

FCM 621
Family Medicine Specialty

CLERKSHIP ELECTIVE ROTATION SYLLABUS

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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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INTRODUCTION AND OVERVIEW

This syllabus provides an overview of rotation goals and objectives designed to help you gain an understanding of the breadth and scope of the Family Medicine Specialty. As you progress through the rotation, you will perform certain activities intended to help you meet the identified goals and objectives. Please make sure to review this syllabus in its entirety to ensure understanding of the rotation format, syllabus content, and Michigan State University College of Osteopathic Medicine (MSUCOM) expectations.

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.

ROTATION FORMAT

This rotation 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.

Rotations are typically two weeks (3 credits) or four weeks (6 credits) in duration for regular track students. The overall performance of course participants will be evaluated through customary assessment instruments normally employed by the department for core rotations, at the discretion of the Instructor of Record.

Family medicine is one of the most varied of fields where you can see a wide spectrum of physicians practice an even wider range of medical elements in sub-specialties. It is

important to remember that family medicine represents the front line of medical care, not only in terms of interaction with the community and society, but also in terms of good stewardship of medical resources, both financial and material. During your time on this rotation, consider discussing with your attending physician(s) aspects of medical care such as: healthcare reform and its impact, being a financially responsible physician and the delivery of care in a resource-deprived environment, etc. You will find that most family physicians are not only interested, but passionate about these topics. As an aspiring member of the profession, you should utilize this time to better understand the environment you will be part of in the future.

GOALS AND OBJECTIVES

GOALS

1. Demonstrate the value of primary care as an integral part of any health care system.
2. Develop evidence-based health promotion/disease prevention plans for patients of any ages.

OBJECTIVES

1. Assimilate learning, and demonstrate understanding of, patient care through ongoing interaction and dialogue with the preceptor, including formative feedback.
2. Demonstrate an understanding of the osteopathic competencies (as applicable) in the specialty of primary care medicine and its related subspecialties.
3. Conduct appropriate histories and physical examinations on patients in the outpatient setting.
4. Develop prioritized differential diagnosis.
5. Demonstrate and recognize appropriate professional behavior.

COMPETENCIES

1. Gather, document, and effectively present essential and accurate information about patients and their conditions through history-taking, physical examination, and the effective use of the electronic medical record for laboratory data, imaging, and other tests.
2. Apply established and emerging biomedical scientific principles fundamental to health care for patients and populations.
3. Demonstrate compassion, integrity, sensitivity, and respect for a diverse patient population, including but not limited to diversity in sex, gender identity, age, culture, race, religion, disabilities, and sexual orientation.
4. Apply knowledge of the biomedical sciences, such as functional anatomy, physiology, biochemistry, histology, pathology, and pharmacology, to support the appropriate application of osteopathic principles and OMT.
5. Develop and carry out patient management plans while learning to work effectively as part of an interprofessional team.

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

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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: **FCM (Family and Community Medicine) 621 Family 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.

SUGGESTED STUDY RESOURCES

Recommended Texts

Accessing the Electronic Resources Using MSU's Library will provide many of these for free. www.lib.msu.edu

Current Treatment & Diagnosis: Family Medicine, 5e. <https://accessmedicine-mhmedical-com.proxy2.cl.msu.edu/Book.aspx?bookid=2934>

ROTATION REQUIREMENTS

REQUIREMENT	SUBMISSION METHOD	DUE DATE Please refer to D2L for actual (month/day) due dates
Mid Rotation Feedback Form	Scan and upload to the appropriate dropbox "Mid Rotation Feedback Dropbox" on D2L	By 11:59 PM the 3 rd Sunday of the rotation.
Rotation Journal	Scan and upload to the appropriate dropbox "Rotation Journal Dropbox" on D2L	By 11:59 PM the last day of the rotation.
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	Last Day of Rotation

REQUIREMENT	SUBMISSION METHOD	DUE DATE Please refer to D2L for actual (month/day) due dates
	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.	Last Day of Rotation

ASSIGNMENTS

MID-ROTATION FEEDBACK

Students are required to complete the MSUCOM Mid-Rotation Feedback Form.

For 2 Week Rotations: This is NOT a requirement of the course.

For 3-4 Week Rotations: This will need to be completed by an Attending or Resident by the middle of Week 2 of the rotation. It should be dated no later than the third Wednesday of the rotation for the 4 (Four) week rotations.

