

OST 593 – Scholarly Activity Seminar

Summer Semester 2024

Updated: 3/10/2024

Table of Contents

Elective Description	2
Course Goals	2
Course Directors	2
Staff Coordinator	2
Instructors.....	2
Lines of Communication	3
Office Hours	3
Textbooks and Reference Materials	3
Elective Schedule	3
Attendance.....	4
Required Exams/Assessments	4
Elective Grades.....	4
Student Evaluation of the Course	5
Academic Honesty and Professionalism	6
Types of Class Sessions	6
Mandatory and Optional Class Sessions	6
Absences from Mandatory and Examinations/Assessments.....	6
Computer-Based Testing.....	7
Medical Student Rights and Responsibilities	7
Remediation.....	7
Student Safety and Well-being	8
Academic Support Resources at MSUCOM	8
Requests for Accommodations.....	8
Title IX Notifications.....	8
Course Objectives and Preliminary Schedule – OST 593 – Summer Semester 2024.....	10

Notice to Students: Although Elective syllabi at MSUCOM have a consistent format; vitally important details differ by Elective. For this reason, you must read the syllabus thoroughly at the onset of each elective to understand what educational activities will be provided and what is expected of you.

Section 1 – Course Information

Elective Description

OST 593 - Scholarly Activity Seminar is a 1-credit hour course that will develop the student's ability to design and implement a scholarly project. Using a workshop format, categories of scholarly activity applicable to graduate medical education will be reviewed. The course will focus on building the student's capacity to engage in scholarship in practical and pragmatic ways, without an intensive review of research methodology and statistical analysis.

Course Goals

Students will understand the individual components of a scholarly product through hands on development, which they will then combine the components into a final proposal. Examples of scholarly projects that students may develop include case presentations, posters, oral presentations, quality improvement studies, and OMT guides. The course will also build a community around scholarly activity, leveraging networks of collaboration to promote confidence and project success.

Course Directors

(Note - Preferred method of contact is shown in italics)

Name: Kirsten Waarala, DO

Phone: 517-353-6326

Email: waarala@msu.edu (preferred method)

Address: 965 Wilson Road, Room A329B East Fee, East Lansing, MI 48824-1316

Name: Abe Wheeler, MLIS, MTS

Phone: 517-884-0893

Email: awheeler@msu.edu (preferred method)

Address: MSU Library, 366 W. Circle Drive, Room DB16, East Lansing, MI 48824

Staff Coordinator

Name: Patty Roberts

Phone: 517-353-9932

Email: robe1204@msu.edu

Address: 965 Wilson Rd., Room A331 E. Fee Hall, East Lansing, MI 48824

Instructors

Sessions will be facilitated by the course directors, and may include faculty or student panelists who will discuss their approach to scholarly activity. Names and emails for instructors will be provided in the final course schedule.

Lines of Communication

- For administrative aspects of the Course: contact the course coordinator.
- For content questions relating to a specific lecture or topic: contact the faculty presenter for that specific portion of the course or your local faculty.
- For absences/missed exams (see excused absence information below)

Office Hours

Questions concerning may be discussed individually by making an appointment with the course coordinators. Office hours for this course will be held on Fridays from 1:00 pm to 2:00 pm during the course dates. A Zoom link will be provided to students enrolled in the course. Appointments during these hours can be made by contacting Angela Zamora at zamoraa@msu.edu.

Textbooks and Reference Materials

Required textbooks

- None

Recommended resources

- JAMA. *Users' Guides to the Medical Literature: A Manual for Evidence Based Clinical Practice*. 3rd edition. Available through MSU Libraries with sign-on.
<http://ezproxy.msu.edu/login?url=http://jamaevidence.mhmedical.com/book.aspx?bookID=847>
- USAFP. Rutherford, Lennon, Seehusen. *The Recipe: A practical guide to scholarly activity*. Online (accessed March 10, 2024).
<https://www.usafp.org/research/wp-content/uploads/2018/12/the-recipe-2018.pdf>
- *A Toolkit for Medical Education Scholarship*, J Grad Med Educ. 2018 Feb; 10(1): 1–5. Online (accessed March 10, 2024).
<https://www.ncbi.nlm.nih.gov/pmc/articles/pmid/29467965/>
- Medical education scholarship: An introductory guide: AMEE Guide No. 89. Available through MSU Libraries with sign-on.
<https://doi-org.proxy1.cl.msu.edu/10.3109/0142159X.2014.916791>
- Writing for academia: Getting your research into print: AMEE Guide No. 74. Available through MSU Libraries with sign-on.
<https://doi-org.proxy1.cl.msu.edu/10.3109/0142159X.2012.742494>

Elective Schedule

This elective is presented for 9 consecutive weeks. General scheduling for the educational activities of this elective are as shown below. See the course schedule for more details. Sessions may be scheduled on a different day if conflicts arise.

