

OST 625  
**Introduction to Military  
Medicine**

**CLERKSHIP ELECTIVE ROTATION SYLLABUS**

Academic Programs  
Susan Enright, D.O., MACOI  
Associate Dean, Clerkship Education  
[enright4@msu.edu](mailto:enright4@msu.edu)

Jake Rowan, D.O.  
INSTRUCTOR OF RECORD  
[rowanjac@msu.edu](mailto:rowanjac@msu.edu)

EFFECTIVE AUGUST 1, 2025, TO JULY 31, 2026

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

Eric Dunckel  
COURSE ASSISTANT (CA)  
[dunckele@msu.edu](mailto:dunckele@msu.edu)

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

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## ROTATION REQUIREMENTS

REQUIREMENT	SUBMISSION METHOD (for submission due dates, refer to table at the end of the syllabus)
Activity Log	Submit via the Dropbox in D2L
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 find the evaluation as a fillable PDF in the course D2L page, please download a copy, fill out the evaluation in its entirety and upload it to the Student Evaluation D2L dropbox located under assessments in the OST 625 D2L page.
Mid Rotation Form	Completed 100% and needing no revisions to the appropriate drop box in D2L

## INTRODUCTION AND OVERVIEW

This syllabus provides an overview of goals and objectives designed to help you gain an understanding of the breadth and scope of this subject. 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 MSUCOM expectations.

Rotations are typically four weeks, six credit hours in duration but may be extended for an additional two weeks for a total of six weeks, nine credit hours.

### **ELECTIVE COURSE SCHEDULING**

#### Preapproval

- This course requires preapproval from the IOR. The student must contact the IOR via email with the following details of the rotation/rotation site when seeking preapproval:
  - When the rotation will occur
  - Where the rotation will occur
  - Branch of military service (Army, Navy, Air Force)
- Confirmation of approval from the IOR is to be sent to [COM.Clerkship@msu.edu](mailto:COM.Clerkship@msu.edu) for final clerkship approval and scheduling.

#### Required Prerequisites

- This course does not require any prerequisite courses.

### Course Confirmation and Enrollment

- The student must be an active student at MSUCOM.
- Student must complete five core rotations prior to any elective rotation.
- It is the student's responsibility to provide the elective site/rotation acceptance material to the [COM.Clerkship@msu.edu](mailto:COM.Clerkship@msu.edu) for MSU confirmation and scheduling.
  - MSUCOM clerkship confirmation is complete when the rotation is visible on the students Medtrics schedule.
- It is the student's responsibility to ensure enrollment prior to beginning any course/rotation.
  - Enrollment will be processed by the MSUCOM Registrar's Office upon clerkship confirmation.
  - Enrollment can be verified by the student by reviewing the Student Information System
- MSUCOM confirmation must occur at least 30 days in advance of the rotation.
- Once confirmed, the rotation may only be cancelled 30 days or more in advance of the start date.

### ROTATION FORMAT

This rotation has been designed to cover primary topics commonly seen in this discipline. Each week will focus on topics of importance. You are encouraged to engage the supervising officers and/or attending physician(s) in discussion, as this will lend a greater understanding of these critical issues.

## **GOALS AND OBJECTIVES**

### GOALS

1. Learn the roles and responsibilities of a military medical officer.
2. Understand principles and benefit of proper physical conditioning, nutrition, and lifetime wellness.
3. Effectively apply leadership and followership skills.
4. Effectively apply ideas in writing and verbally in a military setting with other military medical professionals.
5. Understand the role of the military medical system in maintaining force readiness and national security.
6. Consider human relations and cross-cultural communications.

### OBJECTIVES

1. Develop medial leadership skills.
2. Participate in interprofessional training.
3. Discover military medical capabilities and operations.
4. Discuss military medical health care coverage for active-duty military and veterans.
5. Participate in health care prevention and training courses.

### COMPETENCIES

1. Professionalism

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2. Interpersonal and communication skills
3. Systems based practice.

## 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 625: Introduction to Military Medicine**

If you encounter any issues accessing this D2L course, please email the CA (on the title page of this syllabus).

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

### SUGGESTED STUDY RESOURCES

Additional resources at: <http://libguides.lib.msu.edu/medicalebooks>

### WEEKLY READINGS/OBJECTIVES/ASSIGNMENTS

#### MID ROTATION FEEDBACK FORM

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

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

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

### STUDENT ACTIVITY LOGS

Students are required to submit via D2L Activity Log Dropbox and Activity Log by 11:59pm the last day of the rotation.

In this log you will need to outline the activities/events/experiences you either watched or participated in, including meetings or lectures, and materials you read while on the rotation.

## ROTATION EVALUATIONS

### Attending/Supervisor 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 supervisor/attending physician as directed within the rotation description in Medtrics. Students will receive an email from Medtrics to select the attending 7 days prior to the end of the rotation. Should your rotation lack a rotation description or if you have any questions, please contact [COM.Clerkship@msu.edu](mailto:COM.Clerkship@msu.edu). Upon selecting the supervisor/attending physician directed within the Medtrics rotation description, the supervisor/attending physician will receive an automated email link connecting them to their assigned Attending Evaluation within Medtrics.

