

Pre-Clerkship Student Manual



MEDICINE

TEXAS A&M HEALTH SCIENCE CENTER

Class of 2020

Fall 2017 Semester 3 Update

WELCOME BACK TO THE CLASS OF 2020!

On behalf of all the faculty and staff on our 4 regional campuses who are affiliated with this third and last semester of your pre-clerkship medical education, we welcome you back! We are privileged to be involved in this part of your medical education, as you progress towards starting your clinical clerkships in the spring.

Your first academic year consisted of the Foundations blocks, the two organ systems blocks (Cardiovascular and Respiratory) and the HEAL, EBMSR and Clinical Skills courses which rounded out your development entering the study of medicine. This fall semester consists of the remaining organ systems blocks, which will emphasize the etiology, pathophysiology, clinical features and clinical approach to human illness by organ system. The HEAL III and EBMSR III courses will emphasize the professional nature of medical practice and include humanities, ethics, leadership, professionalism, evidence-based practice and the like. Finally, the Preceptorship course is where your experience working with patients will increase (compared to last year) and will help you transition into the clerkship part of the curriculum.

Similar to your first year of medical school, the faculty will continue to integrate material across disciplines to facilitate your learning. Importantly, we are committed to presenting the curriculum in a collegial and nurturing atmosphere. Individual blocks/courses have designated block/course co-leaders and campus leaders, who orchestrate and manage content delivery. Your candid and constructive feedback and prompt completion of block/course/faculty evaluations are crucial to the process of continued curriculum evolution. You may address suggestions, questions or concerns at any time to individual faculty, block/course leaders, campus leaders, or curriculum subcommittee leaders.

This Student Manual is not identical to the one you received at the beginning of Year I. There are some personnel and policy changes that you need to be aware of. This update will provide the most current information for block/course leadership and staff support of courses. The administrative leadership is listed for your particular campus location. Noting that there have been some changes in policies from Year I, **we require that you read this entire manual and sign off that you have done so.**

We again welcome you back to your second year of medical school at the Texas A&M Health Science Center College of Medicine.

Dr. Kathleen Jones
Dr. Thomas Peterson
Co-leaders, Organ Systems Subcommittee

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Please note that information in this manual is subject to change.

You will be notified of any changes by curriculum leaders and/or staff.

GENERAL EXPECTATIONS OF STUDENTS AND FACULTY

Both students and faculty of the College of Medicine are expected to adhere to the basic policies and Standards of Conduct in the Teacher-Learner Relationship outlined in the Texas A&M Health Science Center College of Medicine *Student Handbook for College of Medicine Students*. The student handbook can be found online on the College of Medicine Website under Student Affairs at the following web address: <https://medicine.tamhsc.edu/student-affairs/docs/handbook.pdf>. The student handbook includes: Grading and Academic Regulations, Promotion and Graduation, USMLE policies, Withdrawal, Professionalism, Student Standards of Conduct, Attendance and Absenteeism, Mistreatment of Students, Academic Dishonesty and other policies.

Additional forms available for students can be found at: <https://medicine.tamhsc.edu/student-affairs/handbook-forms.html>. These forms may be needed throughout your course of study and include: Early Concern Form, FERPA Consent to Release Student Information, Student Accident and Needle Stick Form and Needle Stick policy, among others.

COLLEGE OF MEDICINE - IMPORTANT CONTACT INFORMATION

Office of the Dean

Carrie L. Byington, MD, Dean	Bryan, HPEB		byington@tamhsc.edu
Jeremy Gibson, MD Vice Dean	Bryan, HPEB	979-436-0215	gibson@medicine.tamhsc.edu
Paul Hicks, MD, PhD, Vice Dean	Temple, MEC 407H	254-724-8878	phicks@medicine.tamhsc.edu
Jim Donovan, MD, Vice Dean	Round Rock, N403	512-341-4915	donovan@medicine.tamhsc.edu
Cristie Columbus, MD, Vice Dean	Dallas, Roberts 1000	214-820-2361	columbus@medicine.tamhsc.edu
Timothy Boone, MD, Vice Dean	Houston, Methodist	713-441-6455	Tboone3@houstonmethodist.org
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Office of Academic Affairs

Danielle Dickey	Bryan, HPEB 3054	979-436-0224	dmdickey@medicine.tamhsc.edu
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Office of Student Affairs

Gary McCord, MD	Bryan, HPEB 3085	979-436-0239	mccord@medicine.tamhsc.edu
Wei-Jung Chen, PhD	Bryan, HPEB 3058	979-436-0333	wchen@medicine.tamhsc.edu
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Academic Support Services

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	Round Rock, N403D		
	Dallas: Wadley 280		

Office of Academic Technology

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Office of Information Technology

HELP DESK	Bryan HPEB Ground Floor	979-436-0930	helpdesk@tamhsc.edu
		800-779-7HSC	

Medical Science Library (MSL)

Pam Flanagan	Bryan, HPEB MSL	979-436-0280	pflanagan@tamhu.edu
Sheila Green, MSLS	Bryan, HPEB 1014	979-436-0279	sgreen@tamhu.edu
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Lyndsey Raney, MSIS	Round Rock, MSL, S312	512-341-4963	lraney@tamhu.edu
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**Texas A&M College of Medicine
Pre-Clerkship Curriculum
LEADERSHIP**

<u>SUBCOMMITTEE</u>	<u>LEADERS</u>	<u>CAMPUS</u>	<u>PHONE</u>	<u>EMAIL</u>
Foundations	Wei-Jung Chen, PhD	Bryan	979-436-0333	wchen@medicine.tamhsc.edu
	Diane Chico, PhD	Bryan	979-436-0323	chico@medicine.tamhsc.edu
Organ Systems	Kathleen Jones, MD	Bryan	979-436-0278	kjones@medicine.tamhsc.edu
	Thomas Peterson, PhD	Bryan	979-436-0336	tpeterson@medicine.tamhsc.edu

**Texas A&M College of Medicine
Pre-Clerkship Curriculum – Semester 3
EDUCATION COORDINATORS – Office of Academic Affairs**

<u>CAMPUS</u>	<u>COORDINATOR</u>	<u>PHONE</u>	<u>EMAIL</u>	<u>BLOCK/COURSES</u>
Temple	Janiece Dziedzic	254-724-2548	Janiece.Dziedzic@BSWHealth.org	Organ Systems Blocks*/CSIE/CPC/EBMSR III
	Lindsey Goodnight	254-724-6190	Goodnight@medicine.tamhsc.edu	Preceptorship*/HEAL III
Round Rock	Jody Ping	512-341-4997	Ping@tamhsc.edu	Organ Systems Blocks/Preceptorship/ HEAL III/EBMSR III/ CSIE/CPC
Dallas	Shenisa Mitchell	214-820-4397	Shenisa.Mitchell@BSWHealth.org	EBMSR III*/ Organ Systems Blocks/CSIE/CPC*
	Jennifer Trimble	214-818-1699	Jennifer.Trimble@BSWHealth.org	Preceptorship/HEAL III
Bryan	Kassie Kolinek	979-436-0535	kolinek@medicine.tamhsc.edu	CSIE*/Organ Systems Blocks/CPC/ EBMSR III
	Jessica Daniels	979-436-9114	jdaniels@medicine.tamhsc.edu	HEAL III*
	Jovan Martinez	979-436-0536	jmartinez@tamhsc.edu	Preceptorship

HEAL – Humanities, Ethics, Altruism & Leadership

CSIE – Clinical Synthesis & Integration Exercise

EBMSR – Evidence-Based Medicine, Scholarship & Research

CPC – Clinicopathologic Correlation

** – denotes Lead Coordinator for the course/activity*

Texas A&M College of Medicine
Pre-Clerkship Curriculum
ORGAN SYSTEMS BLOCK/COURSE/THREAD LEADERS

