**Enter Course Name, Course Number, Semester (Fall or Spring) if applicable, and Effective Date of Syllabus as a header to this page**

***The syllabus templates identifies College of Medicine and/or ETSU Information followed by Course Specific information.***

***If you wish to change the font or color of information to differentiate between that which is College of Medicine/ETSU and Course you may do so, but be aware of disabilities that may make it difficult for individuals to read the information.***

**Delete all of this instruction in red throughout the syllabus template and adjust page spacing – this will decrease the number of pages to the finalized syllabus.**

**Syllabus**



**Department of: Insert Name**

**Department Chair: Insert Name**

**Course Director: Insert Name**

**Table of Contents**

**Adjust table of content list per course/syllabus content and needs – you can be detailed in your listing or combine topics and have only the broad headings. The point is to have the information in the same location in all course syllabus so the students become accustom to where they will find information related to the heading in each course they are enrolled in. Insert page number once you are done adjusting your course content and content list.**

**Delete this instruction and adjust page spacing.**

|  |  |
| --- | --- |
| **Course and Instructor Information** | **Page** |
| **Welcome**  Course Description – Goals - Objectives | **Page** |
| **Roles and Responsibilities**  QCOM Faculty Responsibilities  QCOM Student Responsibilities  Course Specific Responsibilities  QCOM Professional Expectations  Social Networking Guidelines  Student HIPAA Training, Violations and Disciplinary  Actions | **Page** |
| **Assessment**  Formative and Narrative Assessment of Student  COM Grade Scale  Course Specific Grade Components  Exam Administration  NBME Exam Administration  Course Specific Exam Administration  Exam Soft  Exam/Quiz Question Challenges | **Page** |
| **Schedule(s)**  Course Schedule  Group/Team Assignment Listings/Schedule(s)  Preclerkship Scheduled Time and Workload | **Page** |
| **Tips for Learning**  Top 10 Ways to Excel in the Course  Learning Resources  Textbook(s)  References and Materials | **Page** |
| **Student** Resources  Student Procedures for Special Services (ADA)  Tutoring  Counseling  Inclement Weather Policy | **Page** |
| **Appendices**  Student Catalog Link  COM Library Link  Institutional Educational Objectives Link  Preclerkship Medical Student Time and Workload Policy  QCOM Exam Administration | **Page** |

**Course Name:**

**Course Number:**

**Semester and Academic Year:**

**The above information a duplication of the header and can be kept or eliminated**

**Course Director:**

Dept. of

Office:

Phone:

Email:

Office hours:

Delete these instructions and adjust page spacing after providing course information above and contact information below. If you need to add faculty names continue in the same format shown.

**Insert faculty name:**

Dept. of:

Office:

Phone: 439-

Email:

Office hours:

**Insert faculty name:**

Dept of:

Office:

Phone: 439-

Email:

Office hours:

Dept. of:

Office:

Phone: 439-

Email:

Office hours:

**LOCATION OF COURSE ACTIVITIES:**

**Class times:**

**COURSE FORMAT:**

**COURSE PRE-REQUISITES:**

***WELCOME! – you can enter an opening remark or choose to delete the Welcome and go directly to the course description, goals, objectives.***

**Course Description:**

**Course Goals:**

**Course Objectives:**

Insert your course objectives below and identify the Institutional Educational Objective(s), education methods and assessment methods for each. You may cut and paste a document you have already prepared as long as it contains your course Objectives, College of Medicine IEOs, and your course Educational and Assessment methods.

Delete this instruction and links (provided for your use) below after inserting your information into the form below

Institutional Educational Objectives: [**http://www.etsu.edu/com/msec/qcominstitutionaleducationalobjectivesmay172016.pdf**](http://www.etsu.edu/com/msec/qcominstitutionaleducationalobjectivesmay172016.pdf)

Only the MedBiquitous Educational Method(s) and Assessment Method(s) terms are to be used. A definition of these can be found at: **[MedBiquitous List of Instructional Methods / Assessment Methods](http://www.etsu.edu/com/msec/resources/relatedlinks.php" \t "_blank)**

|  |  |  |  |
| --- | --- | --- | --- |
| **Course Objectives:**  **At the conclusion of this rotation the student will be able to:** | **Addresses Institutional Educational Objective No.** | **Educational Method(s)** | **Assessment Method(s)** |
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**Roles and Responsibilities**

**College of Medicine Faculty Responsibilities:**

The course faculty will take an active role as a facilitator in the student’s learning of the course material.

The course faculty will acknowledge and respond to all student requests for clarification of delivered course material.

