

OAKLAND UNIVERSITY WILLIAM BEAUMONT



Student Handbook

2018-2019 Academic Year

Table of Contents

About OUWB.....	8
<i>Oakland University and Beaumont Health</i>	
<i>The Partnership Between Oakland University and Beaumont Health</i>	
Mission, Vision, Values, and Goals	8
Mission	
Vision	
Values	
Goals	
OUWB Culture	11
The Significance of the OUWB Patch	11
Learning Environment	11
<i>A Special Environment to Create, Learn, and Apply Medical Knowledge</i>	
<i>The OUWB Approach: Why?</i>	
<i>The OUWB Approach to Medical Education</i>	
Academics	13
Academic Year	13
<i>M1 Academic Calendar</i>	
<i>M2 Academic Calendar</i>	
<i>M3 Academic Calendar</i>	
<i>M4 Academic Calendar</i>	
Academic Advising	17
<i>Academic Success</i>	
Career Advising	19
<i>Experiential Learning Opportunities</i>	
<i>Informational Resources</i>	
Guidelines & Policies.....	22
Policy Attestation	22
Student Performance Review Committee (SPRC)	22
Leave of Absence (LOA)	22
Needle Sticks and Sharps Injuries	23
Discrimination.....	23
Mistreatment, Harassment, or Acts of Discrimination.....	23
Professional Code of Conduct.....	24
Technical Standards	24
Attendance and Class Participation	24
Financial Services	26
Financial Aid Process	26
<i>FAFSA and Institutional Need-Based Awards</i>	
<i>Federal Student Loans</i>	
Financial Aid Policies and Tuition Payment Information.....	27
<i>General Policies and Conditions of Financial Aid</i>	
<i>Billing and Payment Information</i>	

<i>Tuition Refund</i>	
<i>Institutional Scholarship Return</i>	
Satisfactory Academic Progress (SAP) to Maintain Federal Financial Aid Eligibility	28
Student Involvement	29
Medical School Government (MSG)	29
Student Organizations	29
MedSync	29
COMPASS - Service and Engagement	30
Diversity & Inclusion	30
LGBTQIA Resources - Gender & Sexuality Center (GSC)	31
International Students and Scholars Office (ISSO)	31
Health & Well-Being	32
Health	32
<i>Insurance</i>	
<i>Graham Health Center (GHC)</i>	
<i>Immunizations</i>	
<i>Counseling</i>	
Well-Being and Wellness	35
<i>Oakland University Resources</i>	
<i>OUWB Programs and Resources</i>	
Emergencies	36
Oakland University Police Department (OUPD)	36
<i>Emergency Phones / Blue Lights</i>	
<i>Police Escorts</i>	
<i>Contacting OUPD</i>	
<i>Text Message Alert System</i>	
Beaumont	36
School Closings and Inclement Weather	37
<i>School Closings</i>	
<i>Inclement Weather</i>	
Oakland University Resources	38
Campus Life	38
<i>Oakland University Directions</i>	
Building Access	38
Housing	38
Parking	38
Transportation	39
OU ID Cards (GrizzCards)	39
Medical Library	39
Student Lounge	40
Lockers	40
Study Spaces	40
Printing and Photocopying	40
Campus Safety	41

<i>Notice of Annual Campus Safety & Security and Fire Safety Report Availability</i>	
<i>Infectious and Environmental Hazards Exposure</i>	
Oakland Center Construction Updates.....	41
Oakland University / OUWB Resources	42
Dining On-Campus & Meal Plans.....	42
Student Discounts	42
Notary Services	42
Beaumont Resources	43
Directions	43
<i>Maps</i>	
Transitioning to the M3 Year.....	49
Beaumont Hospital - Royal Oak Locations of Interest.....	49
<i>Student Lounge & Lockers</i>	
<i>Study Spaces</i>	
<i>Student Affairs Office: Beaumont Royal Oak</i>	
<i>Faculty and Administrative Offices</i>	
Community Resources	50
Events.....	51
Orientation Week.....	51
White Coat Ceremony	51
Medical Education Week.....	51
EMBARK Colloquium	51
Match Day	51
Honors Convocation.....	51
Commencement.....	51
Honor Societies	52
Alpha Omega Alpha (AOA)	52
Gold Humanism Honor Society (GHHS)	52
Appendix	53
Acronyms & Abbreviations, Software, & M1/M2 Course List.....	53
<i>Curriculum-Related Acronyms, Abbreviations, & Terminology</i>	
<i>Other Acronyms, Abbreviations, & Terminology</i>	
<i>Commonly-Used Software in the Curriculum</i>	
<i>Software Used by Student Affairs</i>	
<i>4-Year M.D. Course List</i>	
Core Competencies.....	57
<i>Patient Care (PC 1.0)</i>	
<i>Knowledge for Practice (K 2.0)</i>	
<i>Practice-Based Learning and Improvement (PL 3.0)</i>	
<i>Interpersonal & Communication Skills (CS 4.0)</i>	
<i>Professionalism (P 5.0)</i>	
<i>Systems-Based Practice (SP 6.0)</i>	
<i>Interpersonal Collaboration (IC 7.0)</i>	
<i>Personal & Professional Development (PD 8.0)</i>	

Contact Information	61
<i>OUWB Dean's Administration</i>	
<i>OUWB Student Affairs</i>	
<i>OUWB Admissions</i>	
<i>OUWB Financial Services</i>	
<i>OUWB Helpdesk</i>	
<i>OUWB Records and Registration</i>	
<i>Beaumont</i>	
<i>PRISM Faculty Mentors</i>	

Note: Please see addenda for most up-to-date information.

About OUWB

Oakland University (Oakland) and Beaumont Health (Beaumont) were founded at approximately the same time, half a century ago, in close proximity to each other and in a region of greater Detroit.

Oakland University and Beaumont Health

Today, Oakland is one of 15 public universities in Michigan. Oakland has an enrollment exceeding 20,711 students and a Carnegie classification of doctoral/research university-intensive.

Beaumont is a not-for-profit organization formed to provide high quality, efficient, accessible services in a caring environment for southeastern Michigan residents and beyond.

OUWB medical students train at three of the eight Beaumont Health Hospitals: Beaumont Royal Oak, Beaumont Troy, and Beaumont Grosse Pointe.

The Partnership Between Oakland University and Beaumont Health

Oakland and Beaumont both recognized the negative impact that a physician shortage would have on the quality of health care available to the residents of Michigan. Following exploratory discussions, including discussions with community leaders, it was concluded that the combined faculty, staff and infrastructure resources of Oakland and Beaumont provide a remarkably strong base on which to build a new medical school to help satisfy the demand for physicians in Michigan and the nation.

In January 2007, Oakland and Beaumont submitted a letter of intent to the LCME to initiate the formal process of accrediting a new allopathic medical school. The initiative to fund a new medical school was approved by both the Beaumont Hospital Board of Directors and the Oakland University Board of Trustees on July 31, 2008.

Mission, Vision, Values, and Goals

Mission

The Oakland University William Beaumont School of Medicine is a collaborative, diverse, inclusive, and technologically advanced learning community, dedicated to enabling students to become skillful, ethical, and compassionate physicians, inquisitive scientists who are invested in the scholarship of discovery, and dynamic and effective medical educators.