<u>BLOCK/COURSE</u>	<u>LEADERS</u>	<u>CAMPUS</u>	<u>PHONE</u>	<u>EMAIL</u>
Cardiovascular	Travis Hein, PhD	Temple	254-724-3550	thein@medicine.tamhsc.edu
	Emily Wilson, PhD	Bryan	979-436-9142	ewilson@medicine.tamhsc.edu
Respiratory	Jeremy Gibson, MD	Bryan	979-436-0548	gibson@medicine.tamhsc.edu
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Hematology / Oncology	Rania Cannaday, MD	Bryan	979-436-0578	cannaday@medicine.tamhsc.edu
	John Phippen, MD	Dallas	214-370-1000	john.phippen@usoncology.com
Renal / Genitourinary	Don Chaffer, MD	Temple	254-624-3956	chaffer@medicine.tamhsc.edu
	Kathleen Jones, MD	Bryan	979-436-0278	kjones@medicine.tamhsc.edu
Gastrointestinal / Metabolism / Nutrition	Richard Dusold, MD	Bryan	979-207-4507	rduold@BSWHealth.org
	Shannon Glaser, PhD	Temple	254-743-0197	sglaser@medicine.tamhsc.edu
Endocrinology / Reproductive Science	Marcela Jimenez, MD	Bryan	979-436-0215	marcela.jimenez@tamhsc.edu
	Cynthia Meininger, PhD	Temple	254-742-7037	Meininger@medicine.tamhsc.edu
Integument / Musculoskeletal	Cynthia Meininger, PhD	Temple	254-742-7037	Meininger@medicine.tamhsc.edu
	Riyam Zreik, MD	Temple	254-724-2195	riyam.zreik@BSWHealth.org
HEAL III	Craig Borchardt, PhD	Bryan	979-821-2266	cwborchardt@medicine.tamhsc.edu
	Tresa McNeal, MD	Temple	254-724-6190	tresa.mcneal@BSWHealth.org
O.C. Cooper Preceptorship	Penny Holland-Barkis, MD	Temple	254-933-4042	Penelope.HollandBarkis@BSWHealth.org
	Jerry Livingston, PhD, RN	Bryan	979-436-0219	livingston@medicine.tamhsc.edu
EBMSR III	Andrew Masica, MD	Dallas	214-265-3624	Andrew.Masica@BSWHealth.org
CSIEs	Rania Cannaday, MD	Bryan	979-436-0578	cannaday@medicine.tamhsc.edu
	Jeremy Gibson, MD	Bryan	979-436-0548	gibson@medicine.tamhsc.edu
CPCs	Marcela Jimenez, MD	Bryan	979-436-0215	marcela.jimenez@medicine.tamhsc.edu

Texas A&M College of Medicine
Pre-Clerkship Curriculum – Semester 3
Regional Campus Directory

<u>ROLE</u>	<u>LEADERS</u>	<u>CAMPUS</u>	<u>PHONE</u>	<u>EMAIL</u>
Faculty Director	Jeremy Gibson, MD	Bryan	979-436-0215	gibson@medicine.tamhsc.edu
	Cristie Columbus, MD	Dallas	214-820-2361	columbus@medicine.tamhsc.edu
	Paul Hicks, MD, PhD	Temple	254-724-6853	phicks@medicine.tamhsc.edu
	Jim Donovan, MD	Round Rock	512-341-4915	donovan@medicine.tamhsc.edu
CPCs	Marcela Jimenez, MD	Bryan	979-436-0215	marcela.jimenez@medicine.tamhsc.edu
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CSIEs	Rania Cannaday, MD	Bryan	979-436-0578	cannaday@medicine.tamhsc.edu
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EBMSR III	Gregg Wells, MD, PhD	Bryan	979-436-0780	gbwells@medicine.tamhsc.edu
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HEAL III	Craig Borchardt, PhD	Bryan	979-436-0524	cwborchardt@tamhsc.edu
	Mark Casanova, MD	Dallas	972-897-5479	mark.casanova@BSWHealth.org
	Tresa McNeal, MD	Temple	254-724-6190	tresa.mcneal@BSWHealth.org
	Robert Milman, MD	Round Rock	512-659-8021	rmilman24@gmail.com
Preceptorship	William Christensen, MD	Dallas	214-828-5775	william.christensen@BSWHealth.org
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	Penny Holland-Barkis, MD	Temple	254-933-4042	Penelope.HollandBarkis@BSWHealth.org
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	Sandra Esparza, MD	Round Rock	512-310-9700	sesparza@abcmedcenter.com
	Lori Palazzo, MD		512-864-2595	palazzodoc@gmail.com
	Jerry Livingston, PhD, RN	Bryan	979-436-0219	livingston@medicine.tamhsc.edu

Texas A&M College of Medicine
Class of 2020 Academic Calendar 2017-2018

Week	Date (First Day)	
0	July, 20, 2017	Pre-Clerkship Orientation
1	July 24, 2017	Organ Systems – Semester 3 Curriculum Begins
2	July 31	
3	August 7	
4	August 14	
5	August 21	
6	August 28	
7	September 4	
8	September 11	
9	September 18	
10	September 25	
11	October 2	
12	October 9	
13	October 16	
14	October 23	
15	October 30	
16	November 6	
17	November 13	
18	November 20	
Thanksgiving Break: Thursday, November 23 – Friday, November 24, 2017		
19	November 27	
20	December 4	
21	December 11	Fall Semester End Date: Friday, December 15, 2017
Week	Date (First Day)	
January 8, 2018	Clinical Orientation	
1	January 15	
2	January 22	
3	January 29	
4	February 5	
5	February 12	
6	February 19	
7	February 26	
8	March 5	
March 12	Spring Break: Monday, March 12 – Friday, March 16, 2018 (Holiday starts at 5pm on Friday, March 9th through reporting time on Monday, March 19th)	
9	March 19	
10	March 26	
11	April 2	
12	April 9	
13	April 16	
14	April 23	
15	April 30	
16	May 7	
17	May 14	
18	May 21	
19	May 28	
20	June 4	
21	June 11	
22	June 18	
23	June 25	
24	July 2	End Date: Friday, July 6, 2017

*All dates are subject to change

Class of 2020 Curriculum Model

Jul '16		Aug '16		Sept '16		Oct '16		Nov '16		Dec '16		Jan '17		Feb '17		Mar '17		Apr '17		May '17		Jun '17	
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24
Orientation																							
Foundations I: Histology/Physiology																							
Gross Anatomy																							
Humanities, Ethics, Altruism & Leadership (HEAL) I Introduction to Clinical Skills I																							
Evidence Based Medicine, Scholarship & Research (EBMSR) I																							
Neuroscience																							
Molecular Therapeutics																							
Foundations II: Molecular Therapeutics																							
Neuroscience																							
Introduction																							
to Disease																							
Cardiovascular																							
Humanities, Ethics, Altruism & Leadership (HEAL) II Introduction to Clinical Skills II																							
Evidence Based Medicine Scholarship & Research (EBMSR) II																							
Respiratory Grand Rounds 6/23/17																							
Break and Move																							

Semester 3 - Class of 2020

Jul '17		Aug '17		Sep '17		Oct '17		Nov '17		Dec '17		Jan '18	
1	2	3	4	5	6	7	8	9	10	11	12	13	14
Break and Move		Hematology/Oncology		Renal/ Gastrointest		GI/ Nutrition		Endocrine/ Reproductive		Integument/ Microbiological		Clinical	
		Humanities, Ethics, Altruism, & Leadership III		EBMSR		HEAL III				Biostatistics		Clinical	
		O.C. Concept Clinical Practicum								Integrated Training		Clinical	
		Holidays		Holidays		Holidays		Holidays		Holidays		Holidays	
		CSTI		CSTI		CSTI		CSTI		CSTI		CSTI	
		Remediation/NBME/CBSE		Remediation/NBME/CBSE		Remediation/NBME/CBSE		Remediation/NBME/CBSE		Remediation/NBME/CBSE		Remediation/NBME/CBSE	

Holidays
 CSTI
 Remediation/NBME/CBSE

REQUIRED & RECOMMENDED TEXTBOOKS

Textbooks and additional learning resources are available at the following link:
<https://medicine.tamhsc.edu/current/textbooks.html>

Please consult your block/course syllabi for specific required or recommended textbooks, many of which are available as eBooks through the Medical Sciences Library (page 32 of this manual).

