

PED 601
Pediatric Specialty

CLERKSHIP ELECTIVE ROTATION SYLLABUS

Department of Pediatrics
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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.

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ROTATION REQUIREMENTS

REQUIREMENT	SUBMISSION METHOD (for submission due dates, refer to table at the end of the syllabus)
Attending Evaluation of Clerkship Student	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.
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.
Mid Rotation Form	Completed 100% and needing no revisions to the appropriate drop box in D2L
Rotation Journal	Completed 100% and needing no revisions to the appropriate drop box in D2L
Pediatric Case PowerPoint	Completed 100% and needing no revisions to the appropriate drop box in D2L
Pediatric Case Presentation	Via Zoom with a member of the MSUCOM Department of Pediatric Faculty

INTRODUCTION AND OVERVIEW

Welcome once again to pediatrics. We are excited about your interest in this field of medicine. This syllabus provides an overview of the requirements and expectations of the rotation.

Advanced Pediatrics is a 2-week (3 credit), or 4-week (6 credit) elective course meant to provide students with a more in-depth understanding of a specialty area of pediatrics, or a higher-level experience in general pediatrics.

Specialty rotations may be in infectious disease, hematology/oncology, immunology, cardiology, gastroenterology, NICU, or other disciplines.

Repeating a general pediatrics rotation is also acceptable though expectations will be greater. These experiences can be identified at your base hospital, another base hospital, or any other institution.

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 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.

GOALS AND OBJECTIVES

GOALS

To provide an environment that allows the student to grow intellectually and professionally through the acquisition of further knowledge, skills, and behavior relevant to the practice of pediatrics.

OBJECTIVES

The student will:

1. Demonstrate a more in-depth knowledge of pediatrics.
2. Develop psychomotor skills by performing a minimum of two new procedures per rotation.
3. Gain knowledge about referrals and the process that occurs between primary care and specialty care pediatrics.
4. Further develop professional attitudes and behavior.

COMPETENCIES

Osteopathic Principles and Practices

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- Recognize and treat each patient as a whole person, integrating body, mind, and spirit. (I.1.a)
- Obtain consent for procedures, and effectively answer the patient's questions about potential risks, benefits, and complications. (I.1.c)
- Prescribe rehabilitative/therapeutic exercises to address specific musculoskeletal imbalances to more effectively manage conditions that otherwise would become chronic. (I.2.h)
- Use appropriate information resources to determine diagnostic options for patients with common and uncommon medical problems. (I.4.c)

Medical Knowledge

- Appropriately use informatics to increase personal knowledge of medical science and skills, including osteopathic principles. (II.2.c)
- Use scientific concepts to evaluate, diagnose, and manage clinical patient presentations and population health. (II.3.a)
- Recognize the limits of personal medical knowledge. (II.3.b)
- Apply evidence-based guidelines throughout the scope of practice. (II.3.c)
- Assess the value of information and knowledge introduced by the patient during a clinical encounter. (II.3.d)
- Apply ethical and medical jurisprudence principles to patient care. (II.3.e)

Patient Care

- Apply appropriate knowledge to the medical interview and demonstrate the ability to identify and/or address psychosocial, cultural, religious, health maintenance, and risk factor issues. (III.1.c)
- Perform the patient encounter as appropriate for the situation (e.g., complete H & P, focused exam, interval exam, screening exam such as sports physicals, etc.). (III.1.j)
- Recognize and accurately interpret relevant laboratory, imaging, and other diagnostic studies related to patient care. (III.1.K)

Interpersonal and Communication Skills

- Listen actively, using appropriate verbal and non-verbal techniques, maintaining open body posture and eye contact at comfortable intervals throughout interview. (IV.1.c)
- Share information using language the patient can understand, and check for patient understanding and questions. (IV.1.g)
- Describe patient, physician, and system barriers to successfully negotiated treatment plans and patient adherence. (IV.2.f)
- Maintain accurate, comprehensive, timely, and legible medical records. (IV.3.a)
- Reflect on the interpersonal team function. (IV.4.m)

Professionalism

- Assess the context of a patient's social and economic situation, capacity for self-care, and ability to participate in shared decision making. (V.1.d)

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- Demonstrate openness, honesty, and trustworthiness during direct communication with patients and their families and in the writing of reports, the signing of forms, and the provision of evidence in litigation or other formal inquiries. (V.2.d)
- Be readily accessible to patients and colleagues when on duty and make suitable arrangements for coverage when off duty. (V.3.g)
- Apply principles of evidence-based medicine in daily practice. (V.4.e)
- Refrain from imposing personal beliefs and values on patient care. (V.7.b)