The course director will notify students as soon as known of any changes in course goals, objectives, and schedule to include material delivery, exam, and/or location.

The course director will assess the student’s progress and final grade as published in the Student Catalog and as identified under Assessments in this syllabus.

*See Student Catalog – pages 64-65.*

The course director will review and plan for the course activities to ensure they are scheduled in accordance with the *Preclerkship Scheduled Time and Workload Policy*. *See Appendix Link.*

**college of medicine Student Responsibilities: Remember that M1/M2 students will participate in Preceptorships and attend to patient needs thus the patient needs is identified in Student Responsibilities and Professionalism Expectations. Remove this note after reading.**

The student will adhere to the College of Medicine Honor Code at all times.

*See Student Catalog - pages 75-86.*

The student will attend all identified **required attendance** lectures, presentations, discussion sessions and exams for the course as identified in the course schedule/specifics.

The student will complete all course assignments to include assigned reading and on-line review of course materials in preparation for next day course review.

The student will adhere to the *Computer Requirements* as published in the Student Catalog.

*See Student Catalog - pages 109-110.*

The student will adhere to the *Student Computer Usage during Electronically Administered Quizzes/Exams Policy.*

*See Student Catalog - page 110.*

The student will adhere to the *Exam Administration Policy* when requesting deviation from any scheduled course quiz, exam, and/or NBME subject exam.

*See Appendix Link.*

The student will evaluate the faculty and the course as requested. *New Innovations* is the evaluation software used for student and faculty evaluations. Students will be notified electronically by New Innovations (E-mail) when these required evaluations are available to complete.

*See Student Catalog – page 18.*

Student will be present before the announced exam start time and ready to begin the exam at the start time. What is your policy on students being present before an exam – if your policy is different state this in your course specific information?

Student will attend all didactic scheduled session to include, but not limited to: lectures, clinical presentations, student presentations/group discussions and simulation lab sessions as identified in the course schedule. What is your policy on student being present for didactic sessions – if this is different for certain sessions then state this in your course specific information?

Student will attend all quizzes and exams identified in the course schedule. Any request for deviation from this responsibility will follow the *Exam Administration Policy*.

*See Appendix Link*.

**COLLEGE OF MEDICINE Professional Expectations for Students:**

**Professionalism**

Students shall demonstrate the behaviors befitting an ethical professional at all times. Students shall:

Actively participate in group activities in a respectful manner.

Respond to feedback receptively.

Exhibit respect, compassion, humility, altruism, duty, and honesty with patients, patient’s families, staff, faculty, members of the healthcare team, fellow students, and themselves.

Be punctual, reliable, and conscientious in completing academic (classes, laboratory, conferences, lectures, etc.) as well as patient care responsibilities.

Recognize limitations in knowledge and pursue appropriate activities to effectively address learning needs.

Demonstrate personal accountability and admit professional mistakes.

Adhere to legal and ethical principles related to patient consent and confidentiality.

Demonstrate awareness and sensitivity to age, gender, race, ethnicity, culture, spiritual beliefs, socioeconomic background, family support, sexual orientation, and healthcare beliefs in interactions with others.

Demonstrate professionalism in dress, hygiene, and demeanor.

Utilize appropriate boundaries within the faculty/patient/physician relationship.

For the vast majority of students these expectations are natural and intuitively known. However, a limited number of specific unprofessional behaviors are identified below. Of course, it is impossible to delineate each and every aspect of professionalism. Consequently, the final decision of what constitutes unprofessional behavior lies with faculty instructors, preceptors and the course director. Course Directors, course faculty and preceptors may report any unprofessional actions of concern for a student. The student may be assigned a grade of R, which requires a review by the Student Promotions Committee. ***Students may fail a course based solely on unprofessional behavior*.**

**Examples of Unprofessional Behavior Include:**

Absence from duty without excuse.

Substance abuse either on duty or off duty which effects performance while on duty (in addition, legal or criminal action, will be dealt with as an infraction of professional behavior).

False witness in any statement in a chart or document related to the practice of medicine.

Expressions of prejudice in any form (this includes verbal comments or behaviors expressing prejudice based on age, sex, sexual orientation, race, religion, nationality, origin, or disability).

Inappropriate personal behavior in professional settings including abusive language, unprofessional appearance or sexual misconduct.

Acute or chronic neglect of professional/educational schedule.

Willful failure to comply with the reasonable professional directions of a faculty preceptor, course director and/or course instructor.

Texting or sleeping during class activities or laboratory activities.

Non-compliance with *HIPAA Training Violations and Disciplinary Action Guidelines*. See Student Catalog - pages 97-98.

Non-compliance with *Social Network Guidelines*.

