

OST 623

Board Preparation

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

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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)
Board Study Plan	D2L
TrueLearn Pretest	TrueLearn
TrueLearn Board Review Question Quizzes	TrueLearn
Completed Board Study Plan and Self-reflection	D2L
TrueLearn Board Review Question Exam	TrueLearn
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.

INTRODUCTION AND OVERVIEW

This syllabus provides an overview of rotation goals and objectives designed to help you succeed on your COMLEX Level 2 CE board exam. 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 requires preapproval. The student must contact the COM Clerkship Team at COM.clerkship@msu.edu with the following details of the rotation:
 - Date of rotation
 - Date of board exam (COMLEX Level 2 CE)
- The Clerkship Team will contact the Course Assistant for confirmation of approval from the IOR and for final clerkship approval and scheduling.

Required Prerequisites

- This course requires the following prerequisite:
 - This course may only be taken prior to your scheduled COMLEX Level-2 CE board exam.
 - This course must be initiated and completed prior to your scheduled COMLEX Level-2 CE

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 nonclinical rotation has been designed allow time for independent study prior to your board exam. This is a virtual rotation that may be scheduled for 2 or 4 weeks for either 3 or 6 credits, respectively. This course may only be taken a maximum of 4 weeks.

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

GOALS AND OBJECTIVES

GOALS

This course is designed to provide time, resources, and support for students to prepare for COMLEX Level -2 CE. The course will utilize self-directed review to identify knowledge gaps and implement an effective strategy to prioritize those area for further study. Students will develop an individualized learning plan to focus on areas of study that will optimize their performance on board exams.

OBJECTIVES

1. Review and identify knowledge gaps and areas of study for board success.
2. Develop an individualized board study plan.
3. Recognize and focus on high-yield board study topics.
4. Review the board exam blueprint to identify areas of deeper study.
5. Utilize time management and foundational study techniques to effectively prepare for standardized exams.
6. Practice applying skill for answering board style questions through the use of question banks.

COMPETENCIES

1. Osteopathic Principles and Practice
 - 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.
2. Medical Knowledge
 - Use scientific concepts to evaluate, diagnose, and manage clinical patient presentations and population health.
3. Patient Care
 - Develop a differential diagnosis appropriate to the context of the patient setting and findings.

COLLEGE PROGRAM OBJECTIVES

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

REFERENCES

REQUIRED STUDY RESOURCES

Desire 2 Learn (D2L): Please find online content for this course in D2L (<https://d2l.msu.edu/>). Once logged in with your MSU Net ID, your course will appear on the D2L landing page. If you do not see your course on the landing page, search for the course with the following criteria, and pin it to your homepage: **OST-623**

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.

Board review book

Students will also identify at least one study resource (book, learning platform, etc.) that they will be utilizing during this course.

TrueLearn COMBANK

Students are provided TrueLearn COMBANK by MSUCOM: truelearn.com

SUGGESTED STUDY RESOURCES

Recommended Texts

First Aid Board Review series: Available from MSU Library electronically (see link below) Step-Up Board Review series: Available from MSU Library electronically (see link below)

Recommended Websites

NBOME.org

NBME.org

MSU Library Medical Board Exam Preparation
guide:

<https://libguides.lib.msu.edu/medicalboardexamprep>

MSUCOM On Target:

<https://michiganstate.sharepoint.com/sites/OnTargetforAcademicSuccess>

ASSIGNMENTS

Board Study Plan

Weekly Goals and Objectives will be individualized to each student but should be listed on the Board Study Plan. The Board Study Plan will be submitted by the first Sunday of rotation. The completed and checked off Board Study Plan is to be submitted on the last day of rotation. For any activities that were unable to be met during the rotation, the student will supply a self- directed plan to complete.

Self-Reflection

The student should submit a one-page self-reflection on the last day of rotation. This should focus on insights gained through the rotation and plans for future studying.

QUIZZES

TrueLearn Pretest

A pretest of 176 board review questions will be assigned on the first day of rotation and must be completed by 11:59pm on the first Sunday of rotation. This pretest will be timed and cover all topics. This will serve as a baseline to reveal areas for study and knowledge gaps.