Practice-Based Learning and Improvement

- Convert the need for information (e.g., prevention, diagnosis, therapy, prognosis, causation) into an answerable question. (VI.1.c)
- Appraise the suitability of given information for clinical questions. (VI.2.c)
- Apply decision making skills. (VI.4.d)
- Identify the determinants of populations' health. (VI.5.a)

Systems-Based Practice

- Demonstrate knowledge and understanding of the role and interaction of the members of health care teams and their effect on outcomes for the patient and for the public. (VII.1.a)
- Demonstrate knowledge of the collaboration of practicing physicians and other health care providers within the health care team. (VII.2.a)
- Demonstrate proper utilization of the health care team and knowledge of how medical organizations, managed health care systems, government, and the community affect the patients with whom and the communities in which they practice. (VII.2.b)

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: **PED 601 Pediatric 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

John Hopkins Hospital, Anderson, C, M.D.; Kapoor, S., M.D., M.P.H; Mark, T. M.D. (2024). The Harriet Lane Handbook: A manual for Pediatric House Officers. Philadelphia, PA: Elsevier Saunders.

[https://ezproxy.msu.edu/login?url=https:// https://www-clinicalkey-com.proxy1.cl.msu.edu/#!/content/book/3-s2.0-B9780323876988010017](https://ezproxy.msu.edu/login?url=https://https://www-clinicalkey-com.proxy1.cl.msu.edu/#!/content/book/3-s2.0-B9780323876988010017)

- This is the main resource for medication dosages. It also contains information on procedures as well as other diagnostic and therapeutic information.

Kliegman, R.M. MD, St Geme, J. MD, Blum, N, MD, et al. (2025). Nelson Textbook of Pediatrics, (22nd Edition). Philadelphia, PA: Elsevier Saunders.

Nelson Textbook of Pediatrics - ClinicalKey

- This is a valuable resource for looking up detailed descriptions of disease processes. This is THE pediatric textbook.

Marino, B.S., & Fine, K.S. (2019) (7th Edition). Blueprints pediatrics. Baltimore, MD: Lippincott Williams & Wilkins. This should serve as a good basic resource on basic pediatric pathology. Pickering, L.K., Baker, Kimberlin, D.W., & Long, S.S. (2012). Red book 2012: 2012 report of the committee on infectious diseases. Elk Grove Village, IL: American Academy of Pediatrics. ·

<https://publications-aap-org.proxy1.cl.msu.edu/aapbooks> - search here for resources

- Excellent resource for vaccines & infectious diseases.

Zitelli, B.J., McIntire, S.C., & Nowalk, A.J. (2017) (7th Edition). Zitelli and Davis' atlas of pediatric physical diagnosis: Expert consult. Philadelphia, PA: Elsevier Saunders.

[https://ezproxy.msu.edu/login?url=https:// https://www-clinicalkey-com.proxy1.cl.msu.edu/#!/browse/book/3-s2.0-C20190045529](https://ezproxy.msu.edu/login?url=https://https://www-clinicalkey-com.proxy1.cl.msu.edu/#!/browse/book/3-s2.0-C20190045529)

- An Excellent visual guide to pediatric conditions.

Clerkship faculty may assign other readings.

Recommended Websites

Bright Futures Recommendations for Preventative Pediatric Health Care

<https://www.aap.org/en/practice-management/care-delivery-approaches/periodicity-schedule/>

Bright Futures Handbook

This is an excellent resource for information pertaining to health promotion in pediatrics with particular focus on the Physical Examination, Screening and Anticipatory Guidance. <https://brightfutures.aap.org/materials-and-tools/tool-and-resource-kit/Pages/Medical-Screening-Reference-Tables.aspx>

AAP (American Academy of Pediatrics) Vaccine Schedule

<https://publications.aap.org/redbook/resources/15585/>

Vaccine Issues

<https://www.cdc.gov/vaccines/growing/images/global/CDC-Growing-Up-With-vaccines.pdf>

<https://www.cdc.gov/vaccines/hcp/conversations/talking-with-parents.html>

<https://www.cdc.gov/vaccines/>

WEEKLY READINGS/OBJECTIVES/ASSIGNMENTS

ASSIGNMENTS AND SUBMISSION REQUIREMENTS

1. Please make sure the correct document is uploaded to the correct dropbox.
2. Please **make sure** the document uploaded can be **opened and viewed**. If your submission cannot be opened, it will be returned which will delay in the grading process.
3. Please make sure the document is in **.PDF, .doc(x), xls(x) or .ppt(x)** formats only.
4. Please note that no assignments will be graded until after the rotation ends.

MID ROTATION FEEDBACK FORM

Students are required to complete the MSUCOM Mid-Rotation Feedback Form. This form is on D2L.