Vision

The Oakland University William Beaumont School of Medicine will be recognized by its students and faculty members - and by their peers in the global medical community - as a premier educational environment for individuals to become physicians and to study medicine throughout their lives, to transform the practice of medicine through research, and to lead in promoting, maintaining, and restoring health to individuals and communities served by the school and its graduates.

Values

Our values will guide our actions and describe how we will behave and work together to achieve our mission and vision.

- **Compassion**

We are a “School that cares” by having a safe and secure environment that treats everyone with respect, sensitivity, dignity, decency and empathy in all our endeavors.

- **Partnership, Collaboration and Teamwork**

We are dedicated to collegiality, collaboration, teamwork, and mutual respect as enthusiastically we work together within and across organizational boundaries in pursuit of our mission.

- **Innovation**

We pursue all avenues to energize and encourage creativity while cultivating and nurturing the school environment to foster the unique talents of our students, staff and faculty.

- **Professionalism**

We value honesty, integrity and ethical conduct in dealing with our students, patients, faculty, staff and the community we serve.

- **Quest for Excellence**

We commit to doing the best for everyone who interacts with the school by always striving to build upon and enhance what already has been achieved.

Goals

The OUWB School of Medicine is committed to:

- Achieving and sustaining excellence in medical education, research, and patient care.
- Serving our community through the faithful execution of our mission.

Our mission is accomplished through the following goals, which exemplify a student-centered approach to biomedical education, a patient-centered approach to the delivery of healthcare, and a focus on highly original research that includes the biomedical sciences and extends beyond the laboratory to all disciplines that impact the health of patients and their communities:

- **Medical Student-Related Goals**

- Provide students with an outstanding medical education.
- Maintain student debt levels at or below averages for peer institutions.
- Create an inclusive environment.

- **Faculty-Related Goals**

- Ensure a high-quality and balanced faculty workforce.
- Increase faculty scholarship.
- Increase collaboration between faculty members from the School of Medicine and faculty members based in other Oakland University schools, colleges, and academic units.

- **Community Engagement-Related Goals**

- Increase the number of community engagement affiliations.
- Increase community awareness of OUWB's impact on the health of the community.

- Develop and promote a distinct identity for OUWB.
- **Administration-Related Goals**
 - Ensure facilities will support the educational program.
 - Ensure long-term funding to support the educational program.
 - Establish a continuous quality improvement program for the School of Medicine.

OUWB Culture

The Significance of the OUWB Patch

The White Coat Patch represents OUWB's Core Values. A circle represents a community. If just one point is dropped, the circle is broken. This teaches us that everyone in our community and everyone in the communities we serve - everyone has infinite value.

Two points on a circle can be far apart from each other - even 180 degrees apart - and yet, both points are equidistant from the center. This reminds us that as much as we may disagree with each other from time to time - far apart from each other in our thinking - we can still be focused equally on our core values.

Two circles border the OUWB patch.

On one level, the two circles represent the two founding institutions: the inner blue circle represents Beaumont Health and the outer gold circle represents Oakland University.

On another level, the two circles represent the two questions we ask of ourselves: what do we want to do - answered by the knowledge we acquire and the skills that we master - and who do we want to be - achieved by developing the personal attributes that contribute to a compassionate physician.

And finally, because a circle represents a community, the two circles on our patch represent OUWB's mission: OUWB is a community serving our community, locally and globally.

Learning Environment

A Special Environment to Create, Learn, and Apply Medical Knowledge

We have always wanted our physicians to be technical and scientific experts. We now expect more from them. In the words of the [American Medical Association's 2007 Initiative to Transform Medical Education](#), the emphasis on medical students acquiring knowledge and problem solving may "lead physicians to perceive patients as simply sources of data and 'problems to be solved' instead of individuals in need."

In the words of a Beaumont Health physician-leader, "I know that you can train a doctor to be academically excellent: how do you train a physician to be kind?"

The OUWB Approach: Why?

In the coming years, we, the school's founders will no longer be here. The buildings may be different. The science that is taught will have surely advanced. Educational technologies and methods, now considered to be "best practices" will be replaced by more effective practices.

Our approach to medical education and service can be transmitted - one generation of faculty and staff to another and one generation of students to another.

We may influence the practice of medicine by everyone who will ever attend our school and therefore influence the life of every patient who will ever be seen by our graduates.

The OUWB Approach to Medical Education

From inception, OUWB was designed to transform medical education by emphasizing holistic physician development – a “liberal arts medical education” that is grounded in evidence-based medical science.

- We **select** students who bring attributes and experiences predictive of a future holistic approach to medical school and who demonstrate the academic aptitude to excel in the study of medical science.
- We **immerse** our students in a carefully designed learning environment that emerges from a generous investment of attention and care to every detail of our daily work. We aspire to facilitate the growth of a medical student into a physician who achieves at levels that surpass competency, who is compassionate, who listens with focused intensity and who communicates clearly with elevated cultural awareness. We expect our graduates who become scientists and clinician-scientists to understand that the endpoint of every experiment is a patient awaiting an answer.
- We **guide** students along a path of personal and professional development designed to last a lifetime. Our students begin to learn communication skills within the first weeks of medical school. We promote the student's own well being through a structured program that emphasizes personal growth through reflective practice. We engage students in the study of the humanities and clinical bioethics throughout their training – not just in one course. Each student designs and executes a research program in one of many dimensions including basic research, community and public health, global and international health, healthcare disparities, medical informatics and simulation, quality and safety, health care policy and advocacy, health care disparities and the physician as an educator.
- We **engage** our students in serving the needs of the community in multiple ways. Some of these efforts have attracted national attention. That OUWB is committed to its community - local and global - should not be a surprise. For example, the 128 students in the Class of 2019 compiled more than 105,000 hours of meaningful community engagement before coming to OUWB.

OUWB Culture Page

<https://www.oakland.edu/medicine/culture>

Academics

Academic Year

Below is a listing of important dates for the 2018-2019 academic year. Please note that dates are subject to change.

OUWB Academic Calendar

<https://www.oakland.edu/medicine/curriculum/academic-calendar>

M1 Academic Calendar

Important Dates: Semester 1 (Fall 2018)

August 6	Classes Begin
August 10	White Coat Ceremony
August 15	Payment Due Date
August 17	Last day to withdraw with 100% refund
September 3	Recess
September 4	Classes Resume
September 21	Last day to withdraw with 50% refund
November 22-23	Recess
November 26	Classes Resume
December 17	Classes End
December 19 - January 2	Recess

Important Dates: Semester 2 (Winter 2019)

January 3-4	Fall Semester Retest Dates
January 7	Classes Begin
January 15	Payment Due Date
January 18	Last day to withdraw with 100% refund
January 21	Martin Luther King Jr. Day (Day of Service)
February 22	Last day to withdraw with 50% refund
March 18-22	Recess
March 25	Classes Resume
May 24	Classes End
May 28 - June 6	Winter Semester Retest Dates

M2 Academic Calendar

Important Dates: Semester 1 (Fall 2018)

August 10	White Coat Ceremony
August 13	Classes Begin
August 15	Payment Due Date
August 24	Last day to withdraw with 100% refund
September 3	Recess
September 4	Classes Resume
September 28	Last day to withdraw with 50% refund
November 22-23	Recess
November 26	Classes Resume
December 17	Classes End
December 19 - January 2	Recess