POSTING & RECORDING OF CURRICULAR MATERIAL

eCampus

eCampus is the Texas A&M University Learning Management System. eCampus is the site the College of Medicine uses to store and distribute learning materials (handouts, slides, on-line learning modules, CSIEs, etc.), host lecture- and module-based quizzes, post class announcements and maintain student grades. Each block/course in the Pre-Clerkship curriculum will have a dedicated eCampus page wherein the aforementioned course/block-specific content will be accessible. Both students and faculty have access to this resource, which will be the primary tool you use to access information in the Pre-Clerkship curriculum. We have a paperless curriculum, so you will NOT receive a printed copy of any materials. You are expected to access class information via your computer or tablet. You are encouraged to make direct annotations to the electronic documents to prepare you for a medical career that will be completely digital.

Instructions for using eCampus:

- 1) Go to <http://ecampus.tamu.edu>
- 2) Enter your NET ID username and password. If you have forgotten or need to claim your NET ID, you may do so by visiting <http://gateway.tamu.edu/>
- 3) Click on the course title that you wish to access
- 4) If you have problems or comments, please contact the Office of Academic Technology:
 - Patty Luna Arvizu: lunaarvizu@medicine.tamhsc.edu / 979-436-0291
 - Yanelly Guerrero: yguerrero@medicine.tamhsc.edu / 979-436-0281
 - Terrance McGee: mcgee@medicine.tamhsc.edu / 254-724-6807
 - Jason Pavik: pavik@medicine.tamhsc.edu / 979-436-0246
- 5) Note that OAT staff will address your concerns as quickly as possible during normal working business hours. If you have a concern after hours or on the weekend, your issue may not be addressed until normal working business hours are resumed.

Recording of Curricular Material

Most lectures in the Pre-Clerkship curriculum will be recorded for your educational use. Other curricular events with educational relevance will be recorded as the need arises, and if it is possible to record the event. It is the right of any faculty member to not allow their recorded lecture to be posted. **These recordings are provided as a review tool only and should not be considered a substitute for class attendance.** Moreover, there will generally be no posting of recordings for **scheduled class reviews** and class activities designated as requiring MANDATORY attendance.

Under normal conditions, recorded materials are guaranteed to be provided to you within **24 working hours (3 business days)** after completion of the event and no sooner. Equipment failure, operator error or other unforeseen problems may cause the delay or loss of recordings.

- The recordings will be available to you from a link posted on eCampus within the appropriate block/course.
- All recordings posted on eCampus are downloadable. **These recordings may NOT be distributed outside the Texas A&M HSC College of Medicine or altered in any manner.**
- The recommended viewer is VLC (www.videolan.org/vlc/index.html).
- If viewing problems arise, please contact COM-OAT@medicine.tamhsc.edu

Video Conference Lectures

- **Expectations of Video Conference Lectures**
 - Video conference lectures are not cable or DirecTV/Dish quality. There will be occasional pixilation and minor audio distortion.
 - Most faculty are not actors nor frequent users of video conferencing, so they will sometimes walk out of camera view, mumble, forget to put on a microphone, and forget to acknowledge that there are other cities participating in the event.
- **Student Video Conferencing Etiquette**
 - It is okay to ask a professor to speak up or adjust his/her microphone.
 - It is okay to ask a professor to move something into view of the camera or microscope so that you can see it on your screen.
 - You should project your voice when using microphones in classes and meetings (i.e. use your “video conference voice”).
 - Please respect your colleagues when you are the remote site. Even though the professor being broadcast is not in your room, refrain from loud conversation because your colleagues may be trying to listen.

ATTENDANCE & ABSENCE POLICY

General Class Attendance

Class attendance is not mandatory for most lectures, but it is expected of all students studying to be a physician. All lectures are meant to be interactive learning experiences. Students are encouraged to ask questions and seek clarification of points covered by the instructor. As we move toward an active learning format in more classroom settings, students will also be expected to read, study and prepare for interaction **PRIOR** to some class offerings. It is in your best interest to prepare, as expected, for these sessions, since preparation will be key to student learning and mastery of the content.

Mandatory Class Attendance Requirements

For all Pre-Clerkship blocks/courses, class attendance is required for all laboratory sessions, clinicopathologic correlations (CPCs), clinical correlations, patient encounters, case synthesis and integration exercises (CSIEs) and other activities indicated as “**MANDATORY**” on the class schedule. Attendance at all class sessions in the HEAL, EBMSR, and Preceptorship courses is also mandatory. Sessions designated as “Mandatory” will require you to sign an attendance sheet that will be available **10 minutes before the class begins. It will not be available for you to sign during the mandatory class.** It is your responsibility to make sure that you have signed the attendance sheet. Any missing signatures on the attendance sheet will be regarded as unexcused absences. **Signing in for someone other than yourself will be considered a serious breach of professionalism and academic dishonesty, and will be subject to disciplinary action, up to and including dismissal.**

Students missing any of the required, mandatory class sessions without an excused absence will be subject to the following:

- An unexcused absence will result in a single point deduction from the final numerical block or course grade in which the unexcused absence occurred. **The only exception to this will be an unexcused absence in a class session which includes a graded activity such as a quiz. In that case, the student will receive a grade of zero on the graded activity, but no point deduction from the final course grade. Furthermore, after the first unexcused absence in a course/block, any further unexcused absences will exclude the student being eligible for honors distinction in that block/course.** Lastly, the student is required to meet with Pre-Clerkship leaders regarding each unexcused absence to address any professionalism concerns that may be associated with the absence. Subsequent unexcused absences will incur another point deduction from the final block/course grade **or zero quiz points** in which the unexcused absence occurred and mandatory counselling with Pre-Clerkship leaders. **UNEXCUSED ABSENCES ARE CUMULATIVE THROUGHOUT THE 18-MONTH PRE-CLERKSHIP CURRICULUM.**
- Upon incurring the fourth (4th) cumulative unexcused absence, the Pre-Clerkship leaders will recommend to the Student Promotions Committee that the student be placed on the Concern List.

If the student is already on the Student Promotions Committee Concern List, he/she may be placed on probation.

- For the fifth (5th) cumulative unexcused absence, a report will be written by Pre-Clerkship leaders about the student's chronic absence behavior and sent directly to the College of Medicine Student Promotions Committee with the recommendation that the student be considered to be placed on probation.

Preceptorship Course Attendance Policies

The Preceptorship course has a separate attendance policy. Please consult their course syllabus for this attendance policy.

Excused Absences

Excused absences are defined in the College of Medicine Student Handbook. Requests for excused absences from class will be submitted for final approval using the **Excused Absence Request Form**: <https://medicine.tamhsc.edu/current/absence-forms/index.html>. Pre-Clerkship block/course leaders and educational support staff do NOT handle absence requests. Approval of all excused absences will be made by the Office of Academic Affairs.

Absences may be requested in the case of:

- Physician-documented illness serious enough to prevent attendance
- Legal proceedings with documentation
- Death or critical illness of an immediate family member
- Participation in local or national medical/science meetings with prior approval by the Office of Academic Affairs. Prior approval should be sought as early as possible, but at least two (2) weeks BEFORE the event.
- Observance of a religious holy day

Absences from major assessments, as defined by individual blocks/courses, REQUIRE submission of an Absence Request Form AND written documentation (e.g., doctor's note, vehicle accident report, etc.), no exceptions. Absences from all other graded and mandatory activities require submission of an Absence Request Form. Graded activities include all graded assessments, except those indicated as major assessments, and are designated by individual blocks/courses in the grading policies portion of their syllabi. If the absence request is approved, arrangements will be made between the student and block/course leaders to administer the graded activity, or a comparable assessment, at a time convenient for both parties. If the absence request is not approved, and thus the absence is deemed unexcused, please refer to "Examination Procedures and Policies" (pages 23-27) for the consequences of unexcused absence for major assessments.