To be considered Completed 100% and needing no revisions, your submission must include:

- To be completed **by Student**:
 - Rotation Section Complete
 - Student Name Complete
- To be completed **by the Attending or Resident**:
 - Evaluator Name
 - Evaluation Signature
 - Date Reviewed with Student (**between the 2nd Friday and 3rd Wednesday**)
 - Questions 1, 2, 3, and 4

Submission Method for Mid-Rotation Feedback Form

- Student must upload the form to the Mid-Rotation Feedback Dropbox
- Submission must be 100% Complete and needing no revisions.
- Must be submitted by 11:59 pm the Third Sunday of the Rotation

- Make sure the submission can be opened and viewed.

Two-week Rotation: This will need to be completed by the Attending or Resident and dated by the 1st 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 3rd 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.

A grade cannot be entered for the course until all requirements are met. If you cannot complete the Mid-Rotation Feedback, you will be responsible for contacting the Course Coordinator for the assigned Corrective Action, see page 18.

ROTATION JOURNAL

Important Note: Students must complete a separate journal for each Pediatric Elective rotation regardless of the length of the rotation. Documentation should not be copied from one journal to the next. Journals cannot discuss the same topics. Doing so will result in a failing grade for the assignment.

The rotation journal is to include the following:

- Topics and Presentations – Weekly entries on topics you have researched and presentations you have done. Include a brief paragraph on each one you cite.
- Growth in Pediatrics – Weekly entry noting how you grew this week in terms of pediatric knowledge, skills, and/or behavior. Please be reflective and make meaningful entries. One to two paragraphs in length.
- Referral – Describe a referral process for one patient you worked with during the rotation. Was that person a referral to the practice or specialist? A referral done out of practice. What “principles” did you learn that make for a good referral in either direction.

Inclusion of the areas outlined above will constitute a “pass” for the rotation journal. “No pass” will be assigned if the journal is not submitted or incomplete.

Note: This journal should not include any form of identification of patients, or their families as outlined in the HIPAA Privacy Rule – no name, address, birth date, Social Security number, hospital or clinic ID number, site location or any other information that would identify the person/patient.

PEDIATRIC CASE AND PRESENTATION

If you are doing a 3 or 4-week rotation, you will need to complete the Pediatric Case and Case Presentation. If you are only doing a 2-week rotation, this is not a requirement for you.

For students taking more than one PED 601 Pediatric Specialty Rotation, please note:

The **first** and **second** rotation, you will be given a case, and you will be presenting to the MSUCOM Pediatric Faculty following the below structure (please note the grading rubric is in the Cases Folder on D2L).

1. Complete the Pediatric Specialty Case Presentation form and return to the CA the first week of the rotation.
2. You will be assigned a Case to present to a faculty member within the MSUCOM Department of Pediatrics. The case will be emailed to you within the first week of the rotation.
3. Generate differential diagnosis and create a presentation reviewing key components of the case, how you would rank and then rule out/in your diagnosis, what your final diagnosis is and how you would confirm it.
4. Your case presentation will be given via Zoom to the pediatric faculty member in the last week of your rotation. The course Coordinator will assist you in arranging a time that works best for both of your schedules. The Zoom information will then be distributed via email to you.
5. Upload your Case Presentation to D2L in the "Case Presentation Dropbox."
6. If you fail to present, you will have 14 days to have the presentation rescheduled and completed. It will be your responsibility to reach out to the Course Coordinator regarding Corrective Action, see page 10.

For any additional PED 601 Pediatric Specialty rotations, you will be presenting a case you saw on the rotation to the Attending faculty of your rotation. You will need to follow the below structure:

1. Generate differential diagnosis and create a presentation reviewing key components of the case, how you would rank and then rule out/in your diagnosis, what your final diagnosis is and how you would confirm it.
2. Your case presentation will be given to the pediatric faculty member in the last week of your rotation.
3. Upload your Case Presentation to D2L in the "Case Presentation Dropbox."
4. The Grading Rubric needs to be completed by your attending, they need to make sure to complete it 100% with signature. Make sure to upload the Case Presentation Grading Rubric form to the "Case Presentation Grading Rubric" dropbox.
5. If you fail to present, you will have 14 days to have the presentation rescheduled and completed. It will be your responsibility to reach out to the Course Coordinator regarding Corrective Action, see page 10.

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. 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.

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:

- Rotation Journal, Mid Rotation Feedback, and Case Presentation
 - Rotation Journal and Mid Rotation Feedback
 - If they are not submitted by 11:59 pm, on the last day of the, an NGR grade will be given. Students will then have until 11:59 pm 14 days after the last day of the rotation to submit the missing assignments.
 - Case Presentation

- If not completed or re-scheduled, on the last day of the rotation, an NGR grade will be given. Students will then have until 11:59 pm 14 days after the last day of the rotation to complete.