Important Dates: Semester 2 (Winter 2019)

January 3-4	Fall Semester Retest Dates
January 7	Classes Begin
January 15	Payment Due Date
January 18	Last day to withdraw with 100% refund
January 21	
February 22	Last day to withdraw with 50% refund
April 15-26	Winter Semester Retest Dates
May 27	Recess
May 28	Classes Resume
June 21	Classes End

M3 Academic Calendar

Important Dates: Semester 1 (Fall 2018)

July 2	Classes Begin
July 4	Independence Day Recess
July 5	Classes Resume
July 13	Last day to withdraw with 100% refund

July 15 Payment Due Date

August 17	Last day to withdraw with 50% refund
September 3	Recess
September 4	Classes Resume
November 22	Recess
November 23	Classes Resume
December 21	Classes End
December 22 - January 1	Recess

Important Dates: Semester 2 (Winter 2019)

January 2	Classes Begin
January 15	Last day to withdraw with 100% refund

January 15 Payment Due Date

January 21	Martin Luther King Jr. Day
January 22	Classes Resume
February 19	Last day to withdraw with 50% refund
May 27	Recess
May 28	Classes Resume
June 13	Classes End

M4 Academic Calendar

Important Dates: Semester 1 (Fall 2018)

July 2	Classes Begin
July 13	Last day to withdraw with 100% refund
July 15	Payment Due Date
August 17	Last day to withdraw with 50% refund
December 16	Classes End

Important Dates: Semester 2 (Winter 2019)

January 7	Classes Begin
January 18	Last day to withdraw with 100% refund
January 15	Payment Due Date
February 22	Last day to withdraw with 50% refund
April 28	Classes End*
May 9	Honors Convocation
May 10	Graduation Ceremony

*Off-cycle students may be required to complete courses after the last day of class in order to meet graduation requirements.

Academic Advising

To ensure that every student reaches their peak academic performance, OUWB offers an advising system that is comprised of three separate but overlapping components:

1. **Mentoring Teams Led by Physician Faculty Mentors in the PRISM Course**

OUWB recognizes that the path to becoming a physician is enhanced through guidance and mentoring. The **PRISM** program (**P**romoting **R**eflection and **I**ndividual growth through **S**upport and **M**entoring) provides students with a multi-layered system of support that begins the first day of medical school and continues to graduation with both formal and informal mentoring. Students are paired with a physician mentor and mentoring group for all four years.

2. **Faculty Members, Course Directors, and Clerkship Directors**

Students may contact faculty members, course directors, and clerkship directors for assistance through Moodle and may request personal meetings during office hours or as arranged by mutual availability. Students are strongly encouraged to seek assistance from faculty members, course directors, and clerkship directors.

3. **Academic Assistance Offered by the Academic Success Team**

The demanding and difficult coursework of medical school requires that each student identify and use methods and strategies to achieve academic goals while maintaining a work-life balance. The **Director of Academic Success** leads the Academic Success Team (AST), providing academic support and guidance to all medical students. The AST is comprised of the **Director of Academic Success**, the Senior Academic Advisor, a Foundational Medical Studies faculty member and three clinical faculty serving as Clinical Optimization Specialists (COS).

Through individual meetings and a variety of workshops designed to help students implement effective and efficient learning strategies for medical school, the AST works to meet each student's individual learning needs. The AST is also pleased to provide tutoring services to students at no charge. Students interested in being tutored are able to submit a request online or by contacting the **Director of Academic Success**.

In addition to the academic support services available at the Oakland University campus, support is available at the Beaumont Hospital Royal Oak campus. The COS are part of the AST and will help ensure M3 and M4 students successfully transition from the pre-clinical to the clinical portion of the program. COS team members are available to help students create study plans and form strategies to improve their clinical skills. They can provide general advice on how to perform well on the wards. M3 and M4 students who desire to work with someone on the COS team may contact the **Director of Academic Success**. COS team referrals may also be made by clerkship directors if there are concerns about student performance, or if a passing score on an end-of-clerkship test is not achieved.

Students may set up individual meetings with the AST by contacting the **Receptionist & Office Assistant** at the Center for Medical Student Services (CMSS) front desk or by calling (248) 370-2767.

Academic Success

The demanding and difficult coursework of medical school requires that each student identify and use methods and strategies instrumental for achieving academic goals while integrating academic responsibilities with the rest of life. The Academic Success Team works with students to achieve their goals through conducting various workshops, by offering tutoring services, and meeting with students individually. Students also have the opportunity to engage with an online academic success “toolkit” designed to assist students with the transition into medical school.

Online Toolkit

The [Academic Success Online Toolkit](https://espace.oakland.edu) provides incoming students with information about adjusting to the academic rigors of medical school. The toolkit includes insights from members of the Academic Success Team, interactive self-assessments with strategies for growth, and videos from current students, sharing their tips for success in medical school.

Academic Success Online Toolkit

<https://espace.oakland.edu>

Note: Students must log-in with their Oakland University NetID and password.

Tutoring

The tutoring program is offered to students at no charge. Peer tutors offer interactive group review sessions for all students designed to supplement classroom instruction. Group sessions are open to all students. Individual and small group tutoring is available upon approval of the **Director of Academic Success** or Medical School Advisor.

Academic Success MedSync Tutoring Portal

<https://orgsync.com/115981/forms/153739>

Visit to:

- Learn more information about the approval process.
- Request individual/small group tutoring.

Note: Students must log-in with their Oakland University NetID and password.

Academic Support/Step 1 Preparation Resources for M1 & M2 students

In addition to the learning resources available through the medical library, OUWB provides all students with the following supplemental resources:

M1 Year

- A print copy of USMLE Step 1 Secrets case study book—distributed in January of M1 year for use during organ systems courses

M2 Year

- A discount code for USMLE World Step 1 question bank—distributed in January of M2 year; the discount can be used for any UWorld product but is intended to pay for a

60-day question bank license and two practice tests to be used during the Step 1 self-directed study break

- A school-administered formative NBME Step 1 practice test (the Comprehensive Basic Science Exam)—occurs in March; provided to give students information about areas for improvement heading into the Step 1 self-directed study break
- A payment voucher to cover the cost of one self-administered NBME Step 1 practice test—distributed in early April before the Step 1 self-directed study break begins

Disability Accommodations

The **Director of Academic Success** also works with students seeking disability accommodations. As the liaison between OUWB and the university, the Director guides medical students through the request, approval, and implementation process for school accommodations. The Director also works with students seeking accommodations for the USMLE Step 1 and Step 2 exams. Please note that all decisions regarding accommodations for school are made by Oakland University's **Office of Disability Support Services**. All decisions regarding accommodations for USMLE Step exams are made by the National Board of Medical Examiners.

OU Disability Support Services Page

<https://www.oakland.edu/dss>

Scheduling Appointments

Students desiring help with academic advising, disability accommodations support, or tutoring may request an appointment with the **Receptionist & Office Assistant** at the Center for Medical Student Services (CMSS) front desk or by directly contacting the **Director of Academic Success**.

