endocrinology**

2-week rotation - Harrison's Review Questions. Available through Access Medicine under Study Tools– Create a 50-question quiz from the Endocrinology section.

4-week students Harrison's Review Questions. Available through Access Medicine under Study Tools– Create a 100-question quiz from the Endocrinology section.

You must achieve a score of (70%) correct to receive a passing score. You can retake as often as needed to achieve the score. <https://accessmedicine-mhmedical-com.proxy2.cl.msu.edu/qa.aspx?resourceId=3077>

### **Dermatology**

For 1 week rotation complete weeks one & two of the AAD curriculum

For 2-week rotation complete all 4 weeks of the AAD curriculum

<https://www.aad.org/member/education/residents/bdc>

### **Infectious Disease**

2-week rotation - Harrison's Review Questions. Available through Access Medicine under Study Tools– Create a 50-question quiz from the Infectious Disease section.

4-week students Harrison's Review Questions. Available through Access Medicine under Study Tools– Create a 100-question quiz from the Infectious Disease section.

You must achieve a score of (70%) correct to receive a passing score. You can retake as often as needed to achieve the score. <https://accessmedicine-mhmedical-com.proxy2.cl.msu.edu/qa.aspx?resourceId=3077>

### **General Internal Medicine**

**For a 4-week rotation** create a 100 Question Quiz from Harrison's Review Questions from the list below create the following. Available through Access Medicine

**For a 2-week rotation** create a 50 Question Quiz from Harrison's Review Questions from the list below create the following. Available through Access Medicine

- 20 of the available questions on Cardinal Manifestations of Disease
- 10 of the available questions on Oncology and Hematology
- 10 of the available questions on Infectious Disease
- 15 of the available questions on Disorders of the Cardiovascular System
- 15 of the available questions on Disorders of the Respiratory System and Critical Care Illness
- 10 of the available questions on Kidney and Urinary Tract
- 10 of the available questions on Gastrointestinal System
- 5 of the available questions on Rheumatology and Immunology
- 5 of the available questions on Endocrinology and Metabolism

You must achieve a score of (70%) correct to receive a passing score. You can retake as often as needed to achieve the score.

<https://accessmedicine-mhmedical-com.proxy2.cl.msu.edu/qa.aspx?resourceId=3077>

## PROCEDURE LOGS

In D2L under Course Requirements is the IM 661 Patient Log to be completed during your rotation and uploaded into the corresponding drop box). You will select which specialty you are participating in and evaluate the items listed as well and participate in the consults listed, that are rotation specific. We understand not all sites experience all the procedures listed. Please seek out and ask to be included where you can.

## ROTATION EVALUATIONS

### Attending Evaluation of Student

Attending Evaluation of the Student is completed electronically via Medtrics by the supervisor designated within the Medtrics rotation description. To initiate this evaluation, each student must select their attending physician as directed within the rotation description in Medtrics. Students will receive an email from Medtrics to select the attending 7 days prior to the end of the rotation. Should your rotation lack a rotation description or if you have any questions, please contact [COM.Clerkship@msu.edu](mailto:COM.Clerkship@msu.edu). Upon selecting the attending physician directed within the Medtrics rotation description, the attending physician will receive an automated email link connecting them to their assigned Attending Evaluation within Medtrics.

Attendings will be able to electronically access and submit the Attending Evaluation of the Student. Attendings will access the electronic form within Medtrics by selecting the email link on a smart device. No login (username/password) will be required for attendings to access their pending evaluation(s) assigned to them. After the electronic form has been submitted by their attending, students can review the Attending Evaluation of the Student that were completed by visiting the 'Evaluations' module (in the 'About Me' tab) of their Medtrics profiles.

#### IM 661 Internal Medicine Specialty

Students are encouraged to seek formative/verbal feedback on their performance at least weekly. Students are also encouraged to discuss the Attending Evaluation of the Student with the supervisor completing the evaluation.

Any evidence of tampering or modification while in the possession of the student will be considered “unprofessional behavior” and will be referred to the Committee on Student Evaluation (COSE).