Attendings/supervisors will be able to electronically access and submit the Attending Evaluation of the Student. Attendings/supervisors 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/supervisors 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).

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

There is no corrective action available for this course.

As determined by the IOR, the student will receive an N grade for the course if all assignments are **not completed** successfully by 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/ MILITARY REQUIREMENTS

Students are responsible for completing all additional requirements set by the hospital/clinical/military 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

**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 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 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 OR receive a N grade and no credit for the rotation.

## **STUDENT RESPONSIBILITIES AND EXPECTATIONS**

Students are expected to know and follow the expectations of their attending/supervisor.

## **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>.

### MEDICAL STUDENT RIGHTS AND RESPONSIBILITIES

The rights and responsibilities of students enrolled in MSUCOM are defined by the medical colleges of Michigan State University, including the College of Osteopathic Medicine, the College of Human Medicine, and the College of Veterinary Medicine. Students enrolled in the professional curricula of these colleges are identified as “medical students.” These colleges collectively define “Medical Student Rights and Responsibilities” (MSRR). This document addresses academic rights and responsibilities, governance, procedures for complaints, due process, and other topics. The current version is available on the MSU Spartan Life website at the address below: <http://splife.studentlife.msu.edu/medical-student-rights-and-responsibilities-mssr>

### MSU EMAIL

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

Forwarding MSU email to another email account or failure to check email are not valid excuses for missing a deadline or other requirements of the DO program.

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

Further, students must use secure email when working in a hospital, clinic, or other health care setting if discussion of patient information is involved. MSUNet (msu.edu) email is secure; many web-based email systems including Hotmail, Gmail, and Yahoo are not. <https://osteopathicmedicine.msu.edu/current-students/student-handbook>.



### DUTY HOURS AND FATIGUE MITIGATION

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

### STUDENT EXPOSURE PROCEDURE

A protocol has been developed by the University Physician to report incidents of exposure, e.g., needle sticks, mucous membrane exposure, tuberculosis exposure, etc., and it may be found here:

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

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

### STUDENT ACCOMMODATION LETTERS

Michigan State University is committed to providing equal opportunity for participation in all programs, services, and activities. Requests for accommodations by persons with disabilities may be made by contacting the Resource Center for Persons with Disabilities (RCPD) at 517-884-RCPD, or on the web at [www.rcpd.msu.edu](http://www.rcpd.msu.edu). Once a student's eligibility for (clinical and/or testing) accommodation(s) are determined, the student may be issued an Accommodation Letter. Students must present their letter to the Clerkship Team ([COM.Clerkship@msu.edu](mailto:COM.Clerkship@msu.edu)) at the start of the semester in which they intend to use their accommodations (for tests, projects, labs, etc.). Accommodation requests received after the semester onset will be honored whenever possible.

If modifications, updates, or extensions to an existing letter are made after the semester begins, it is the responsibility of the student to submit the newest version to the Clerkship Team if he/she intends to utilize the accommodation going forward.

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

Requirement	Submission Method	Pass	No Grade Reported	No Pass
Attending Evaluation of Clerkship Student	Attendings receive an automated email link connecting them to their assigned evaluation(s) within Medtrics, where they may access and submit the electronic form(s) directly	<ul style="list-style-type: none"> <li>• Student may receive "Below Expectations" in up to one (1) subcategory.</li> <li>• Overall categories must receive "Meets Expectations" or "Exceeds Expectations"</li> </ul>	Will be the conditional grade until all requirements of this rotation are met	<ul style="list-style-type: none"> <li>• Receives two (2) or more "Below Expectations" within the subcategory sections.</li> <li>• Receives comments that indicate below expectations of performance.</li> <li>• See Unsatisfactory Clinical Performance above</li> </ul>
Student Evaluation of Clerkship Rotation	Can be accessed and submitted electronically by students within the dashboard of their Medtrics profiles	Completed 100% by 11:59 pm the last day of the rotation	Will be the conditional grade until all requirements of this rotation are met	No Pass grade is not applicable for this requirement.
Student Activity Log	Submit via the Dropbox in D2L	By 11:59pm the last day of the rotation	N/A	Failure to turn assignment in by the last day of the rotation.
Mid Rotation Feedback Form	Submit via D2L	<ul style="list-style-type: none"> <li>• Completed, scanned, and uploaded to D2L.</li> <li>• Must be 100% complete and needing no revisions by: <ul style="list-style-type: none"> <li>• Four-week rotations- 11:59 pm on the 3<sup>rd</sup> Sunday of the rotation.</li> <li>• Two-week rotations- 11:59pm on the 1<sup>st</sup> Friday of the rotation.</li> </ul> </li> </ul>	Will be the conditional grade until all requirements of this rotation are met.	Failure to complete 100% and upload by 14 days after the last day of the rotation at 11:59 pm.



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MICHIGAN STATE UNIVERSITY

**MID-ROTATION FEEDBACK FORM**

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

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:

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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