Career Advising

At OUWB, Student Affairs facilitates career development and exploration by providing experiential and informational learning opportunities. Our career advising approach involves working one-on-one with students to counsel and advise them when deciding on a medical career. Below are examples of our resources and events:

Experiential Learning Opportunities

Observership Program

OUWB students have the ability to shadow Beaumont Physicians who are OUWB Clinical Faculty. This is facilitated for students through the process outlined in **MedSync**.

OUWB Physician Observership Program (MedSync)

<http://ouwb.orgsync.com/org/careerdevelopmentopportunitiescommittee106354/OUWBPhysicianShadowingObservership>

Career Exploration Days

Student Affairs, in collaboration with OUWB Faculty will be facilitating a number of sessions and activities with the goal of guiding your career development as an OUWB student. These sessions and activities are purely optional and are intended to provide opportunities for students to learn

and grow as a future physician so that they choose a satisfying and fulfilling career. Topics and activities include, but are not limited to:

- CV Writing
- Summer Research & Internship Opportunities
- Preparing for Residency Applications
- Requesting Letters of Recommendation
- How to Explore Medical Specialties
- Building a Competitive Residency Application
- 4th Year Away Electives
- Residency Interviewing
- Matching and Application Services

Informational Interviews

Browse the list of Career Advising Coordinators (follow the link on [page 21](#)) to see contact information for Beaumont Clinical Faculty that students may contact for career-specific questions through an Informational Interview. These are a great way to gain insight and allow students to ask a physician questions about their specialty to gain a better understanding.

Internships/Research Opportunities

For information on research opportunities and internships, please refer to the [OUWB Student Research Portal](#). For additional details about internship opportunities, visit the [CareerDOC website](#).

OUWB Student Research Portal

<https://orgsync.com/78900/chapter>

CareerDoc Website

<http://ouwb.orgsync.com/org/careerdevelopmentopportunitiescommittee106354/Internships>

Informational Resources

CareerDoc Website

Student Affairs manages the [CareerDOC website](#), which contains a host of information on the following topics (list not all inclusive):

- Observerships
- The MATCH
- OUWB Interest Groups
- Internships
- Professional Conferences
- NRMP & AAMC Specialty Data
- AAMC Careers in Medicine Links
- Specialty Information Packets
- Video Library on Specialty Choice and Residency Application

CareerDoc Website

<http://ouw.orgsync.com/org/careerdevelopmentopportunitiescommittee106354/home>

CareerDoc Portal

The [CareerDOC Portal](#) hosts documents and allows students to follow-up on news and updates regarding internships, research, and scholarship opportunities. It also features information and resources on new residency programs and other career exploration tools.

CareerDoc Portal

<https://orgsync.com/106354/chapter>

Services

Student Affairs Advisors and Deans are available to meet and schedule one-on-one career counseling, regardless of medical school year. Career counseling is available to students throughout all four years of medical school. Specifically, they can assist with the following:

- Creating a CV
- Writing a Personal Statement
- Deciding on a medical specialty
- Navigating away rotation applications
- Evaluating internship options and preparing applications
- Residency application process
- Match process for your specialty of choice
- Mock Interviews
- Interview practice and preparation
- Career exploration events
 - Mock Residency Social/Mock Interviews
 - CV Workshop

Career Advising Coordinators

Career Advising Coordinators are Beaumont Clinical Faculty who students can contact for career-specific questions through an Informational Interview. Informational Interviews are a great way to gain insight and allow students to ask a physician questions about their specialty. A list of coordinators is available through the [CareerDoc](#) portal in MedSync. Once there, click on the [CareerDoc website](#). From the menu, select **By Year** and then **M3**.

CareerDoc Portal:

<https://orgsync.com/106354/chapter>

CareerDoc Website:

<http://ouw.orgsync.com/org/careerdevelopmentopportunitiescommittee106354>

Guidelines & Policies

The [OUWB Student Policies](#) are available on the OUWB website by clicking on the **Students** tab from the homepage, then **Guidelines and Policies**.

OUWB Student Policies Online

<https://www.oakland.edu/medicine/criticalpolicies> (click on the **Students** tab)

Policy Attestation

Each semester, students are required to review the OUWB policies and guidelines online, update their food and allergy restrictions, and sign an attestation form. The OUWB Online Attestation module must be completed and signed within the first week of each semester.

Policy Attestation Online

<https://orgsync.com/174117/chapter>

Note: You must be logged-in to MedSync to access this portal.

Student Performance Review Committee (SPRC)

The **Associate Dean of Student Affairs** serves as the student advocate and support for any student appearing before the Student Performance Review Committee.

To view the full policy, go to **Guidelines & Policies** section on the OUWB website. From within the **Students** tab, click on **Performance and Promotion**, and then [Student Performance Review Committee](#).

SPRC Policies Online

<https://www.oakland.edu/medicine/forms-and-critical-documents/critical-documents/student-performance-review-committee>

Leave of Absence (LOA)

Students who need to request a Leave of Absence for medical, personal, or academic reasons should contact the **Associate Dean of Student Affairs**.

To view the full policy, go to **Guidelines & Policies** section on the OUWB website (see [page 22](#)). From within the **Students** tab, click on **Performance and Promotion**, and then [Leave of Absence](#).

LOA Policy Online

<https://www.oakland.edu/medicine/forms-and-critical-documents/critical-documents/leave-of-absence>

Needle Sticks and Sharps Injuries

Students in medical education are at risk of exposure to blood and body fluid through breaks in skin or mucosal contact. Students should be aware of the policy and procedures to report and respond immediately to any risk of contamination.

To view the full policy, go to **Guidelines & Policies** section on the OUWB website (see **page 22**). From within the **Students** tab, click on **Student Health**, and then **Blood/Body Fluid Exposure/Finger-stick**.

Needle Sticks and Sharps Injuries Policy Online

<https://www.oakland.edu/medicine/forms-and-critical-documents/critical-documents/blood-body-fluid-exposure-finger-stick>

Discrimination

Oakland University is committed to equality of opportunity for all persons. In a society that relies on an informed, educated citizenry, no one should be denied the opportunity to attain his or her fullest potential. The University strives to build a community that welcomes and honors all persons and that provides equal opportunity in education and employment.

To view the full policy, go to **Guidelines & Policies** section on the OUWB website (see **page 22**). From within the **Students** tab, click on **Professional Behavior**, and then **Administrative Guidelines Prohibiting Discrimination**.

Discrimination Policy

<https://www.oakland.edu/policies/human-resources/710/>

Mistreatment, Harassment, or Acts of Discrimination

OUWB, Oakland University and Beaumont Health System are committed to provide safe spaces and to support a comprehensive reporting mechanism for incidents of inappropriate behavior so that we may better understand our campus climate and work continuously to improve it.

Any student who believes they have been the victim of mistreatment, harassment, or an act of discrimination by a faculty member, staff member, or another student can report it by completing an **online form**.

To view the full policy, go to **Guidelines & Policies** section on the OUWB website (see **page 22**). From within the **Students** tab, click on **Professional Behavior**, and then **Reporting Incidents of Mistreatment, Harassment or Acts of Discrimination**.