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

During this month, the student is expected to take a proactive approach to learning about the discipline of Pediatrics. Students should make every effort to have an initial orientation session with their attending physician/resident to review goals, objectives, and expectations on both the part of the preceptor and student. During this initial orientation meeting, students should present the preceptor with both a copy of their evaluation form as well as review this syllabus with him or her. Doing so will improve the overall rotational experience in terms of training and evaluation. Students should also have a mid-month evaluation during the rotation to gain formative feedback and adjust as needed based on commentary from the preceptor.

Doing so will encourage active participation and improve summative evaluations that occur at the end of the rotation.

It is expected that the student will meet the following **clinical responsibilities** during this rotation:

- Report to their rotation in a timely fashion, dressed appropriately for each day of work. Be cognizant of any scheduling changes that occur and provide timely communication to the preceptor about excused or unexpected absences.
- Demonstrate an enthusiastic and proactive attitude towards the learning process.
- Treat all staff members, other rotators and patients with respect and demonstrate professional behavior in all interactions.
- Not engage in behaviors that are either unprofessional/unethical, illegal or pose a risk to the patient or practice. If there is a question about something you are asked to do, speak with your precepting physician or (if the person your concern about is the precepting physician) your Student Coordinator and/or Director of Medical Education for your base hospital.
- Complete any, and all, requested responsibilities in a timely fashion and as directed by your precepting physician excepting behaviors mentioned previously.
- The student will represent him/herself, fellow students, and the College in a positive and professional manner.
- The student is expected to function collaboratively on health care teams that include health professionals from other disciplines in the provision of quality, patient-centered care.

It is expected that the student will meet the following **academic responsibilities** during this rotation:

- Complete all College's curricular elements of the rotation as specified in this syllabus in a timely fashion.
- Regularly access and review content provided within Desire2Learn (D2L) during the rotation to support and supplement your active learning process.
- The student is expected to identify, access, interpret and apply medical evidence contained in the scientific literature related to a patient's health problems.

- The student is 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 daily to continuously improve their clinical practice.

ATTENDANCE

To properly 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. Please refer to the Absence Policy below.

ATTIRE AND ETIQUETTE

During your clinical rotation, you will be a part of many different learning environments and will be given a 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 an elevated 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.

At ALL times when patient contact is expected or anticipated, your waist-length WHITE COAT will be worn.

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.
- ALL incidents of exposure to blood or body fluids such as parenteral (needle stick or cut); mucous membranes (splash to eyes, nose, or mouth); cutaneous (contact with blood or body fluids on ungloved hands or other skin surfaces that may be cut, chapped, abraded, or affected by active dermatitis) should be reported immediately to attending physician, student director, and MSUCOM (see "Student Exposure Procedure" on page 14 of the syllabus).

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), 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. 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) 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
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"> • Student may receive "Below Expectations" in up to one (1) subcategory. • Overall categories must receive "Meets Expectations" or "Exceeds Expectations" 	Will be the conditional grade until all requirements of this rotation are met	<ul style="list-style-type: none"> • Receives two (2) or more "Below Expectations" within the subcategory sections. • Receives comments that indicate below expectations of performance. • See Unsatisfactory Clinical Performance above
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
Mid Rotation Feedback Form	Submit via D2L	<ul style="list-style-type: none"> • Completed, scanned, and uploaded to D2L. • Must be 100% complete and needing no revisions by: <ul style="list-style-type: none"> • Four-week rotations- 11:59 pm on the 3rd Sunday of the rotation. • Two-week rotations- 11:59pm on the 1st Friday of the rotation. 	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
Rotation Journal	Scanned and uploaded to the D2L Dropbox "Rotation Journal Dropbox".	<ul style="list-style-type: none"> • Must be 100% complete and needing no revisions submitted to the "Case Presentation Dropbox" on D2L by 11:59 pm the Last Day (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 OR Complete the Corrective Action

Requirement	Submission Method	Pass	No Grade Reported	No Pass
Case Presentation	Must be presented to a faculty member in the MSU COM Department of Pediatrics via Zoom. The presentation must be uploaded to the "Case Presentation Dropbox."	<ul style="list-style-type: none"> Must be 100% complete and needing no revisions submitted to the "Case Presentation Dropbox" on D2L by 11:59 pm the Last Day (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 OR Complete the Corrective Action
Case Presentation PowerPoint	Submit via D2L	<ul style="list-style-type: none"> Must be 100% complete and needing no revisions submitted to the "Case PowerPoint Dropbox" on D2L by 11:59 pm the Last Day (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 OR Complete the Corrective Action



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