*See Student Catalog - pages 107-109.*

Failure to safeguard patient’s rights.

Willful neglect of patients.

Use of patient's chart or record for any purpose other than rendering health care (i.e., criticism of colleagues, demeaning remarks toward the patients). Students may come in contact with patient information in a simulation lab/standardized patient scenario.

Failure to comply with the preceptor facility, hospital or clinic bylaws.

**COLLEGE OF MEDICINE Social Networking Guidelines:**

The College of Medicine recommends that students exercise caution in using social networking sites such as Facebook, MySpace, and Twitter. Items that represent unprofessional behavior posted by students on such networking sites are not in the best interest of the University or College of Medicine and may result in disciplinary action up to and including termination.

If using social networking sites, students should use a personal e-mail address as their primary means of identification. Their University e-mail address should be used in accordance with university policy: Students who use these websites must be aware of the critical importance of privatizing their websites so that only trustworthy friends have access to the websites/applications.

In posting information on personal social networking sites, students **must not** present themselves as an official representative or spokesperson for the college of medicine, any affiliated hospital or clinic, or the University.

Patient privacy must be maintained and confidential or proprietary information about the University or hospitals must not be shared online. Patient information is protected under the *Health Insurance Portability and Accountability Act (HIPAA)*.

*See Student Catalog – pages 107-109.*

**COLLEGE OF MEDICINE Student HIPAA Training, Violations and Disciplinary Action:**

The *Health Insurance Portability and Accountability Act (HIPAA)* is federal legislation which protects the health information of individuals. Medical students will routinely be exposed to Protected Health Information (PHI) during clinical rotations.

As part of their orientation to medical school students will receive HIPAA training which will be periodically updated.

HIPAA violations can result in significant federal penalties for both individuals and organizations. The College of Medicine regards HIPAA violations as serious offenses. *See Student Catalog - pages 97-98.*

**ASSESSMENTS**

You will identify all forms of assessment you provide to the student in this section of the syllabus. You will describe to the student the activity you use to give feedback and when they can expect to receive this.

Delete this instruction and give specifics to the below grading scale per course practice and then adjust page spacing.

**COURSE SPECIFIC Feedback and Assessment:**

It is here (and with each point of the grade scale) that a course director would enter any specifics related to their course grade scales/components.

**COLLEGE OF MEDICNE Grade Scale (taken from the Student Handbook):**

**A five (5) point scale: A, B, C, D, F**

In other curricular offerings as approved by the Medical Student Education Committee (MSEC) the grade may be reported as: **P = Pass or F = Fail**

**A** = Representing excellent – course directors should enter their scale here for an A, i.e., 90-100

**B** = Representing good – course directors should enter their scale here for a B, i.e., 80-89

**C** = Representing adequate – course directors should enter their scale here for a C, i.e., 70-79

**D** = Indicates that the in the judgement of the course faculty, an additional period of prescribed remediation if successfully completed, will qualify a student for a grade of C\*.

**F** = Indicates that the performance of the student is such that only a complete repeat of the course, on approval of the course faculty and the Student Promotions Committee, will be accepted as remediation.

**I** = Indicates the course faculty has identified that the student, for an acceptable reason, has been unable to complete all of the required work in a course.

**R** = Indicates the course faculty is requesting review of the student’s performance by the Student Promotions Committee.

The course directors will be responsible for determining the grades to be assigned to the students. The distribution of the grades assigned will also be the responsibility of the course directors.

*See**Student Catalog - pages 64-72.*

**COURSE SPECIFIC Grade Components:**

Update your course specific grade components – eliminating and adding per your course. Delete this instruction when complete and adjust page spacing.

**Final course grade will be based on:**

Quizzes = %

Exams = %

OSCE = %

Narrative Assessment = % (If your course has been designated by MSEC where opportunity exists to provide narrative assessment to the student) identify here if the narrative assessment is summative (it can be either formative or summative) and if summative provide the percentage of the grade assigned - otherwise delete this grade component and the instructions.

Simulation Labs = %

Group/Team Assignment = %

NBME end of course exam = % (describe here if you cap NBME scores at 100% or allow a higher score to be issued. Identify the % of the score used for the NBME subject exam)

Non-NBME Comprehensive (end of course) exam = %

**COLLEGE OF MEDICINE Exam Administration Policy:**

Students are expected to take exams on the dates scheduled. Certain unavoidable circumstances may require modification of exam dates for individual students. In such circumstances, the exam schedule may be modified to allow administration at a different time if the change is approved by the course director and the Executive Associate Dean for Academic Affairs (EAD), prior to the exam date. The *Permission Form for Modification of Examination Schedule* should to be used to document this approval.