Mistreatment Reporting Form

https://docs.google.com/forms/d/e/1FAIpQLSeIVe-CWrebJCdzG9Gez5AGoyukV_FTDCyyaFJtE_iNqrz1mg/viewform

Mistreatment Policy

<https://www.oakland.edu/medicine/forms-and-critical-documents/critical-documents/reporting-incidents-of-inappropriate-behavior>

Professional Code of Conduct

OUSB students will act in an honorable and ethical manner at all times. Violations of the Professional Code of Conduct are considered actions in which a student lies, cheats, steals, gains unfair advantage over another student or tolerates this behavior by another student. All members of the OUSB community must be active participants in the enforcement of this code. As such, students who witness or perceive a violation of the Professional Code of Conduct are expected to take appropriate action including reporting the possible infraction to appropriate faculty members or administrators.

Students will be asked to review the Professional Code of Conduct and attest to it, each semester (see **"Policy Attestation" on page 22** for more information).

To view the full policy, go to **Guidelines & Policies** section on the OUSB website (see **page 22**). From within the **Students** tab, click on **Professional Behavior**, and then **OUSB Professional Code of Conduct**.

OUSB Professional Code of Conduct

<https://www.oakland.edu/medicine/forms-and-critical-documents/critical-documents/ouwb-professional-code-of-conduct>

Technical Standards

Candidates for the M.D. degree must perform all essential functions in each of the technical standards in order to achieve the levels of physical, cognitive, and emotional abilities necessary to successfully complete the full curriculum and meet the institutional learning objectives of the School of Medicine.

To view the **Technical Standards** online, go to the **Admissions** section on the OUSB website. Click on **Admissions Requirements** and then select the **Technical Standards** tab.

Technical Standards Online

<https://www.oakland.edu/medicine/admissions/admissions-process-and-requirements/#tab-3>

Attendance and Class Participation

OUSB medical students are expected to fully participate in the curriculum and to meet the

requirements of attendance as outlined in OUWB guidelines. Individual course or clerkship requirements are listed in the syllabus.

To view the [Attendance and Class Participation](#) guidelines, go to the **Students** section on the OUWB website. Click on **Guidelines and Policies**. Under the **Students** tab, select **Professional Behavior** and then **Attendance and Class Participation**.

Attendance and Class Participation Guidelines

<https://www.oakland.edu/medicine/forms-and-critical-documents/critical-documents/attendance-and-class-participation>

Financial Services

The Financial Services team is the primary resource for OUWB students for any questions regarding financial aid, tuition payment, and debt management. Conveniently located in the Center for Medical Student Services (CMSS), Financial Services staff are available in-person, by telephone, [online](#) and via [e-mail](#).

Financial Services will help students:

- Navigate the financial aid application process
- Learn how to budget money and develop good spending habits
- Strategically borrow student loans
- Monitor and manage loan debt
- Know what to expect when entering loan repayment
- Understand tuition payment and payment plan options

Contact Financial Services

E-mail: medfinservices@oakland.edu

Phone: (248) 370-3611

OUWB Financial Services Page

www.oakland.edu/medicine/financialservices

Financial Aid Process

FAFSA and Institutional Need-Based Awards

All students eligible to complete a [Free Application for Federal Student Aid \(FAFSA\)](#) are strongly encouraged to do so annually starting on October 1. When possible, students should use the IRS Data Retrieval Tool (IRS DRT) to populate the income tax information requested on the FAFSA. The Federal School Code for Oakland University is **002307**.

Once a FAFSA has been reviewed, an award notification email will be sent to the Oakland University email address for current students.

It is strongly recommended that students observe the following priority deadlines for FAFSA submission to help ensure timely processing of financial aid funds:

- May 1 – M3 & M4
- June 1 – M1 & M2

FAFSA Website

<https://fafsa.gov>

Federal Student Loans

All students who choose to utilize student loans are strongly encouraged to borrow only what is needed and to use the [OUWB Student Loan Planner](#) to assist in aligning borrowing decisions with budgeted needs prior to accepting and applying for loans.

All students awarded Federal Direct Unsubsidized Loan eligibility that choose to borrow, must complete the following steps:

- Accept the loan in [MySAIL](#) (by award year)
- Complete Entrance Counseling through [studentloans.gov](#) (first-time borrowers only)
- Complete a Master Promissory Note (MPN) through [studentloans.gov](#) (first-time borrowers only)

All students awarded Federal Graduate PLUS Loan eligibility that choose to borrow, must complete the following steps:

- Apply for a Graduate PLUS Loan through [studentloans.gov](#) (by award year)

It is strongly recommended that students observe the following priority deadlines for all loan acceptance and application requirements to help ensure timely processing of financial aid funds:

- June 1 – M3 & M4
- July 1 – M1 & M2

OUWB Student Loan Planner

<https://www.oakland.edu/medicine/financial-services/cost-of-attendance>

MySAIL Website

<https://mysail.oakland.edu>

Federal Student Aid Website

<https://studentloans.gov>

Financial Aid Policies and Tuition Payment Information

General Policies and Conditions of Financial Aid

The Policies and Conditions are published to help OUWB medical students understand the policies related to financial assistance and to communicate the operational regulations to which OUWB Financial Services must adhere. Students are responsible for the information contained in the Policies and Conditions for Financial Services.

Billing and Payment Information

Billing and payment information is published to help OUWB students understand policies regarding tuition payment, payment options, and the consequences for late and non-payment.

OUWB Billing and Payment Information Page

<https://www.oakland.edu/medicine/financial-services/billing-and-payment-information/>

Tuition Refund

Students who withdraw from all courses may be entitled to a refund of tuition depending on when the courses are withdrawn.

OUWB Tuition Refund Guidelines

<https://www.oakland.edu/medicine/forms-and-critical-documents/critical-documents/tuition-refund>

Institutional Scholarship Return

Institutional scholarship recipients who withdraw from all courses during a semester may be required to return their scholarship funds depending on when the courses are withdrawn.

Satisfactory Academic Progress (SAP) to Maintain Federal Financial Aid Eligibility

Students must, in accordance with federal regulations, maintain Satisfactory Academic Progress (SAP) toward degree completion in order to maintain federal financial aid eligibility.

OUWB SAP Guidelines

<https://www.oakland.edu/medicine/forms-and-critical-documents/critical-documents/financial-aid>

Student Involvement

Medical School Government (MSG)

The Medical Student Government (MSG) at OUWB serves as the official representative body of the medical students to the OUWB administration, faculty, Beaumont, Oakland University, and the community. MSG strives to investigate, discuss, and act on issues pertinent to the student body. MSG organizes and oversees committees and their work that is pertinent to the students and the institution. MSG also serves as the fund allocation body for OUWB student organizations. Lastly, MSG serves as the communication medium between the student body and institutional partners.

MSG is headed by a President, Vice President, Treasurer and Secretary as elected by their classmates. There will also be representatives from each class (M1 through M4) and committee appointees.

For more information, visit the [MSG Portal](http://ouwb.orgsync.com/msg) on MedSync.

MedSync MSG Portal

<http://ouwb.orgsync.com/msg>

Student Organizations

Participating in one or more of OUWB's 40+ student organizations enhances your academic experience by providing purposeful opportunities for peer networking, interaction with medical staff and faculty, service to others, and involvement in your desired areas of specialization. We also have some fun along the way!