Weather Related Matters and Attendance

When dangerous weather or road conditions are forecast for your area, please stay tuned to your email and expect announcements from block/course and/or Pre-Clerkship leaders about impending plans and/or changes to the schedule. During the third semester of Pre-Clerkship training, students will be attending classes on multiple regional campuses. There will be times when inclement weather will strike one or multiple campuses. You, therefore, need to prepare to receive campus-specific information about impending plans and/or changes to the schedule because of weather or road conditions. It is highly advisable to utilize HSC Alert services – <https://tamhsc.edu/hscalert/>. You may also access the respective HSC-COM website for additional details.

Campus Orientation Attendance Policy

At the beginning of the M2 year, all students will be disbursed to the campuses where they will complete pre-clerkship and clerkship training. A campus orientation will be mandatory for all students on all campuses, regardless of whether they have attended the campus during the M1 year.

Students who require absence from a part or all of the orientation must submit an Excused Absence Request Form: <http://medicine.tamhsc.edu/current/absence-forms/index.html>. Requests for excused absences from orientation will be submitted for final approval, which will be made by the Office of Academic Affairs. Campus Deans, pre-clerkship course leaders, or other campus personnel do NOT handle absence requests.

Excused absences are defined in the College of Medicine Student Handbook. Approved absences for orientation may be requested in the case of:

- Physician-documented illness serious enough to prevent attendance
- Legal proceedings with documentation
- Death or critical illness of an immediate family member
- Participation in local or national medical/science meetings with prior approval by the Office of Academic Affairs. Prior approval should be sought as early as possible but at least two (2) weeks BEFORE the event.
- Observance of a religious holy day

In keeping with existing policy, students missing any of the MANDATORY orientation without an excused absence (unexcused) will be subject to the following:

- Each day of orientation or portion of a day of orientation in which the student misses MANDATORY orientation will be counted as ONE unexcused absence. If orientation lasts 2 days and a student misses part of or all of each day, this will count as TWO unexcused absences.
- UNEXCUSED ABSENCES ARE CUMULATIVE THROUGHOUT THE 18-MONTH PRE-CLERKSHIP CURRICULUM. As such, any orientation-related unexcused absences will be counted toward this total.
- Upon incurring the fourth (4th) cumulative unexcused absence, the Pre-Clerkship leaders will recommend to the Student Promotions Committee that the student be placed on the Concern List. If the student is already on the Student Promotions Committee Concern List, he/she may be placed on probation.
- For the fifth (5th) cumulative unexcused absence, a report will be written by Pre-Clerkship leaders about the student's chronic absence behavior and sent directly to the College of Medicine Student Promotions Committee with the recommendation that the student be considered to be placed on probation.

Regardless of whether the student has an excused or unexcused absence for the campus orientation, the student is responsible for obtaining the missed information from the orientation within TWO weeks, and providing documentation that they have done so to the Campus Coordinator for Student Affairs, the Pre-clerkship Campus Coordinator, or the Campus Lead. What constitutes appropriate documentation for the make-up work will be at the discretion of the campus vice-dean or his/her designee. **Failure to appropriately follow this procedure will result in the student being reported to the Student Promotions Committee for failure to perform make-up work for an absence from a mandatory session.** Some portions of the orientation may be video-conferenced, recorded, and available for viewing. Other portions may not be available through video-recording, and the student should expect to review the missed information with each presenter for those portions.

The student must submit all questions regarding orientation material to their Campus Coordinator for Student Affairs, the Pre-clerkship Campus Coordinator, or the Campus Lead by TWO weeks from the first day of classes; if no questions are submitted, the student is assumed to have understood the missed orientation material and will be held accountable for it.

All-Inclusive Examination Schedule By Date AY 17-18

Organ Systems Blocks Fall Exam Schedule AY 17-18		
Date	Exam	Campus
8/7/2017	Heme/Onc Exam 1	Bryan, Dallas, Round Rock, Temple
8/15/2017	Preceptorship Complete H&P OSCE	Bryan, Dallas, Round Rock, Temple
8/16/2017	Preceptorship Complete H&P OSCE	Bryan, Dallas, Round Rock, Temple
8/18/2017	Heme/Onc Comprehensive Exam	Bryan, Dallas, Round Rock, Temple
8/29/2017	Preceptorship Focused Patient Encounter OSCE	Bryan, Dallas, Round Rock, Temple
8/30/2017	Preceptorship Focused Patient Encounter OSCE	Bryan, Dallas, Round Rock, Temple
9/1/2017	Renal/GU Exam 1	Bryan, Dallas, Round Rock, Temple
09/05/2017	Preceptorship Remediation OSCE	Dallas and Round Rock
09/06/2017	Preceptorship Remediation OSCE	Dallas and Round Rock
9/12/2017	Preceptorship Complete H&P OSCE	Temple and Bryan
9/12/2017	Preceptorship Remediation OSCE	Temple and Bryan
9/13/2017	Preceptorship Complete H&P OSCE	Temple and Bryan
9/13/2017	Preceptorship Remediation OSCE	Temple and Bryan
9/15/2017	Renal/GU Comprehensive Exam	Bryan, Dallas, Round Rock, Temple
9/26/2017	Preceptorship Focused H&P OSCE	Temple and Bryan
9/26/2017	Preceptorship Remediation OSCE	Temple and Bryan
9/27/2017	Preceptorship Focused H&P OSCE	Temple and Bryan
9/27/2017	Preceptorship Remediation OSCE	Temple and Bryan
10/02/2017	GI/Metabolism Exam 1	Bryan, Dallas, Round Rock, Temple
10/13/2017	GI/Metabolism Comprehensive Exam	Bryan, Dallas, Round Rock, Temple
10/17/2017	Preceptorship Focused Patient Encounter OSCE	Bryan, Dallas, Round Rock, Temple
10/17/2017	Preceptorship Remediation OSCE	Temple and Bryan
10/18/2017	Preceptorship Remediation OSCE	Temple and Bryan
10/18/2017	Preceptorship Focused Patient Encounter OSCE	Bryan, Dallas, Round Rock, Temple
10/20/2017	EBMSR III Exam	Bryan, Dallas, Round Rock, Temple
10/24/2017	Preceptorship Complete H&P OSCE	Bryan, Dallas, Round Rock, Temple
10/24/2017	Preceptorship Remediation OSCE	Bryan, Dallas, Round Rock, Temple
10/25/2017	Preceptorship Complete H&P OSCE	Bryan, Dallas, Round Rock, Temple
10/25/2017	Preceptorship Remediation OSCE	Bryan, Dallas, Round Rock, Temple
10/31/2017	Preceptorship Remediation OSCE	Dallas and Round Rock
11/01/2017	Preceptorship Remediation OSCE	Dallas and Round Rock
11/06/2017	Endo/Repro Exam 1	Bryan, Dallas, Round Rock, Temple
11/07/2017	Preceptorship Focused Patient Encounter OSCE	Temple and Bryan
11/07/2017	Preceptorship Remediation OSCE	Temple and Bryan
11/08/2017	Preceptorship Focused Patient Encounter OSCE	Temple and Bryan
11/08/2017	Preceptorship Remediation OSCE	Temple and Bryan
11/14/2017	Preceptorship Complete H&P OSCE	Temple and Bryan
11/14/2017	Preceptorship Remediation OSCE	Temple and Bryan
11/15/2017	Preceptorship Complete H&P OSCE	Temple and Bryan
11/15/2017	Preceptorship Remediation OSCE	Temple and Bryan
11/22/2017	Endo/ Repro Comprehensive Exam	Bryan, Dallas, Round Rock, Temple