#### 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.

#### Unsatisfactory Clinical 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 Attending Evaluation of Clerkship Student contains any below expectation marks within the professionalism area, any unsatisfactory written comments, or a total of two or more below average marks on the 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

The following assignments are eligible for corrective action. Students who were not successful on these assignments during the course will receive an NGR grade and permitted to go through a ‘corrective action’ process. Corrective Action and will be due no later than 14 days after the last day of the rotation at 11:59pm:

- Patient Types and Procedure Log
- Clinical Shift Schedule
- Quizzes
- Mid Rotation Feedback Form

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 Attending Evaluation of Clerkship 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 grade (from NGR to Pass, pending the Attending Evaluation of Clerkship Student).

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 (except for 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.

### COURSE GRADES

All rotation requirements must be completed to determine a grade for the course. Students are required to ensure their rotation requirements are completed and submitted correctly.

**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 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 '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 RESPONSIBILITIES AND EXPECTATIONS**

Course participants will meet the preceptor on the first day of the rotation at a predetermined location to be oriented to rotation hours, location(s), and expected duties and responsibilities while on-service.

- *The student **will** meet the following **clinical responsibilities** during this rotation:*
  - Students are expected to function collaboratively on health care teams that include health professionals from other disciplines in the provision of quality, patient-centered care.
- *The student **will** meet the following **academic responsibilities** during this rotation:*
  - Students are expected to identify, access, interpret and apply medical evidence contained in the scientific literature related to patients' health problems.
  - Students are expected to: assess their personal learning needs specific to this clinical rotation, engage in deliberate, independent learning activities to address their gaps in knowledge, skills, or attitudes; and solicit feedback and use it on a daily basis to continuously improve their clinical practice.

### ATTIRE AND ETIQUETTE

During your clinical rotation, you will be a part of many different learning environments and will be given great deal of responsibility. Importantly, most of your patients will consider you a critical member of the medical team and see you as a physician. Given this, it is vital that a high level of professional behavior is maintained.

Outward appearance is particularly important in this regard and is critical for initial impressions and for gaining the respect of your patients. For this reason, please adhere to the following dress code during your clerkship:

- Men should routinely dress in slacks, as well as a shirt with tails tucked in.
- Women should wear skirt or slacks. Skirts should be of a length that reaches the knees or longer.
- No blue jeans are allowed during any rotation.
- Tennis shoes should not be worn, except with scrubs.
- No open toe shoes, flip-flops, or sandals are allowed at any time. Socks are always a public health code requirement.
- Scrubs are provided for situations where extended periods of patient care necessitate more comfortable clothing or a change in clothing.
- At ALL times when patient contact is expected or anticipated, your waist-length WHITE COAT will be worn, with your ID badge worn above the waist.
- As this policy simply represents general guidelines, we encourage anyone with uncertainties or questions regarding the dress code to reach out to the student director for confirmation.
- Wear a waterproof gown when blood or body fluid may soak a cloth gown.
- If you accidentally have blood or body fluids splattered on your clothing, at the next convenient time, you should excuse yourself, change into hospital scrubs, and put your contaminated clothing in a separate bag for later laundering.

## **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 necessary for successful program completion. This policy will define the policy and procedures regarding absences for clerkship activities. [Policy - Clerkship Absence 2025.pdf](#)

### POLICY FOR MEDICAL STUDENT SUPERVISION

The MSUCOM curriculum includes required clinical experiences in a variety of clinical learning environments. The Medical Student Supervision Policy outlines all supervision agreements and expectations. [Clerkship Medical Student Supervision Policy.pdf](#)

### 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. <https://osteopathicmedicine.msu.edu/current-students/student-handbook>.

### 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.

<https://osteopathicmedicine.msu.edu/about-us/common-ground-professionalism-initiative>

### 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

MSU email is the official communication from faculty and staff to students and students are responsible for checking it daily and maintaining their MSU email accounts so that messages can be received. Students are responsible for responding to email in a timely manner or as otherwise outlined in course communication.