For more information, to view a directory of organizations, or to find out how to establish a new one, visit the [Student Organizations Portal](http://ouwb.orgsync.com/join) on MedSync.

MedSync Student Organizations Portal

<http://ouwb.orgsync.com/join>

MedSync

MedSync is an interactive online tool powered by OrgSync.com that fosters communication, cooperation, and creativity between students organizations and their members. Every OUWB student is a part of MedSync to foster connectivity to events and happenings at OUWB.

For more information, visit the [OUWB MedSync Portal](http://ouwb.orgsync.com).

OUWB Medsync Portal

<http://ouwb.orgsync.com>

COMPASS - Service and Engagement

COMPASS is the Center for Community Engagement at OUWB. COMPASS helps students, faculty, staff, and administration navigate connections with local, regional, national and global communities. Through the process of community engagement, COMPASS establishes partnerships in service and with established organizations.

These collaborative relationships enable OUWB to help meet the needs of the community and the organizations while at the same time assist students in developing core competencies for clinical practice. Through COMPASS, students, faculty, and staff can participate in community service activities, educational opportunities, and curricular-based service-learning.

For more information, visit [COMPASS](#) on the OUWB website by clicking on **COMPASS** from the **Students** and selecting **Service and Engagement Programs** heading.

OUWB COMPASS Page

<https://www.oakland.edu/medicine/service-and-engagement-programs/compass>

Diversity & Inclusion

Everyone should believe that I - I personally - am responsible for a culture that values diversity as a strategy for achieving excellence and culture that embraces everyone in our medical school community.

OUWB values diversity and inclusion in medical education. Our community welcomes and honors all persons and provides equal opportunity in receiving an excellent medical education. We are committed to ensuring that all students of the school have the services and support they need in order to be successful inside and outside of the classroom and hospital.

Diversity & Inclusion of OUWB is committed to fostering an environment of intentional inclusion, which embraces and celebrates the multiple dimensions of diversity, through cultural humility. We are devoted to recruiting, training, promoting and retaining the best individuals to optimally deliver high quality medical care to an increasingly diverse patient population. We facilitate and promote the importance of an inclusive medical community through pipeline programs, student groups, educational programs, community outreach and mentoring.

For more information, visit the [Diversity & Inclusion](#) page by clicking on **Students**, then selecting **Diversity and Inclusion** from the **Service and Engagement Programs** heading.

OUWB Diversity & Inclusion Page

<https://www.oakland.edu/medicine/service-and-engagement-programs/diversity-and-inclusion>

LGBTQIA Resources - Gender & Sexuality Center (GSC)

The Gender and Sexuality Center (GSC) serves all faculty, staff and students regardless of sexual orientation or gender identity. The Gender and Sexuality Center serves Oakland University's LGBTQIA community by providing and fostering a campus environment that promotes inclusion and understanding around issues of gender and sexuality through education, outreach and advocacy for all members of the OU community.

For more information and to find out about upcoming events on-campus, visit the [GSC website](#).

OU Gender & Sexuality Center Page

<https://www.oakland.edu/gsc>

International Students and Scholars Office (ISSO)

The International Students and Scholars Office (ISSO) is committed to building an international campus through service, support and advocacy to nurture global citizenship and multicultural appreciation. The office currently services over 1,100 International Students and over 40 Scholars and 117 dependents from over 60 countries around the world. They provide services to international students and scholars who need:

- Immigration-related advising
- Social and cultural counseling
- Orientation sessions

For more information, visit the [ISSO website](#).

OU ISSO Page

<https://www.oakland.edu/isso>

Health & Well-Being

Health Insurance

All students are required to have health insurance coverage while enrolled in the Oakland University William Beaumont School of Medicine. Your participation in the health insurance plan is mandatory, unless you can provide proof of comparable group coverage (through your parents, spouse, etc.). Individuals wishing to decline the available Priority Health plans must submit a Proof of Health Insurance Form. Failure to comply may result in cancellation of your registration.

Students are offered the following options:

- HMO Core Plan (free of charge to OUWB students)
- HMO Buy-Up plan (higher level benefits, additional cost)
- Spouse and Dependent enrollment (additional cost)
- Long Term Disability Insurance, through Guardian (free of charge to OUWB students)
- Information regarding dental coverage is available on the [OUWB Insurance Page](#)

For more information, visit the [Insurance Page](#) on the OUWB website by going to the **Students** section and then clicking on **Student Health**.

OUWB Insurance Page

<https://www.oakland.edu/medicine/students/student-health>

Graham Health Center (GHC)

The Graham Health Center (GHC) is an outpatient clinic geared to the needs of OU and OUWB students. Nurse practitioners and physician assistants provide care with consultation from two physicians (not affiliated with OUWB). For prompt service, appointments are highly recommended.

The center offers a complete range of primary health care for the prevention and treatment of illness and injury with a focus on health promotion. They provide diagnosis and treatment of acute illnesses, minor injuries, chronic disease care, annual physical exams, woman's health services, smoking cessation, HIV/STI screening, cholesterol screening, immunizations, allergy management, on-site medications and a full range of lab testing. Over the counter products are for sale without an appointment.

The Graham Health Center is conveniently located on the northwest corner of campus. In order to provide privacy, the GHC is not located in the same building as other medical student resources.

The Graham Health Center accepts most insurances and bills insurance companies directly. Students who purchase health insurance through OUWB are covered for the cost of office visits, laboratory testing and diagnostic tests at the Health Center. As the first point of service, deductibles and co-pays are waived for services although a small co-payment applies to medications. Except as permitted or required by law, no health records will be shared with OUWB without the written consent of the student.

For further details, to view their hours of operation or schedule an appointment, visit the [Graham Health Center](#) website.

Ascension Crittenton Hospital¹ is prepared to treat OUWB students for emergency care at night and on weekends and holidays at their emergency room or Urgent Care Center, which is located adjacent to the Emergency Room. Crittenton is located less than two miles from Oakland University, at 1101 W. University Drive. Their phone number is (248) 652-5000.

OU Graham Health Center (GHC) Page
<https://www.oakland.edu/ghc>

Immunizations

All OUWB students must provide proof of and/or obtain immunizations prior to matriculation and must maintain updated immunization records throughout the course of the medical school experience. Records are received by and maintained through the [Oakland University Graham Health Center](#).

For more information, visit the [Immunizations page](#) on the OUWB website by clicking on [Students](#), then [Student Health](#). Students who have questions with regard to specific tests or immunizations should contact [Graham Health Center](#) at (248) 370-2341.

OUWB Immunizations Page
<https://www.oakland.edu/medicine/students/student-health/#tab-3>

Counseling

Oakland University Counseling Center (OUCC)

Students' personal well-being is important to us. Any student can meet individually with the Associate Dean for Student Affairs, Assistant Dean for Student Affairs and Career Development, or the student's PRISM Faculty Mentor to discuss personal matters and for a referral to counseling.

Personal counseling is available at the OU Counseling Center. Licensed psychologists who have no role in the evaluation of students provide services to students and see clients in the Counseling Center to ensure confidentiality for students utilizing the services. The Counseling Center is within walking distance of the medical school, separated from academic and administrative buildings. The Counseling Center shares a building with the Graham Health Center; the private entrance and waiting room service both the Health Center patients and the Counseling Center clients. For hours of operation and to schedule an appointment, [visit their website](#). Strict rules of confidentiality are upheld. All counseling records will be kept separate from academic records.