Day/Date	Times (if applicable)	Specific Information
Course intro – attendance required Monday, May 13, 2024	5:00 – 6:00 pm	Zoom meeting; link will be provided to enrolled students
Sessions will be held most Monday evenings from May 20 to July 19, 2024. See final course schedule for details.	5:00 – 6:00 pm	Zoom meeting; link will be provided to enrolled students

Attendance

Due to the sequential and interactive nature of the course, students will benefit from attending each session. Students who are unable to attend due to reasons listed in the MSUCOM excused absence policy may submit an excused absence request to the course director. Failure to attend a course session without submission of an excused absence request within 24 hours will be considered an unexcused absence.

To meet the requirements for a “Pass” (“P”) grade, students will be expected to have no more than two excused absences and zero unexcused absences. Students will be responsible for any in-class content that they missed.

Required Exams/Assessments

This course will be graded on the Pass/No Grade scale. There will be no examinations in this course. Please see grading requirements below.

Elective Grades

To earn a passing grade (“P”), students must:

1. Attend and participate in course sessions (see attendance policy).
2. Complete required assignments between sessions and upload to D2L
3. Submit at least **two** of the following, developed during the course as original work, and uploaded to D2L.
 - a. Scholarly activity project proposal
 - b. Annotated bibliography (minimum of 5 references)
 - c. Completed IRB proposal form (paper version)
 - d. Formatted poster presentation
 - e. Written abstract
 - f. Verbal presentation with slides

Grades will be issued as follows:

- **P-Pass**—means that credit is granted and that the student achieved a level of performance judged to be satisfactory by the instructor. To obtain a “P” grade for this course, a student must meet the requirements shown above.
- **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 instructor. A student who fails to complete the requirements shown above will receive an “N” grade.
- **I-Incomplete** – means that the student has been approved for additional time to complete the course work. To request an incomplete, the student must meet with a Course Coordinator. If approved, the student and Course Coordinator will agree on a time frame for completion of remaining course requirements. If all requirements are met by the deadline, the final grade will be issued as I/P. If all requirements are not met by the deadline, the final grade will be issued as I/N.
- Remediation - Since elective courses in the MSUCOM preclerkship curriculum are optional, students are not required to remediate the elective if an “N” grade is received, and no remediation option is available.

Student Evaluation of the Course

We want your feedback on how to improve this course.

- **Informal Feedback:** Feel free to approach the Course Directors (Dr. Waarala or Mr. Wheeler) or any of the other course faculty with your reactions and suggestions. Or write out your comments and email them to the Course Director or Faculty. From time to time, we may also convene focus groups of students, as an additional way to elicit your opinions and suggestions.
- **Formal Evaluation:** In addition to the above, we ask every student in the class to complete formal on-line SPLS evaluation upon conclusion of the course. Student Elective evaluations are highly recommended. Student feedback provides Elective course directors with valuable information regarding their performance, the performance of their instructors and the quality of the Elective. The information gained from these evaluations is used to continuously improve future offerings of this Elective. Students will receive the SPLS survey via their MSU email account.

Section 2 – Policies

Please refer to the <https://com.msu.edu/current-students/student-handbook-course-catalog> for these and other policies.

Academic Honesty and Professionalism

Every student is responsible for their behavior and is expected to adhere to all MSU and MSUCOM policies of academic honesty and professionalism, as outlined in the MSUCOM Student Handbook and the MSU Medical Student Rights and Responsibilities. These documents may be found on the MSUCOM website. Additional guidance on academic integrity may be found on the MSU Ombudsperson’s website at <https://ombud.msu.edu/resources-self-help/academic-integrity>.