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 DO program.

Please Note: Student D2L email addresses must be forwarded to your MSU email account.

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. <https://osteopathicmedicine.msu.edu/current-students/student-handbook>.

### DUTY HOURS AND FATIGUE MITIGATION

The accreditation standards for graduate medical education programs include restrictions on the duty hours of residents. Additionally, institutions are expected to promote a clinical learning environment in which duty hours are monitored and strategies exist to mitigate the effects of fatigue. [Clerkship Duty Hours and Fatigue Mitigation Policy.pdf](#)

### STUDENT EXPOSURE PROCEDURE

A protocol 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 here:

<https://osteopathicmedicine.msu.edu/current-students/clerkship-medical-education/injury-and-property-damage-reports>

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

### STUDENT ACCOMMODATION LETTERS

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 an Accommodation Letter. Students must present their letter 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 letter 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

\*For any below information requiring an item be uploaded to D2L, students must ensure it is put into the correct folder within the correct section for their course.

Requirement	Submission Method	Pass	No Grade Reported	No Pass
Mid Rotation Feedback Form	Submit via D2L	<ul style="list-style-type: none"> <li>Completed, scanned, and uploaded to D2L.</li> <li>Must be 100% complete and needing no revisions by:               <ul style="list-style-type: none"> <li>Four-week rotations- 11:59 pm on the 3<sup>rd</sup> Sunday of the rotation.</li> <li>Two-week rotations- Dated by 11:59pm on the 1<sup>st</sup> Friday of the rotation; uploaded by 11:59pm on the last day (Sunday) of the rotation.</li> </ul> </li> </ul>	Will be the conditional grade until all requirements of this rotation are met.	Failure to complete 100% and upload by 14 days after the last day of the rotation at 11:59 pm
Patient Types and Procedure Log	Upload into D2L Drop Box for the course	Submitted by 11:59 pm on the last Sunday of Rotation	Will be the conditional grade until all requirements of this rotation are met	Failure to complete and submit within 14 days from the end of the rotation at 11:59 pm
Clinical Shift Schedule	Online D2L Drop Box	Submitted by 11:59 pm on the last Sunday of Rotation. NOT to be submitted before the last Friday of the rotation, and must be the schedule you worked, not what you were scheduled to work	Will be the conditional grade until all requirements of this rotation are met	Failure to complete and submit within 14 days from the end of the rotation at 11:59 pm
<b>For Dermatology ONLY:</b> For 1 week rotation complete weeks one & two of the AAD curriculum For 2-week rotation complete all 4 weeks of the AAD curriculum	Online D2L Drop Box	<b>Achieve 70%</b> Completed and submitted by 11:59 pm on the last Sunday of the rotation.	Will be the conditional grade until all requirements of this rotation are met	Failure to complete and submit within 14 days from the end of the rotation at 11:59 pm