OU's consulting psychiatrist will be available to students on a weekly basis at the Counseling Center. In addition, the Graham Health Center provides assessment, evaluation and follow-up for psychotropic medications (Monday through Friday from 8am to 5pm).

The first six sessions of counseling are free to OU registered students. The Counseling Center utilizes

¹ Ascension Crittenton Hospital is **not** a teaching site of OUWB.

a short-term therapy model, typically 12 or fewer sessions. If a student is found to be in need of longer term treatment, the student may be referred to community mental health professionals who do not have a role in the academic evaluation or promotion of students. The Counseling Center provides individual and couples counseling in addition to psychodiagnostic testing for ADHD and learning disabilities.

For after-hours psychiatric emergencies, students will be directed to Ascension Crittenton Hospital, in Rochester, MI for appropriate care. Providers at Crittenton Hospital are not affiliated with OUWB. Crittenton's emergency services can be reached at (248) 652-5000.

OU Counseling Center Page

<https://www.oakland.edu/oucc>

School of Education and Human Services (SEHS) Counseling Center

The SEHS Counseling Center is a no-cost service offering personal and career counseling. They are located in 250 Pawley Hall on the campus of Oakland University. The SEHS Counseling Center is a teaching and research facility for the counselor education program at Oakland University. The center enables graduate students to integrate and apply counseling theory with practice, as well as provide supervised professional counseling assistance to persons in need at no cost. For more information, [visit their website](#).

OU SEHS Counseling Center Page

<https://www.oakland.edu/counseling/sehs-cc>

HMSA Campus Assistance Program

The HMSA Campus Assistance Program (CAP) is a confidential, voluntary, free service providing professional counseling and referral services designed to help students with personal, school or family-related problems. CAP can help students identify, resolve, and gain control over personal problems that may be interfering with school and daily life. Services available to students:

- Toll-Free Crisis Line: Available to students 24 hours a day, 7 days a week, 365 days a year. Call 1 (866) 227-3834
- Diagnostic Assessment and Problem Resolution Sessions: 6 face-to-face (or telephonic) short-term problem resolution sessions per issue
- Legal Consultations: One initial 30-minute office or telephonic consultation on an unlimited number of separate legal matters
- Financial Consultations: No cost telephonic consultation on an unlimited number of separate financial issues

Well-Being and Wellness

Oakland University Resources

Recreation Center

All OUWB students are members of the Recreation Center on OU's campus. The Recreation Center offers state of the art fitness equipment, an indoor track, an Olympic size pool with a spa, group fitness classes, intermural and club sports and locker rooms. For more information, please [visit their website](#). **Note:** the Recreation Center is typically shut down the last week of August.

OU Recreation and Well-Being Page
<https://www.oakland.edu/recwell>

OUWB Programs and Resources

PRISM

OUWB recognizes that the path to becoming a physician is enhanced through guidance and mentoring. The PRISM program (**P**romoting **R**eflection and **I**ndividual growth through **S**upport and **M**entoring) provides students with a multi-layered system of support that begins the first day of medical school and continues to graduation with both formal and informal mentoring. Students are paired with a physician mentor and mentoring group for all four years.

For more information, visit the [PRISM page](#) on the OUWB website by going to the **Students** section, selecting **Educational Programs**, and then clicking on **PRISM**. A list of mentors can be found in the Appendix (see [page 65](#)).

OUWB PRISM Page
<https://www.oakland.edu/medicine/educational-programs/prism>

Well-being Coaching

The OUWB Student Affairs staff provides well-being coaching through a motivational counseling model to all medical students throughout their four years of medical school. Our wellness model is comprised of eight spokes of focus: physical, social, spiritual, intellectual, occupational, emotional, financial, and environmental wellness. Upon entry, all M1 students are assigned to a well-being coach and asked to complete a basic wellness self-assessment. With guidance from their coach, each student creates a well-being plan with short- and long-term goals that can be reviewed and adjusted at any time.

Students are referred to the appropriate resources to help them with their goals or for any specific support that is identified throughout the four years of medical school.

Emergencies

Oakland University Police Department (OUPD)

OU prides itself in promoting safety across campus. The Oakland University Police Department (OUPD) patrols the campus and there are a variety of safety measures in place to promote safe conditions for students, faculty and staff:

Emergency Phones / Blue Lights

Throughout the campus of OU, emergency phones with bright blue lights on top of them are available to use in an emergency. In the case of a threat or other emergency, locate the nearest blue light emergency phone and OUPD will respond.

Police Escorts

If an individual is not comfortable walking to their car alone, they can call and request a student cadet escort to accompany them to their vehicle. To utilize the police escort service, call (248) 370-3331.

Contacting OUPD

There are a variety of ways to contact OUPD for assistance. Dial 911 any time there is an emergency situation. Dialing 911 from a campus phone will connect the person calling to OUPD emergency services, and dialing 911 from cell phones will connect to the local police emergency services. To expedite service in the case of an on campus emergency, call 911 from a campus phone; if using a cell phone on campus, call (248) 370-3333.

For all non-emergencies, call (248) 370-3331 to reach OUPD or simply dial 3331 from a campus phone. OUPD can also be reached by e-mail at info@oupolice.com.

Text Message Alert System

Oakland University Police Department (OUPD) manages an emergency alert system that contacts the OU community members through a text message alert system. Students are encouraged to sign-up for the alert system on the [OUPD website](#). In the event of a campus emergency, individuals will be notified via text message immediately.

OUPD Website
<https://oupolice.com>

Beaumont

In the event of an emergency at Beaumont, students are directed to call (248) 898-0911 or extension 80911.

School Closings and Inclement Weather

School Closings

To find out if campus has been closed, visit the [OU website](#), call (248) 370-2000, or sign up for the Text Message Alert System ([page 36](#)).

OU Website

<https://www.oakland.edu>

Inclement Weather

OUWB conforms to the OU policy on emergency school closings and inclement weather.² Students, faculty and staff should pay particular attention to public announcements (radio and television), which will attempt to clearly differentiate (when appropriate) between the School of Medicine and other parts of the University. OU may close for a specified period of time in the event of inclement weather. However, since faculty, staff and students may provide health care services, they may need to work in an inclement weather situation.

If ever the procedure to be followed cannot be communicated by a public announcement, the School of Medicine will activate its own internal network. Note this rule of thumb:

- If opening the University is delayed, first-year and second-year classes - both on-campus and off-campus - will be canceled until the announced opening time. At that point, the remaining academic schedule for the day will be followed at the normally designated locations and times.
- If the University is closed, first-year and second-year classes will be canceled.
- Your safety is of the utmost importance. We ask that you use your judgment regarding travel.

² All students are encouraged to become familiar with the Oakland University Emergency Preparedness Website, Policies and Procedures. See: <https://oupolice.com/em>.

Oakland University Resources

Campus Life

Oakland University Directions

Oakland University is located in southeastern Michigan between Flint and Detroit. The 1,441-acre campus actually extends into two cities, Auburn Hills and Rochester Hills, between Adams Road and Squirrel Road, just south of Walton Boulevard.