Incidents of academic dishonesty or professional misconduct will be addressed by the faculty, administration, or staff; such action may include, but is not limited to: giving a failing grade, referring a student for judicial review, directing the student to the Associate Dean of Medical Education, evaluation by the Committee on Student Evaluation, and other actions outlined in the Medical Student Rights and Responsibilities document.

Types of Class Sessions

MSUCOM designates lectures and other class sessions by their delivery method. While additional terms may be used in a specific course, the following will provide general guidance to the type of session:

- Live or livestream lecture: broadcast at a designated time; intended to be viewed synchronously
- Online Lecture: recorded content, may be viewed asynchronously
- Webinar: more interactive session where student participation is expected
- Lab: may refer to on-site clinical skills training or online lab session; see details

Changes to Course Schedule or Requirements

Due to external circumstances, the course requirements published in the course syllabus and/or course schedule may be subject to change. Timely notification Communication regarding changes will be provided to enrolled students via the course D2L site and/or email. Any changes made will consider the MSU Code of Teaching Responsibility and the MSU Medical Students Rights and Responsibilities.

Mandatory and Optional Class Sessions

All lectures and other class sessions are considered to be integral to the course, and students are expected to attend, view, or participate in each session. Some sessions are designated as “mandatory” in that attendance at the session on the scheduled date and time is required. Depending on the course, a student may earn points for attending or participating in a mandatory session or may lose points for failing to attend or participate. Availability of make-up points for missed sessions is at the discretion of the course director. Optional class sessions are offered by faculty to assist students in learning or reviewing course content.

Absences from Mandatory and Examinations/Assessments

It is the responsibility of the student to know which class sessions are deemed as mandatory and comply with the MSUCOM policy regarding absences from mandatory sessions and examinations. This policy may be found in the MSUCOM Student Handbook on the MSUCOM website. Requests for an excused absence must be arranged with the course faculty.

Computer-Based Testing

It is the responsibility of each student to know and comply with the MSUCOM policy on computer-based testing. This policy may be found in the MSUCOM Student Handbook on the MSUCOM website.

Administration of quizzes, examinations, and other assessments may be self-proctored, virtual proctored, or classroom proctored. Regardless of the proctoring method, you are expected to take the exam in a quiet, private setting. Just like in a proctored exam, you are not to access notes, textbooks, references, your phone, or other materials, and you are not to interact with fellow students or others. Remember that integrity is defined as what you do when no one is looking.

You are also expected to not record, photograph, take screen shots, make notes of, or otherwise attempt to make a copy of any exam item for any purpose, including your personal use. A student who is discovered to have cheated or breached exam security will be subject to formal disciplinary action, up to and including dismissal from MSUCOM.

If you have concerns or evidence of an exam security breach on this or any exam, you may report that to an MSUCOM administrator or through the online concern form.

Medical Student Rights and Responsibilities

If problems arise between instructor and student, both should attempt to resolve them by informal, direct discussions. If the problems remain unsolved, the Associate Dean for Medical Education and/or the MSU Ombudsperson may be consulted. The MSU Medical Student Rights and Responsibilities (MSRR) document defines processes for additional steps, including submission of a formal grievance. The MSSR may be found in the MSUCOM Student Handbook and online at splife.studentlife.msu.edu.

iClicker Reef/(iClicker Student) Policy

It is your responsibility to know and comply with the iClicker Reef (iClicker Student) Policy. This policy may be found in the MSUCOM Student Handbook. If you forget your device or if it does not work, for whatever reason, no make-up experiences will be provided, and no points will be given.

If iClicker Reef/Iclicker Student is used to take attendance for an on-campus event, you will be expected to arrive to the physical location on time and to stay for the duration of the assigned activity. If iClicker Polling is used to take attendance for an online event, you will be expected to start the session at the scheduled time and participate for the duration of the assigned activity.

As a matter of professionalism, please note that under no circumstances should you provide access to your iClicker Reef/Student account to another student by sharing your device and/or account login, nor should you accept another student's device or login credentials to access iClicker Polling on their behalf. Answering questions or checking in for attendance on behalf of another student by using their device or account is considered to be academic dishonesty and may result in disciplinary action up to and including dismissal from the college.

Remediation

The MSUCOM Policy for Retention, Promotion and Graduation requires successful completion of each required course to progress in the curriculum. Remediation is not available for preclerkship electives.