11/27/2017	Organ Blocks Remediation Exams	Bryan, Dallas, Round Rock, Temple
11/28/2017	Preceptorship Remediation OSCE	Temple and Bryan
11/29/2017	Preceptorship Remediation OSCE	Temple and Bryan
12/04/2017	Integument/Musculoskeletal Exam 1	Bryan, Dallas, Round Rock, Temple
12/05/2017	Preceptorship Final Exam OSCE	Bryan, Dallas, Round Rock, Temple
12/06/2017	Preceptorship Final Exam OSCE	Bryan, Dallas, Round Rock, Temple
12/11/2017	Integument/Musculoskeletal Comprehensive Exam	Bryan, Dallas, Round Rock, Temple
12/12/2017	Preceptorship Remediation OSCE	Bryan, Dallas, Round Rock, Temple
12/12/2017	Organ Blocks Remediation Exams	Bryan, Dallas, Round Rock, Temple
12/14/2017	NBME Comprehensive Basic Science Exam	Bryan, Dallas, Round Rock, Temple
12/15/2017	Organ Blocks Remediation Exams	Bryan, Dallas, Round Rock, Temple

**All dates and times subject to change*

Approved by Organs Subcommittee, - Revised 7/05/17

Examination Schedule By Course/ Type AY 2017-18

Organ Systems Blocks Fall Exam Schedule AY 17-18		
Date	Exam	Campus
8/7/2017	Heme/Onc Exam 1	Bryan, Dallas, Round Rock, Temple
8/18/2017	Heme/Onc Comprehensive Exam	Bryan, Dallas, Round Rock, Temple
9/1/2017	Renal/GU Exam 1	Bryan, Dallas, Round Rock, Temple
9/15/2017	Renal/GU Comprehensive Exam	Bryan, Dallas, Round Rock, Temple
10/2/2017	GI/Metabolism Exam 1	Bryan, Dallas, Round Rock, Temple
10/13/2017	GI/Metabolism Comprehensive Exam	Bryan, Dallas, Round Rock, Temple
11/6/2017	Endo/Repro Exam 1	Bryan, Dallas, Round Rock, Temple
11/22/2017	Endo/ Repro Comprehensive Exam	Bryan, Dallas, Round Rock, Temple
12/4/2017	Integument/Musculoskeletal Exam 1	Bryan, Dallas, Round Rock, Temple
12/11/2017	Integument/Musculoskeletal Comprehensive Exam	Bryan, Dallas, Round Rock, Temple
Organ Systems Blocks Remediation Exam Schedule AY 17-18		
Date	Exam	Campus
11/27/2017	Organ System Blocks Remediation Exams	Bryan, Dallas, Round Rock, Temple
12/12/2017	Organ System Blocks Remediation Exams	Bryan, Dallas, Round Rock, Temple
12/15/2017	Organ System Blocks Remediation Exams	Bryan, Dallas, Round Rock, Temple
Preceptorship Exam Schedule AY 17-18		
Date	Exam	Campus
8/15/2017	Preceptorship Complete H&P OSCE	Bryan, Dallas, Round Rock, Temple
8/16/2017	Preceptorship Complete H&P OSCE	Bryan, Dallas, Round Rock, Temple
8/29/2017	Preceptorship Focused Patient Encounter OSCE	Bryan, Dallas, Round Rock, Temple
8/30/2017	Preceptorship Focused Patient Encounter OSCE	Bryan, Dallas, Round Rock, Temple
9/12/2017	Preceptorship Complete H&P OSCE	Temple and Bryan
9/13/2017	Preceptorship Complete H&P OSCE	Temple and Bryan
9/26/2017	Preceptorship Focused H&P OSCE	Temple and Bryan
9/27/2017	Preceptorship Focused H&P OSCE	Temple and Bryan
10/17/2017	Preceptorship Focused Patient Encounter OSCE	Bryan, Dallas, Round Rock, Temple
10/18/2017	Preceptorship Focused Patient Encounter OSCE	Bryan, Dallas, Round Rock, Temple
10/24/2017	Preceptorship Complete H&P OSCE	Bryan, Dallas, Round Rock, Temple
10/25/2017	Preceptorship Complete H&P OSCE	Bryan, Dallas, Round Rock, Temple
11/7/2017	Preceptorship Focused Patient Encounter OSCE	Temple and Bryan
11/8/2017	Preceptorship Focused Patient Encounter OSCE	Temple and Bryan

11/14/2017	Preceptorship Complete H&P OSCE	Temple and Bryan
11/15/2017	Preceptorship Complete H&P OSCE	Temple and Bryan
12/5/2017	Preceptorship Final Exam OSCE	Bryan, Dallas, Round Rock, Temple
12/6/2017	Preceptorship Final Exam OSCE	Bryan, Dallas, Round Rock, Temple
Preceptorship Remediation Exam Schedule AY 17-18		
Date	Exam	Campus
9/5/2017	Preceptorship Remediation OSCE	Dallas and Round Rock
9/6/2017	Preceptorship Remediation OSCE	Dallas and Round Rock
9/12/2017	Preceptorship Remediation OSCE	Temple and Bryan
9/13/2017	Preceptorship Remediation OSCE	Temple and Bryan
9/26/2017	Preceptorship Remediation OSCE	Temple and Bryan
9/27/2017	Preceptorship Remediation OSCE	Temple and Bryan
10/17/2017	Preceptorship Remediation OSCE	Temple and Bryan
10/18/2017	Preceptorship Remediation OSCE	Temple and Bryan
10/24/2017	Preceptorship Remediation OSCE	Bryan, Dallas, Round Rock, Temple
10/25/2017	Preceptorship Remediation OSCE	Bryan, Dallas, Round Rock, Temple
10/31/2017	Preceptorship Remediation OSCE	Dallas and Round Rock
11/1/2017	Preceptorship Remediation OSCE	Dallas and Round Rock
11/7/2017	Preceptorship Remediation OSCE	Temple and Bryan
11/8/2017	Preceptorship Remediation OSCE	Temple and Bryan
11/14/2017	Preceptorship Remediation OSCE	Temple and Bryan
11/15/2017	Preceptorship Remediation OSCE	Temple and Bryan
11/28/2017	Preceptorship Remediation OSCE	Temple and Bryan
11/29/2017	Preceptorship Remediation OSCE	Temple and Bryan
12/12/2017	Preceptorship Remediation OSCE	Bryan, Dallas, Round Rock, Temple
EBMSR III Exam Schedule AY 17-18		
Date	Exam	Campus
10/20/2017	EBMSR III Exam	Bryan, Dallas, Round Rock, Temple
NBME Exam Schedule AY 17-18		
Date	Exam	Campus
12/14/2017	NBME Comprehensive Basic Science Exam	Bryan, Dallas, Round Rock, Temple

**All dates and times subject to change*

Approved by Organs Subgroup, - Revised 7/05/17

EXAMINATION PROCEDURES & POLICIES

General Examination Information

Details regarding specific block and course examinations can be found within the respective block/course syllabi. Prior to each examination, you will receive a communication from Educational Support Staff (Office of Academic Affairs) to inform you of how many questions will be on the examination, and how much time you will have to complete the examination. **NOTE: You are required to bring your laptop computer (or tablet), AC adaptor and Ethernet cable with you to the examination. You will be given specific instructions about online testing procedures at a later date.**

During the examination, you will be given a blank sheet of paper on which you can make notes and calculations for your own use. This paper is not intended for student comments regarding examination questions. Comments regarding examination questions may be provided using the comments window that accompanies each examination question on Exemplify. **You must write your name and signature on this sheet prior to the end of the examination, as well as the time at which the examination was uploaded.** Additional handouts may be distributed for your use during examinations (e.g., NBME laboratory values). You are required to turn in all sheets of paper to the exam proctor at the conclusion of your examination.