*See Appendix Link.*

If a student is ill or due to extreme circumstances is unable to be present for the exam, the student must attempt to notify the course director, course coordinator or exam proctor via phone or E-mail prior to the announced start time of the exam in order to be excused from the exam and have their exam rescheduled.

If the course utilizes Exam Soft, the course director will work with the Exam Soft administrator to determine the date and time of the rescheduled exam.

All students must be present before the exam can be started. The option to delay the exam start time for the entire class is at the discretion of the course director.

Any students arriving after the exam has started will not be admitted to the exam room and will receive a zero for the exam.

Students are to bring only their student ID card, and computer and required cords, for an electronic exam, or a pencil, for paper-based exam.

Students may not have any other items in the seating area of the exam room.

*See Appendix Link.*

**COLLEGE OF MEDICINE NBME Exam Administration Specifics:**

For those courses utilizing NBME end of course exams:

NBME end of courses subject exams will be administered at the end of the course. Specific time and location information will be provided by each course.

All students must be present before the exam can be started. The option to delay the exam start time for the entire class is at the discretion of the course director.

Any students arriving after the exam has started will not be admitted to the exam room and will receive a zero for the exam.

If a student is ill or due to extreme circumstances is unable to be present for the exam, the student must attempt to notify the course director, course coordinator or exam proctor via phone or E-mail prior to the announced start time of the exam in order to be excused from the exam and have their exam rescheduled.

Students must bring a laptop computer with Ethernet capability and related cables for the exam. ***The exam cannot be taken wirelessly*.**

No food or drinks of any type are permitted in the exam area.

Books, **all** electronic devices, including cell phones, and other personal items, including baseball caps, are not permitted in the exam area. These items should be left at home, in lockers or cars.

Examinations will be proctored by staff and/or faculty from the department responsible for administering the examination.

Students will be required to sign in. ETSU ID cards are required.

Students may leave the room to attend to personal needs. They may not remove any items from the exam room and may not talk with classmates while out of the room.

*See Appendix Link.*

**COURSE SPECIFIC: Exam Administration:**

Examples given below – delete as needed. If there are specific course exam requirements or differences in what is listed please identify in this section.

Delete this instruction and section if none listed and adjust page spacing.

**Exam Soft:** All quizzes/exams for the course will be given using Exam Soft. Before each exam students will be sent an e-mail prompting them to down load the exam file from the Exam Soft server. It is the student’s responsibility to do so long enough BEFORE the scheduled quiz/exam time so there is time to deal with any problems that arise. If a student comes to a testing event at the scheduled time without having downloaded the exam, this will be considered unprofessional behavior and a professionalism report will be submitted to Academic Affairs.

Once a student completes their exam in Exam Soft they will have the option of reviewing the exam questions they missed. Thirty (30) minutes is allotted after the exam for this review.

Exam Soft reports study grades immediately after the exam is submitted (down load). Students may comment on the exam question by including the question code number with the comments in order to identify which question is being critiqued.

**Exam/Quiz Question Rebuttals:** College of Medicine policy prohibits exam question rebuttals for the purpose of changing individual student grades.

The course director will review exam statistics to determine whether individual exam questions should be used in determining the exam grade.

Feedback from students on any exam question is allowed.

*See Appendix Link.*

**Schedule(S)**

**Course Schedule:**

**Insert your course schedule here.**

**Delete this instruction and adjust page spacing**

**GROUP/TEAM SCHEDULE/ASSIGNMENT:**

**Insert any group/team assignment listings or schedules here.**

**Delete this instruction and adjust page spacing**

**Tips for Learning**

**TOP 10 WAYS TO EXCEL in the Course:**

List your own or use what is provided as needed – if none identified then remove this section from your syllabus.

Delete this instruction and adjust page spacing

* Find out what your instructors expect of you and try to exceed their expectations.
* Go the extra mile for your team - additional learning will follow.
* Read consistently and deeply.
* Include what you learn in your discussions with your team and in your notes.
* Follow through on every assigned task.
* Ask good questions.
* Educate your team members about what you learn whenever possible.
* Speak up – share your thoughts in teaching sessions, share your opinions, constructively discuss observations about how to improve the education you are receiving and the systems around you.
* Actively reflect on your experience.
* Be caring and conscientious and strive to deliver outstanding quality as you learn as much as you can from every experience.
* Treat every member of the team with respect.
* Answer your email in a reasonable time frame.
* Make sure your handwriting is legible and ensure every note includes your name.
* Adapt and be professional. An open mind is expected.
* Be pro-active – seek out learning opportunities – the more you put in, the more you will get out.
* Be flexible – each day will be different.