Student Safety and Well-being

The MSUCOM website and Student Handbook provide information on student safety, campus security, access to medical care and counseling services, and to policies on injuries and exposures. If you have an injury or acute illness on campus, an incident report should be completed. The form is available on the MSUCOM intranet or from Academic Programs.

Academic Support Resources at MSUCOM

As a way to acclimate you to the curriculum at MSUCOM, we have created a program called On Target: <https://michiganstate.sharepoint.com/sites/OnTargetforAcademicSuccess>

On this site you will find semester roadmaps which gives a general overview of each semester, tools needed to be successful in the curriculum and targeted resources for your unique learning situation. In each semester's road map, you will also find course expectations, tips for success, potential trouble spots, longitudinal course integration, and specific course study guides.

Requests for Accommodations

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 517-884-7273 or online at rcpd.msu.edu. Once eligibility for an accommodation has been determined, you may be issued a Verified Individualized Services and Accommodation (VISA) form. Each VISA includes an expiration date; to request an accommodation, you must have an active VISA. You may work with RCPD to renew a VISA.

During the preclerkship curriculum, the college will help to coordinate accommodations for additional testing time. Provide your VISA to Nancy Thoma, thoman@msu.edu, A333 East Fee Hall at the start of the term and/or at least two weeks prior to the assessment event (test, project, labs, etc.). Requests for accommodations received with less notice will be honored whenever possible. You may choose whether or not you wish to use accommodations for a particular event. For other accommodations, you may also review your VISA with the course director and curriculum assistant assigned to that course.

Title IX Notifications

Michigan State University is committed to fostering a culture of caring and respect that is free of relationship violence and sexual misconduct, and to ensuring that all affected individuals have access to services. For information on reporting options, confidential advocacy and support resources, university policies and procedures, or how to make a difference on campus, visit the Title IX website at titleix.msu.edu.

Limits to confidentiality. Essays, journals, and other materials submitted for this class are generally considered confidential pursuant to the University's student record policies. However, you should be aware that University employees, including instructors, may not be able to maintain confidentiality when it conflicts with their responsibility to report certain issues to protect the health and safety of MSU community members and others. Instructors must report the following information to other University offices (including the Department of Police and Public Safety):

- Suspected child abuse/neglect, even if this maltreatment happened when you were a child;
- Allegations of sexual assault, relationship violence, stalking, or sexual harassment; and
- Credible threats of harm to oneself or to others.

These reports may trigger contact from a campus official who will want to talk with you about the incident that you have shared. In almost all cases, it will be your decision whether you wish to speak with that individual. If you would like to talk about these events in a more confidential setting, you are encouraged to make an appointment with the MSU Counseling and Psychiatric Services.

Addendum: Course Schedule

The course schedule for the current semester will be posted to D2L. Changes to the course schedule will be noted on the class academic calendar and communicated to students via D2L and/or email. The schedule for the most recent offering of this course will be posted on the MSUCOM website under Current Students/Preclerkship Curriculum.

Course Objectives and Preliminary Schedule – OST 593 – Summer Semester 2024

The final course schedule will be published prior to the start of the course, and will include live Zoom meetings. Assignments will be due by the end of the course. Some content may be offered asynchronously to promote flexibility during the summer semester. Depending on the number of enrolled students, 1:1 mentoring appointments may be available.

Course Learning Objectives

Upon completion of this elective course, the student will be able to:

1. Describe the categories of scholarship/scholarly activity used by the Accreditation Council on Graduate Medical Education (ACGME) and give examples of projects within these categories.
2. Explain the process steps in developing a research proposal, including generating a testable hypothesis, writing specific aims, methods and materials, preliminary data, and conclusion.
3. Explain the process steps in developing a case or case series report.
4. Describe key elements of a quality improvement project, including the PDSA cycle.
5. Perform a literature review as part of a scholarly activity project.
6. Prepare documentation for submission to an institutional review board (IRB).
7. Produce a scholarly poster presentation.
8. Develop a proposal for a scholarly activity project that can be initiated or completed during medical school.

Opening Session: Introduction and overview of scholarly activity (May 13, 2024 5:00 pm)

- Overview of the course, schedule, and assignments
- Describe course format and provide overview of sessions and output
- Define categories of scholarly activity
- Describe scholarly activity requirements of ACGME

Closing Session: Sharing your project (July 15, 2024 5:00 pm)

- Students will give a verbal report of their work