ROTATION JOURNAL

Important Note: Students completing more than one family medicine selective/elective rotation must complete a separate journal for EACH 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 an opportunity for you to reflect on your experience in the clinic. You **must select two** of the four topics below **per week** to write on in your journal.

- Procedures - Weekly entries of procedures you have observed or performed that are new to you. Please reflect on your observations in **one to two paragraphs in length per topic**.

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- Topics and Presentations - Weekly entries on topics you have researched and/or presentations you have given during the clinic rotation **one to two paragraphs in length per topic**.
- Core Attributes of Primary Care - Review the definitional features of primary care (e.g., first contact, continuous, coordinated, comprehensive care) and provide examples of achievement or areas that could be improved from your clinical observations. Please provide **one to two paragraphs in length per topic**.
<https://www.ncbi.nlm.nih.gov/pmc/articles/PMC2690145/>
- Principles of the Patient-Centered Medical Home – Please review the Joint Principles of the Patient-Centered Medical Home (e.g., whole person orientation, team-based care) and provide examples of achievement or areas that could be improved from your clinical observations. Please provide **one to two paragraphs in length per principle**.
http://www.aafp.org/dam/AAFP/documents/practice_management/pcmh/initiatives/PCMHJoint.pdf

Inclusion of **at least two areas** outlined above **per week** will constitute a “pass” for the rotation journal.

A “no pass” grade 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 (Health Insurance Portability and Accountability) 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.

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.

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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).

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

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

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

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

- Mid Rotation Feedback Form
- Rotation Journal

The student will be required to complete the requirement above that is missing, and the student will then be required to write an essay about professionalism.

- This will consist of at least two pages.
- You will need to make sure to cite at least three references.

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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.

STUDENT RESPONSIBILITIES AND EXPECTATIONS

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.

During this rotation, the student must take a proactive approach to learning about family medicine. Students will meet the preceptor on the first day of the rotation, at a predetermined time and location, to be oriented to rotation hours, location(s), expected duties, and responsibilities while on-service. During the orientation meeting, students should present the preceptor with a copy of the Attending Evaluation form and review this syllabus together. Doing so will improve the overall rotational experience in terms of training and evaluation.

During the weeks of the rotation, the student is required to meet clinical and academic responsibilities:

- *The student **will meet the following **clinical responsibilities** during this rotation:***
 - Students are expected to function collaboratively on healthcare teams that include health professionals from other disciplines in providing quality, patient-centered care.

- *The student **will meet the following **academic responsibilities** during this rotation:***

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- 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 daily to continuously improve their clinical practice.

ATTENDANCE

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 medical education department (student coordinator/director or DME), utilizing the Clerkship Program Excused Absence Request Form. Students must notify the rotation team and medical education of emergent/illness absences on the 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 from any one rotation must be approved by the MSUCOM Instructor of Record for the course the absence will occur.

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 a prominent 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" further in this document).

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. [Clerkship-Absence-Policy.pdf \(msu.edu\)](#)

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.

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.

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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.

COURSE GRADES

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

NGR/No Grade Reported – means that a final grade ('Pass' or 'No Grade') cannot be determined due to one or more missing course requirements. The NGR 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 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

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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

Requirement	Submission Method	Pass	No Grade Reported	No Pass
Mid Rotation Feedback Form	D2L: Dropbox entitled "Mid Rotation Feedback Dropbox"	<ul style="list-style-type: none"> • Completed, scanned, and uploaded to the correct dropbox "Mid Rotation Feedback Dropbox." • Must be 100% and needing no revisions by 11:59 PM the 3rd Sunday 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	D2L Dropbox entitled "Rotation Journal Dropbox"	<ul style="list-style-type: none"> • Completed, scanned, and uploaded to the correct dropbox "Rotation Journal Dropbox." • Must be 100% and needing no revisions 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 100% and upload by 14 days after the last day of the rotation at 11:59 pm
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"> • Students 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 end of the rotation



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MID-ROTATION FEEDBACK FORM

Rotation Name: _____

Student Name: _____

Evaluator Name: _____

Evaluator Signature: _____

Date of review with Student: _____

- This assessment is based on:
 - My own observations and interactions with the student.
 - Feedback received from other faculty and/or resident supervisors.

- The student is progressing satisfactorily for their level of training:
 - YES
 - NO

If NO, please summarize areas needing improvement below:

- Overall comments on student performance

Strengths:	Areas of Improvement:

- Professionalism expectations are listed below. Please check only areas of student **DIFFICULTY:**

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