**Learning Resources**

**COURSE SPECIFIC: Textbook(s):**

The statement below may or may not be applicable to your course. If no textbook you may want to make a statement regarding this.

Delete this instruction and adjust page spacing

It is recommended that you consider purchasing board review books that best match your learning style. These are available through the College Store.

**COURSE SPECIFIC: References and Materials:**

Identify references/materials by name so the student is able to find specific listed items for the course. The following two statements below may or may not be applicable to your course.

**The last sentence must remain if any type of electronic material is made available to the student as a course resource.**

Delete this instruction and adjust page spacing

Many resources are available from our College of Medicine Library portal to include board review resources.

**Appropriate use of electronic material is governed by copyright and Intellectual Property Laws.**

*See College of Medicine Library Appendix Link.*

**STUDENT RESOURCES**

**ETSU/COLLEGE OF MEDICINE STUDENT PROCEDURES FOR SPECIAL SERVICES (ADA):**

**ABSENT A LETTER FROM DISABILITY SERVICES, STUDENTS ARE NOT ELIGIBLE FOR ACCOMMODATION**

It is the policy of ETSU to accommodate students with disabilities, pursuant to federal law, state law and the University’s commitment to equal educational access. Any student with a disability who needs accommodations, for example arrangement for examinations or seating placement, should inform the instructor at the beginning of the course. All students seeking accommodation for disabilities are to contact the ADA Coordinator for Disability Services at East Tennessee State University (439-8346) located on the third floor of the D. P. Culp center, Suite A.

*See Student Catalog - page 120-121.*

**ETSU/COLLEGE OF MEDICINE Sexual Harassment Reporting Procedures:**

1. In circumstances in which the student believes their personal safety, job, or academic status will not be jeopardized, the student should communicate clearly to the offender that the behavior is not humorous or welcome and should cease immediately.

2. The student should keep a record of what happened and when it took place. Should there be any witnesses, the student should ask for their names to include in the documentation of the incident.

3. If the harassment continues, or if the student chooses not to confront the offender directly, the situation may be reported to the contact persons designated for the university.

*See Student Catalog – page 111.*

**COLLEGE OF MEDICINE Tutoring:**

The Office of Student Affairs will make tutors available to any College of Medicine student. Contact Student Affairs at 439-2037.

**COLLEGE OF MEDICINE Counseling:**

Confidential academic and personal counseling are available through the Professional and Academic Resource Center – PARC (Mr. Phil Steffey, 232-0275 or pager 854-0342.).

*See Student Catalog - page 120.*

**COLLEGE OF MEDICINE Inclement Weather**:

The official radio station for reporting the status of classes and other activities of the College of Medicine during inclement weather is WETS-FM 89.5. In addition, class status is also reported on the ETSU Alert web page (http://www.etsu.edu/alert/). ***Gold Alert*** text messages (requires individual setup) will report any changes to regularly scheduled class activities.

All students (including College of Medicine students) - are to govern themselves according to the status as reported by this station or web site for the University. Every effort will be made to quickly reschedule missed class time on a week day, however, makeup classes may be required on Saturday.

See *Student Catalog - page 112.*

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**APPENDIX:**

Use this area to identify all course links to materials, lists, references, schedules and/or policies available to the student.

Delete this instruction after updating this section with course specific links to course documents and adjust page spacing

Student Catalog Link: <http://www.etsu.edu/com/sa/admissions/collegeinfo/files/catalog1617.pdf>

COLLEGE OF MEDICINE Library Portal Link:

<http://www.etsu.edu/medlib>

Institutional Educational Objectives Link: <http://www.etsu.edu/com/msec/qcominstitutionaleducationalobjectivesmay172016.pdf>)

Policy Link: [*Preclerkship Medical Student Time and Workload*](http://www.etsu.edu/com/msec/resources/policies.php)

Policy Link:[*Exam Administration*](http://www.etsu.edu/com/msec/resources/qcomexamadministrationmsec0515-11.pdf) *(includes Permission Form for Modification of Examination Schedule)*

Policy Link: [Exam Question Rebuttals](http://www.etsu.edu/com/msec/resources/policies.php)

Policy Link: [Student Computer Usage during Electronically Administered Quizzes/Exams](http://www.etsu.edu/com/msec/resources/policies.php)

Policy Link: [Formative Feedback](http://www.etsu.edu/com/msec/resources/policies.php)

Policy Link: [Narrative Assessment](http://www.etsu.edu/com/msec/resources/policies.php)

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**END OF SYLLABUS**