Because of the integrated nature of each examination, it will not be possible for examination proctors to answer questions of interpretation that may arise during the block examinations. **Note that staff proctors present in the examination room have the same authority as faculty proctors.**

After faculty have completed examination question analysis and all students have taken the examination, you will receive a final examination score. Typically, examination results will be released on eCampus within three to five working days following an examination, but may take longer under certain circumstances.

Examination Absence Policy

Attendance at all scheduled examinations (or graded activities designated as major assessments) is MANDATORY.

Any student absent because of illness must have written justification from his or her physician. In other types of emergency situations, students must also provide documentation or some means of proof, as is reasonable. It is also required that every attempt be made to inform the appropriate faculty and staff and/or Office of Student Affairs about the reason for the absence prior to the examination. **If you are unable to take a major assessment due to illness or unforeseen circumstance, at your earliest convenience you must contact: 1) the pertinent block/course leaders; AND 2) appropriate educational**

support staff. These contacts are to inform the Pre-Clerkship leaders about the situation that will result in the student being absent from the examination. This is a separate step from submitting a request for an excused absence. All excused absence requests must be submitted through the Office of Academic Affairs in accordance with the Pre-Clerkship Absence Policy.

Absence from an examination/major assessment for other reasons must be excused by the Office of Academic Affairs at least 2 weeks BEFORE the scheduled examination. If such a request is made in less than 2 weeks, it has to be brought about by a very serious circumstance.

All make-up examinations, if approved, must be taken no later than one week after the student returns to class. The make-up examination format will be determined by the block/course leaders on a case-by-case basis.

Tardiness or Absence Policy for Examinations

Students are expected to **arrive 15 minutes prior to the scheduled start time** for an examination. Any student who arrives after the doors to the examination hall have been closed (10 minutes before the exam start time [T-10]) shall not be allowed to enter the examination hall. He/she must immediately submit an Absence Request Form. Depending upon the extent of tardiness, students may be allowed to immediately take the examination or, if tardiness has extended 31 minutes or more beyond the examination start time, be required to take the examination at a later time.

- Any student arriving for the examination after the doors to the examination hall have been closed and no more than 30 minutes after the exam has started is deemed tardy. The student must submit an Absence Request Form and will be permitted to take the examination immediately. **If the student's absence request decision is unexcused, the maximum grade the student can earn will include a 20-point deduction from his/her achieved examination grade.** With regard to laboratory practical exams, students arriving late (T-9 minutes up to T+30 minutes) must immediately submit an Absence Request Form but will be permitted to take the examination at a later time determined by block leaders; if the absence request is deemed unexcused, the maximum grade the student can earn will include a 20-point deduction from his/her achieved practical examination grade. If there are subsequent components to the examination, the student will be allowed to take those as long as he/she arrives on time.

- Arrival beyond 30 minutes from the examination start time is deemed an absence. The student is required to immediately submit an Absence Request Form but the student will not be permitted to take the examination at that time. The student must take the examination at a later time determined by block/course leaders. **If the student's absence request decision is unexcused for arrival from T+31 minutes up to T+90 minutes, the maximum grade the student can earn will include a 30-point deduction from his/her achieved examination grade.** If there are subsequent components to the examination, the student will be allowed to take those as long as he/she arrives on time.

- If a student is more than 90 minutes late for an exam and it is deemed to be an unexcused absence, they will receive a grade of zero on the examination. However, in order to not completely deny them the learning experience of seeing the content of the exam, they will be allowed to take the exam for no credit.
- A summary table of all of the above levels of tardiness/absence and point penalties is shown below:

Arrival Time	Student Status	Action by Student	Consequence
On or before T-10 minutes	On time	Take examination	Standard scoring applies
T-9 minutes up to T+30 minutes	Tardy	1. Fill out absence request form ASAP 2. Take examination ASAP	<u>Excused Absence:</u> Standard scoring applies <u>Unexcused Absence:</u> 20-point deduction from the student's achieved score
T+31 minutes up to T+90 minutes	Absent	1. Fill out absence request form ASAP 2. Take examination at a later time	<u>Excused Absence:</u> Standard scoring applies <u>Unexcused Absence:</u> 30-point deduction from the student's achieved score
T+91 minutes or beyond or non-attendance	Absent	1. Fill out absence request form ASAP 2. Take examination at a later time	<u>Excused Absence:</u> Standard scoring applies <u>Unexcused Absence:</u> Record examination score of zero

Note: T = time denoted on block/course schedule when the examination begins (e.g., 1:00 pm)
T-10 = time at which examination hall doors close (e.g., 12:50 pm)
T-15 = time expected for students to arrive in the examination hall (e.g., 12:45 pm)

Absence Policy for Preceptorship OSCEs

The Preceptorship course has Objective Structured Clinical Exams (OSCEs) which have a separate policy for exam tardiness. For emergency absence or lateness to OSCEs, students must notify Ms. Lindsey Goodnight (goodnight@medicine.tamhsc.edu; (254) 724-6190) or other Academic Affairs educational support staff. Please refer to the Preceptorship syllabus for details on OSCE policies.

Administration of Examinations

Pre-Clerkship blocks/courses will adhere to NBME policy for all in-house examinations, which includes an examination check-in procedure. Check-in tables will be located outside the lecture halls and will be open 30 minutes prior to the scheduled examination start time. Students MUST be in line 15 minutes prior to the examination start time. At check-in, students are required to present a photo I.D. and sign in on the roster. Staff will check each student's laptop and accessories to ensure only authorized items are brought into the examination hall, which include:

- Laptop, AC Power Adaptor and Ethernet Cable
- Mouse, Mouse Pad or ear plugs (headphones are NOT allowed)

With the exception of NOT escorting students to the bathroom, all other NBME rules relating to clothing, food, drinks including water, backpacks, etc. will be strictly enforced. **Students are not allowed to have the following in the examination room: backpacks, notes, coats, hats, hooded clothing, food or beverage (including water) or portable electronic devices, including cell phones. Please arrange to leave these items in your car or in your lockers during examinations.** Faculty and staff proctors will assure consistent adherence to these policies. Further details about NBME rules can be found at:

<http://www.nbme.org/Schools/Subject-Exams/security.html>

All written examinations will be administered online using Exemplify computer-based testing software. Each student is responsible to have his or her own functional laptop/iPad, AC adaptor and Ethernet cable (and Ethernet-USB or USB-C adaptor, if needed) for all examinations.

During the examination, students will not be allowed to ask questions regarding the content of examination items. Any concerns regarding the clarity of examination question(s) or comments about the examination in general should be brought to the attention of the block/course leaders using the comment window on Exemplify. The intent of this comment window is to invite constructive feedback about questions which you think are ambiguously worded, or have more than one best answer, based upon information presented by various instructors. These comments will be reviewed by faculty and considered in examination question analysis.

Upon completion of the examination, students should quietly assemble their belongings and bring their comment sheets and NBME lab value sheets to the designated area in the examination room. Then, students should quietly vacate the testing area (including hallways outside of the testing rooms), so as to respect fellow students who may still be taking the examination.

Student Feedback of Examination Performance

For all Organ Systems blocks, the faculty in general ascribe to a two-tiered assessment system: On one level, students are given low-stakes quizzes and self-assessments. These are designed to be a formative type of assessment, and help build a student's knowledge base. In general, students receive feedback about the quiz questions and answers, which helps form a deep understanding of key concepts. On the other level, students are given high-stakes examinations and major assessments. These are designed to test the student's knowledge base and inform faculty of student achievement of learning objectives. For these summative assessments, students do not receive feedback about the exact question and answer. Rather, each student receives a detailed Strengths and Opportunities report about their individual exam performance. These reports cover a variety of parameters, so as to guide self-appraisal, future learning, and preparation for standardized national assessments. Students will thus be made aware of their own gaps and strengths in areas such as disciplines, competency-based learning objectives, and USMLE content, among others.