Requirement	Submission Method	Pass	No Grade Reported	No Pass
<b>Harrison's Questions Bank Quiz (minimum 70% passing score) – see details below for requirements by specialty:</b>				
<b>For Rheumatology or Allergy/Immunology ONLY:</b> <ul style="list-style-type: none"> <li>2-week rotation: Create a 40-question quiz from the Rheumatology/Immunology section</li> <li>4-week rotation: Create an 80-question quiz from the Rheumatology/Immunology section</li> </ul>	Online D2L Drop Box	<b>Achieve 70%</b> Completed and submitted by 11:59 pm on the last Sunday of the rotation.	Will be the conditional grade until all requirements of this rotation are met	Failure to complete and submit within 14 days from the end of the rotation at 11:59 pm
<b>For Endocrinology ONLY:</b> <ul style="list-style-type: none"> <li>2-week rotation: Create a 50-question quiz from the Endocrinology and Metabolism section</li> <li>4-week rotation: Create a 100-question quiz from the Endocrinology and Metabolism section</li> </ul>	Online D2L Drop Box	<b>Achieve 70%</b> Completed and submitted by 11:59 pm on the last Sunday of the rotation.	Will be the conditional grade until all requirements of this rotation are met	Failure to complete and submit within 14 days from the end of the rotation at 11:59 pm
<b>For Infectious Disease ONLY:</b> <ul style="list-style-type: none"> <li>2-week rotation: Create a 50-question quiz from the Infectious Diseases section</li> <li>4-week rotation: Create a 100-question quiz from the Infectious Diseases section</li> </ul>	Online D2L Drop Box	<b>Achieve 70%</b> Completed and submitted by 11:59 pm on the last Sunday of the rotation.	Will be the conditional grade until all requirements of this rotation are met	Failure to complete and submit within 14 days from the end of the rotation at 11:59 pm
<b>For General IM ONLY:</b> <b>4-week rotation:</b> Create a 100-question quiz from the following: <ul style="list-style-type: none"> <li>20 of the available questions on Cardinal Manifestations of Disease</li> <li>10 of the available questions on Oncology and Hematology</li> </ul>	Online D2L Drop Box	<b>Achieve 70%</b> Completed and submitted by 11:59 pm on the last Sunday of the rotation.	Will be the conditional grade until all requirements of this rotation are met	Failure to complete and submit within 14 days from the end of the rotation at 11:59 pm

Requirement	Submission Method	Pass	No Grade Reported	No Pass
<ul style="list-style-type: none"> <li>• 10 of the available questions on Infectious Diseases</li> <li>• 15 of the available questions on Disorders of the Cardiovascular System</li> <li>• 15 of the available questions on Disorders of the Respiratory System and Critical Care Illness</li> <li>• 10 of the available questions on Disorders of the Kidney and Urinary Tract</li> <li>• 10 of the available questions on Disorders of the Gastrointestinal System</li> <li>• 5 of the available questions on Rheumatology and Immunology</li> <li>• 5 of the available questions on Endocrinology and Metabolism</li> </ul> <p><b>2-week rotation:</b> Create a 50-question quiz from the subjects listed above.</p>				
Attending Evaluation of Clerkship Student	Attendings receive an automated email link connecting them to their assigned evaluation(s) within Medtrics, where they may access and submit the electronic form(s) directly	<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>
Student Evaluation of Clerkship Rotation	Can be accessed and submitted electronically by students within the dashboard of their Medtrics profiles	Completed 100% by 11:59 pm the last day of the rotation	Will be the conditional grade until all requirements of this rotation are met.	Failure to complete and submit within 14 days from the last day of the rotation



College of Osteopathic Medicine  
MICHIGAN STATE UNIVERSITY

### MID-ROTATION FEEDBACK FORM

Rotation Name: \_\_\_\_\_

Student Name: \_\_\_\_\_

Evaluator Name: \_\_\_\_\_

Evaluator Signature: \_\_\_\_\_

Date of review with Student: \_\_\_\_\_

1. This assessment is based on:

- ☐ My own observations and interactions with the student.  
☐ Feedback received from other faculty and/or resident supervisors.

2. The student is progressing satisfactorily for their level of training:

☐ YES ☐ NO

If NO, please summarize areas needing improvement below:

3. Overall comments on student performance

Strengths:	Areas of Improvement:

4. Please check only areas of student **DIFFICULTY**:

<input type="checkbox"/>	On time for all activities of the rotation	<input type="checkbox"/>	Present/Prepared for all activities of rotation
<input type="checkbox"/>	Respectful/courteous to patients, staff, peers, attending's	<input type="checkbox"/>	Student is aware of limitations and appropriately seeks assistance when needed
<input type="checkbox"/>	A great team player (helpful, reliable, proactive)	<input type="checkbox"/>	Accepting of feedback and made necessary changes because of the feedback
<input type="checkbox"/>	Engaged in learning	<input type="checkbox"/>	Honest and trustworthy
<input type="checkbox"/>	A good patient advocate	<input type="checkbox"/>	Work ethic