Board Review Question Quizzes

Board Review Question Quizzes will be assigned weekly on TrueLearn COMBANK. Each weekly quiz will be 88 questions and a score of 60% on each quiz is required. Quizzes will be untimed but only allowed to be taken once. Quizzes are assigned for Week 1 for a two-week rotation, and Weeks 1-3 for a four-week rotation.

Board Review Question Exam

The student will complete one Board Review Question Exam of 176 questions from TrueLearn COMBANK during the last week of the rotation. This exam will be taken in a timed mode to mimic an exam setting and encompass all topics and all disciplines. The score report will be uploaded to D2L and will be graded on completion.

ONLINE MODULES

Optional online modules will be available on D2L:

- Time Management Skills
- Foundational Study techniques
- Self-Directed Learning
- Test taking skills.

ROTATION EVALUATIONS

Student Evaluation of Clerkship Rotation

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

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:

1. Weekly Quizzes

- i. If the student does not achieve 60% on each of the weekly, untimed TrueLearn quizzes, they will be given one additional attempt to achieve a passing score.

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.

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

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

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: 2- WEEK ROTATION *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
Board Study Plan	D2L	Complete and uploaded to the correct D2L dropbox by 11:59pm on the first Sunday of rotation	Will be conditional until all requirements are met.	Failure to complete and upload by the last day of the rotation.
TrueLearn Pretest	TrueLearn	Complete by 11:59pm on the first Sunday of rotation.	Will be conditional until all requirements are met.	Failure to complete by the last day of rotation
TrueLearn Board Review Questions	TrueLearn	Complete and achieve at least 60% correct during week one by Sunday at 11:59pm	Will be conditional until all requirements are met.	Failure to achieve 60% by two weeks after the last day of rotation.
Completed Board Study Plan and Self-reflection	D2L	Complete and uploaded to the correct D2L dropbox by 11:59pm on the last day of rotation	Will be conditional until all requirements are met.	Failure to complete the last day of rotation
TrueLearn Board Review Question Exam	TrueLearn	Completed by 11:59pm on the last day of rotation	Will be conditional until all requirements are met.	Failure to complete by the last day of rotation

Student Evaluation of Clerkship Rotation	Can be accessed and submitted electronically by students within the dashboard of their Medtrics profiles	Completed by 11:59pm on the last day of rotation	Will be conditional until all requirements are met.	Students will not fail OST 623 for not completing the student evaluation; however, their grade will remain an NGR until it is completed
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SUMMARY OF GRADING REQUIREMENTS- 4- WEEK ROTATION*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
Board Study Plan	D2L	Complete and uploaded to the correct D2L dropbox by 11:59pm on the first Sunday of rotation	Will be conditional until all requirements are met.	Failure to complete and upload by the end of rotation
TrueLearn Pretest	TrueLearn	Complete by 11:59pm on the first Sunday of rotation.	Will be conditional until all requirements are met.	Failure to complete by the last day of rotation
TrueLearn Board Review Questions	TrueLearn	Complete and achieve at least 60% correct during weeks 1-3 by Sunday at 11:59pm	Will be conditional until all requirements are met.	Failure to achieve 60% on each by two weeks after the last day of rotation.
Completed Board Study Plan and Self-reflection	D2L	Complete and uploaded to the correct D2L dropbox by 11:59pm on the last day of rotation	Will be conditional until all requirements are met.	Failure to complete the last day of rotation
TrueLearn Board Review Question Exam	TrueLearn	Completed by 11:59pm on the last day of rotation	Will be conditional until all requirements are met.	Failure to complete by the last day of rotation

Student Evaluation of Clerkship Rotation	Can be accessed and submitted electronically by students within the dashboard of their Medtrics profiles	Completed by 11:59pm on the last day of rotation	Will be conditional until all requirements are met.	Students will not fail OST 623 for not completing the student evaluation; however, their grade will remain an NGR until it is completed.
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