Detailed analysis of item statistics by block/course leaders is always performed on each high-stakes examination question, as is review of student-generated comments from the examination itself. Issues related to a specific question or concept should be directed to the block/course leader, faculty lecturer or discipline leader. Inquiries should be initiated via email with further discussion possible at the discretion of the faculty member. This exam preparation and review process will be explained in further detail to the class before the results of the first Organ Systems examination are distributed.

GRADING POLICIES

Successful passing of the Pre-Clerkship component of the medical school curriculum and advancement to the Clerkship curriculum requires that the student pass ALL blocks and courses of instruction. The final block/course grade is composed of several individual components that contribute to the grade, based on their weighting in the grading scheme developed by block/course leaders. Therefore, the percentage that each component contributes to a final block/course grade will vary from block-to-block. At the beginning of each block/course, leaders will discuss the grading scheme and graded activities for their block/course, so students are aware of their responsibilities. A sample grading scheme for a single block is shown below:

<u>Block Component</u>	<u>Percentage of Final Block Grade</u>
Exam 1 (<i>major assessment</i>)	25%
Exam 2 (<i>major assessment</i>)	30%
Exam 3 (<i>major assessment</i>)	35%
Quizzes	5%
Clinical Synthesis Integration Exercise (CSIE)	3%
Other minor assessments	2%

Block/Course Grades

Each final block or course grade is an independent grade that will be submitted to the Office of the Registrar and will appear on your academic transcript as a Pass (100-70) or Fail (69 or below). **Honors designation will be awarded to any student who satisfies two achievements for the block/course. First, the student must achieve a minimum, non-rounded score of 90.00% or greater. Second, the final block/course grade must be in the top 15% of the grades achieved by the full class.** The determination of the honors cut-off for each course will be made by calculating final block/course grade rounded to two decimal places. All students who receive a non-rounded score of 90.00% or greater **and** a score equal to or greater than the score achieved by the top 15% students in the class will be awarded honors designation. The number of students determined to represent the top 15% of the class will be calculated to two decimal places and rounded to the nearest whole number.

In addition to achievement of a final numerical grade eligible for honors distinction, students must satisfy the following criteria in that block or course:

- **No documented professionalism infractions in the block/course**
- **No more than one unexcused absence(s)** from mandatory class sessions, including laboratories
- **Timely completion of all required assignments beyond first unexcused absence**
 - *For example:* 15% of a class consisting of 204 students calculates to 30.60, which would be rounded to 31 students. The final course grade rounded to two decimal places achieved by the student ranked number 31 represents the lower limit of the score necessary to achieve honors in the block/course. In the event that more than one student achieves this lower limit score rounded to two decimal places, all students achieving that score will be awarded honors designation.

Passing a block/course in the Pre-Clerkship curriculum requires that the student have BOTH:

- 1. an overall passing grade, defined as a numerical grade equal to or greater than 70 for the block/course, based on the calculation from the block/course grading scheme; AND**
- 2. a cumulative weighted average passing grade for all major assessments within the block/course.**

Each individual block/course grading scheme will define what constitutes “major assessments.” The major assessments will make up a minimum of 85% of the block/course grade. Successful block/course remediation will be required if a student fails to meet both or either of the two passing criteria listed above for the block/course. All blocks/courses in the Pre-Clerkship curriculum can be remediated.

It is College of Medicine policy that final block or course grades will be rounded up to the next highest number if the value is 0.50 or higher. For example, a grade of 79.50 will be rounded up to an 80, whereas a 79.49 will be rounded down to a 79. The calculation of all assessment grades prior to the final grade will be rounded to two decimal points.

Quizzes

A percentage of each block/course grade will be derived from scheduled and unscheduled quizzes. Unscheduled quizzes consist of questions from lectures (all disciplines). Scheduled quizzes may be administered during on-line modules, clinico-pathologic correlations (CPCs) and other sessions. The number of questions for each quiz varies and the total number of quiz questions within each block/course is not pre-determined. Please note that unscheduled (pop) quizzes will be regarded in the same manner as the scheduled quizzes. Please refer to specific block/course syllabi for specific quiz grade calculations.

NBME Comprehensive Basic Science Exams

The NBME Comprehensive Basic Science Exam (CBSE) is an exam that covers all content taught in the Basic Sciences and is good preparation for taking the United States Medical Licensure Exam (USMLE). The NBME Comprehensive Basic Science Exam (CBSE) will be given two times during the Pre-Clerkship

curriculum: 1) TBA – at the conclusion of the Spring (2nd) semester (after the Respiratory block); and 2) at the conclusion of the Fall (3rd) semester (after the Integument/Musculoskeletal block). Scores on these examinations do not contribute towards any part of the student's Organ Systems block grades or promotion to the Clerkship curriculum. However, performance on the last exam (given in December) will likely impact how a student is counseled with regards to USMLE Step 1 preparation and testing.

FAILURES & REMEDIATION POLICIES

If a student fails even one block/course in the Pre-Clerkship curriculum, independent of block/course remediation status, he/she will be recommended for probation to the Student Promotions Committee (SPC).

All block remediation examinations will be faculty-generated comprehensive examinations based on the block content. HEAL, EBMSR and Preceptorship have separate remediation policies; please consult their respective syllabi for further details. The remediation examination date for each block/course will be announced at the orientation of each block/course. Generally, remediation examinations will take place following each major holiday (e.g., Thanksgiving, New Year or Spring break).

Students will have access to all recorded lectures and study materials in preparation for remediation examinations. It is the responsibility of the student to pursue focused self-study of examination materials. The student may contact the appropriate block/course leaders or block/course faculty to clarify issues at a time convenient for both parties. It is highly recommended that students meet with the Office of Academic Support Services to set up a mentored remediation plan. Block/course lectures and/or structured sessions will NOT be reduplicated for an individual student as part of the remediation process. Remediation examinations will be administered through the Office of Academic Affairs.

The student has one opportunity to take the remediation examination. If a student fails to pass this remediation examination, his/her name will be forwarded to the SPC for discussion of a possible additional remediation plan, disciplinary action or dismissal. Each recommendation will be made based on the student's performance in all Pre-Clerkship blocks/courses and will be tailored to address that performance. The SPC will consider each recommendation on a case-by-case basis.

All students who fail a block/course will be allowed to take the block/course remediation examination. If the SPC decision requires a student to repeat all Foundations or Organ Systems blocks/courses before the remediation examination has taken place, the student is still allowed to take the remediation examination in order to improve his/her GPA by obtaining an F/P for a block/course grade instead of just an F.

Students need to be aware of the fact that remediation of a failed block/course does not constitute retaking the block/course. **Successful remediation will not erase the F grade in the block/course.** The block/course grade on the student's transcript will be recorded as an F/P. Remediation is an opportunity for a student to demonstrate competence in the failed block/course subject matter to a level that is acceptable to the block/course leadership. The numerical number sent to Student Affairs for GPA

calculation will be one (1) grade point per credit hour. Please consult the Student Handbook for further details about grade reporting. **For purposes of student probation or advancement, remediating a failed block does not change the fact that it was failed.**

Block/course leaders will determine if any other separate components (e.g., professional behavior, etc.) of their block/course, other than major assessments, must be passed in order to successfully remediate the failed block/course. Block/course leaders, in concert with specific instructors, will determine how these components in their blocks or courses will be remediated.

All Pre-Clerkship blocks/courses must be successfully passed or remediated in order to advance to the Clerkship Curriculum.

PROFESSIONALISM

The development and maintenance of a professional attitude is an ongoing responsibility of each student. Professional behavior is derived not from rules or regulations but from a personal commitment to act in a way which serves the best interests of all, e.g. the clients or patients served, colleagues, the profession, society, as well as one's own family and self. Professional behavior is expected of all students when they are representing the Texas A&M College of Medicine.

Professionalism is a critical and mandatory component that will be addressed in every component of the College of Medicine curriculum. At this stage of your career, the faculty believes that students need to be introduced to self and peer evaluation processes and want to assist students in becoming aware of their professional attitudes and behaviors. This process is neither a punitive nor a vindictive process, and should not be viewed or treated as such. Only through honest self and peer assessments are personal weaknesses or deficits identified, and positive behavior modification steps initiated. This tool is designed to be used as a constructive and proactive tool for identifying early behaviors that need modification and corrective action.

Examples of Professional Behavior Include:

- Demonstrates a positive attitude toward learning (participates, shows enthusiasm, uses constructive criticism to improve, strives for excellence)
- Demonstrates initiative and self-motivation by showing up prepared to learn; willingness to contribute to the learning of others
- Reliability – can be counted on to be punctual, to complete assignments
- Accountability – willingness to accept responsibility; knows his/her limitations; willingness to seek help
- Contacts peers and appropriate personnel in a timely fashion when issues arise that affect student's attendance (e.g., accident, illness)

Examples of Unprofessional Behavior Include:

- Rude behavior to faculty, staff, and classmates
- Conducts self at the bare minimum that reflects mediocrity and a lack of awareness towards 'excellence is the goal'
- Demonstrates passivity or lack of interest in learning
- Demonstrates a negative attitude (e.g., frequent complaining, inciting others to complain)
- Failing to show up for required student activities and/or agreed-upon group sessions without excuse

- Unpunctual or delayed response to faculty/staff-initiated correspondence or requests

A complete description of Professionalism for Medical Students can be found in the Texas A&M Health Science Center College of Medicine Student Handbook produced by the Office of Student Affairs:
<https://medicine.tamhsc.edu/student-affairs/pdf/handbook.pdf>

CURRICULUM & FACULTY EVALUATIONS

The [Office of Medical Education \(OME\)](#) is responsible for evaluating all curriculum components and their individual blocks and courses. Administration of the block/course evaluations will be through the [One45 system](#). Student evaluations of all blocks, courses and instructors' teaching in the medical school curriculum are an important means for the OME to monitor and obtain useful information for improving the medical education program.

The COM truly values students' questionnaire ratings and comments about their educational experiences. **Completion of block and course evaluations is a mandatory exercise for all students. In addition, each instructor will be evaluated by a random student sample including 1/3 of the class during each block/course.** You will be notified which instructors you are required to evaluate. If you do not receive a mandatory evaluation for an instructor, and would like to provide feedback, please access and complete the Virtual Feedback Form (see below). Although the OME does have a mechanism to "check off" a student's name when an evaluation is submitted, all student responses will remain anonymous. **Students are required to complete online evaluations of each block/course/instructor as assigned by the provided deadline. Noncompliance will be referred to the Office of Academic Affairs.**

You will be receiving instructions on how to access and complete your online curriculum evaluations after you have completed the first Foundations block.

In addition to completing ratings as part of the evaluation process, you will have an opportunity to comment on the strengths and weaknesses of each block/course. Student comments need to be **constructive and professional in nature** to assure they will be taken seriously and lead to improvement. The use of confrontational language is not considered constructive or professional and only tends to diminish the credibility of your evaluation. With this understanding, all ratings and comments are welcome. Constructive comments about individual teachers are also welcome. Students are encouraged to offer supporting comments that express a positive learning experience in order to make the curriculum stronger.

An optional [Virtual Feedback Form](#) is available for all students throughout the year. All comments are anonymous and will be collected periodically by the Office of Medical Education and communicated to the appropriate parties. This form does not replace your Block/Course or Faculty evaluation. If you have immediate concerns, please contact your block/course directors. If you have any questions please email the Office of Medical Education: COM-OME@tamhsc.edu.

AUDITING POLICIES

A Texas A&M Health Science Center College of Medicine student who is on a leave of absence may regularly attend non-mandatory classes as an observer after securing permission from the Pre-Clerkship leaders in which the course is offered. The student does not have the privilege to participate in mandatory sessions, including laboratory, small groups and examinations, nor will they be allowed to take other assessments, such as quizzes and the like.

The Preceptorship course has separate auditing requirements. After securing permission from the Pre-Clerkship leaders, the student may attend the classes in Preceptorship didactic lectures only as an observer. The auditing student does not have the privilege to participate in Preceptorship. In addition, the student does not have the privilege to participate in small group sessions, simulation center activities, quiz, quiz review and examinations for Preceptorship.

The HEAL course has separate auditing requirements. After securing permission from the Pre-Clerkship leaders, the student may attend the didactic lectures only as an observer. The student does not have the privilege to participate in small group sessions, simulation center activities or the service-learning project.

MEDICAL SCIENCES LIBRARY RESOURCES

There are several options available to access required and recommended textbooks and other useful reference materials through Texas A&M University's Medical Sciences Library (MSL). eBook collections, including Clinical Key and Access Medicine databases, provide ebooks and learning reference material. For example, two required textbooks: *Netter's Atlas of Human Anatomy* and *Robbins & Cotran Pathologic Basis of Disease* (Big Robbins) are available through Clinical Key; the two recommended pharmacology textbooks are available through the Access Medicine database. In addition, Evidence- Based Medicine resources, *Bates' Visual Guide to Physical Examinations* and *First Aid Step Prep* books, just to name a few, are also available as electronic resources. Many other resources are available in print format, and may be checked out from the MSL at all COM campus locations. Availability of both print and electronic resources may be checked in the MSL's catalog at: <https://chiron.tamu.edu/vwebv/searchBasic>.

To access these electronic learning resources:

1. Go to: <http://tamu.libguides.com/medicine>
2. Click on the link to the textbook, database or resource
3. The Shibboleth authentication window will open. Select TAMHSC.
4. Enter your HSC login name and password.
5. A new window will open with the search results.

Note that there are many other excellent texts and resources at the MSL's website available to you for reference materials. Some of the case studies are particularly interesting and useful. We encourage you to use them.

ADDITIONAL RESOURCES

Pre-Clerkship leadership would like to reference the following policies outlined in the College of Medicine [Student Handbook](#).

- Attendance
- Professionalism
- Dress Code
- Honor Code Policy
- Early Concern Policy
- Student Code of Conduct
- Mistreatment Policy (Standards of Conduct in the Teacher-Learner Relationship). Students can also find this policy and reporting mechanisms online at <https://medicine.tamhsc.edu/current/student-mistreatment.html>

A student may also report mistreatment via phone by calling 1-855-397-9835.

Additionally, there will be specific instructions regarding mandatory professional dress requirements in the presence of patients (either in the classroom, on a field trip or in preceptorship/clinic settings). Be aware that regional campuses may have slight modifications to dress code policies. When visiting regional campuses, be sure to obtain information on campus-specific expectations of dress code.

OFFICE OF ACADEMIC SUPPORT SERVICES

Angela Hairrell, Ph.D. | Director of Academic Support Services

HPEB 1040 | ph: 979.436.0236 | mobile: 979.219.1582 | hairrell@medicine.tamhsc.edu

Dr. Hairrell is primarily responsible for students in BCS, Dallas, and Houston.

Chris Diem '05, M.Ed. | Senior Program Coordinator for Academic Support Services

Temple: MEC 409 | ph: 254.724.8814 | diem@medicine.tamhsc.edu

Mr. Diem is primarily responsible for students in Temple and Round Rock.

For appointments: <https://medicine-tamuhsc-insight.symplcity.com>

❖ Please be sure to acknowledge that you have read, understand and agree to abide by the policies and procedures stated in the Pre-Clerkship Student Manual by signing, with your UIN, the electronic verification form available online. Please note that information in this manual is subject to change; you will be notified of any changes by curriculum leaders/staff.

<https://medicine.tamhsc.edu/curriculum/doc/preclerkship-student-manual-2020.html>