For directions to campus from local freeways and highways, visit the [OU website](#).

Directions to OU

<https://www.oakland.edu/about/map/directions>

Building Access

- O'Dowd Hall (ODH): ODH is open to OUWB students daily from 6am until 11pm. The building is closed on campus holidays, which will be communicated in advance via e-mail. Students may gain access to the building when it is locked (e.g. over a holiday weekend) by using the card reader located outside the second floor doors at the southwest corner (by the Center for Medical Student Services (CMSS)). Students are not permitted to be in the building between 11pm and 6am.
- Hannah Hall/Anatomy Lab: Students have 24/7 card access and must enter Hannah Hall using the card reader at the west end of the building.
- Kresge Library: Open 24/7 and available for late night study. Note that the library does close for some national holidays. Visit their website for more information.

OU Libraries Hours of Operation

<https://library.oakland.edu/building/hours.php>

Housing

OUWB students looking for housing either on or off-campus may visit the [Housing page](#) on the OUWB website by going to the **Students** section, selecting **Students** and then clicking on **Housing**.

OUWB Housing Page

<https://www.oakland.edu/medicine/students/housing>

Parking

All parking on OU's campus is free to students, faculty, staff and visitors. The closest parking lots to O'Dowd Hall are P2, P16, and P17. Refer to the [campus map](#) to view available parking.

OU Campus Map
<http://www.oakland.edu/map>

Transportation

An on-campus shuttle system, the Bear Bus, is available for students. [Visit their website](#) to find out the hours of operation and a listing of routes.

Information about carpooling and public transportation is available on the [Commuter Connection page](#) on the OU website.

Many students who live near campus elect to ride bicycles. OU features a Bike Loan program, allowing students to checkout bikes on a per-semester basis. Students are selected by lottery. Visit the [OU Bike Loan program website](#) for more information. Note that students are **not** permitted to bring bicycles into the Student Lounge in O'Dowd Hall. Bicycle racks are available throughout campus for student use.

Numerous bike trails are open to the public in Rochester and the surrounding communities. To find one near you, visit the [TrailLink website](#).

OU Bear Bus Page
<https://www.oakland.edu/bearbus>

OU Commuter Connection Page
<https://www.oakland.edu/osi/commuterconnection>

OU Bike Loan Program Page
<https://www.oakland.edu/recwell/bike>

TrailLink Website
<https://www.traillink.com/city/rochester-mi-trails>
Note: TrailLink is **not** associated with Oakland University or OUWB.

OU ID Cards (GrizzCards)

All students are required to obtain an OU ID card (GrizzCard). This will be completed during orientation week at the ID Card Office, in the Oakland Center. The GrizzCard will provide access to the Student Lounge, Recreation Center, and printing and copying services. Additionally, if students chose a campus meal plan they will use their GrizzCard to purchase meals at Vandenberg Cafeteria or in the Pioneer Food Court. Students can also add cash to the GrizzCard for use at any campus food, retail or printing location.

Medical Library

The Medical Library provides the OUWB learning community with the spaces, resources, services and instruction that enable students to achieve the information mastery necessary for excellence in patient care, teaching and research.

The Medical Library is housed within Kresge Library on OU's campus. Within the library is the Medical Library Study Room, which can accommodate up to 50 students. The space is designed so that students can work collaboratively or independently. Students can access wireless internet, white boards and print copies of their textbooks for all of their study needs. In addition, a number of individual study rooms have been set aside for OUWB. Students have badge access to these rooms.

Kresge Library is open 24/7 and is the school's designated late-hours study space. The Medical Library's collection is primarily electronic and includes thousands of online journals, books, and databases. For access, visit the [Medical Library website](http://medlib.oakland.edu).

For information on the Beaumont Royal Oak Medical Library, please see [page 49](#).

Medical Library Website
<http://medlib.oakland.edu>

Student Lounge

The Student Lounge, located in O'Dowd Hall, is designed to be a public communal space for students to gather, relax, and unwind. It features two kitchens, a billiard table, a grand piano, a crafting corner, video games, and ample seating. In addition, printers are available for student use. **Students are responsible for maintaining the shared space**, ensuring it is clean, tidy, and ready for others to use.

Lockers

Lockers are available to M1 and M2 students and are located in the Student Lounge in O'Dowd Hall on the Oakland University campus. M1 students will be assigned their lockers during Orientation week and M2 students will receive an e-mail prior to the start of classes.

M3 and M4 students are provided lockers at Beaumont Hospital's Royal Oak campus. The Medical Education department manages them and will reach out to M3 students before the start of clerkships to distribute more information.

Study Spaces

Study rooms are available in O'Dowd Hall, as well as the Medical Student Library. All rooms are accessible **exclusively** to OUWB medical students using their GrizzID cards. In order to ensure fair use of these spaces, please follow the guidelines below:

- Rooms are available on a first-come, first-serve basis.
- Rooms may only be used for class study, formal tutoring, group meeting, or club meeting.
- Rooms must be left clean: garbage tossed, chairs pushed-in, white board cleaned.
- Students must remove all personal belongings when they leave.

Printing and Photocopying

Black and white printing is available to OUWB students in both the Student Lounge as well as the

Medical Library at no charge. Color printing is available at the [WEPA printing stations](#) located throughout campus.

Photocopiers are available to all OU students in the Kresge Library at a cost of 10 cents per page. Scanners are available to OUWB students in the Student Lounge as well as the Medical Library.

WEPA Printing Station Information

<https://www.oakland.edu/grizzcard/Print-Stations>

Campus Safety

Notice of Annual Campus Safety & Security and Fire Safety Report Availability

OU's Annual [Campus Safety & Security and Fire Safety Report](#) is available online. You may request a paper copy from the OUPD, 10 Police and Support Services Building; University Human Resources, 413 Wilson Hall; Academic Human Resources, 517 Wilson Hall; and the Office of the Dean of Students, 144 Oakland Center.

This report is required by federal law and contains policy statements and crime statistics for OU. The policy statements address OU's policies, procedures and programs concerning safety and security and include topics such as: crime prevention, fire safety, university police law enforcement authority, crime reporting policies, disciplinary procedures and other matters of importance related to security and safety on campus. The report also contains crime statistics for the three previous calendar years for certain types of crimes that were reported to have occurred on campus, in or on off-campus buildings or property owned or controlled by OU and on public property within or immediately adjacent to the campus. If ever the procedure to be followed cannot be communicated by a public announcement, OUWB will activate its own internal network.

OUPD Security & Fire Safety Report

<https://oupolice.com/clery/statement>

Infectious and Environmental Hazards Exposure

Every student is taught prevention methods consistent with The Occupational Safety and Health Administration (OSHA) and MIOSHA (Michigan) Standards for Healthcare Workers. These protocols are integrated into coursework and workshops throughout the four years of medical education. The focus of prevention training is on universal precautions.

Oakland Center Construction Updates

The Oakland Center (OC) will be under construction throughout the Fall 2018 semester. During this time, limited entrances will remain open to the building. The [Oakland Center Page](#) features updates about the progress of the construction.

Oakland Center Page

<https://www.oakland.edu/oc>

Oakland University / OUWB Resources

Dining On-Campus & Meal Plans

OU features vast and varied dining selections. Fast food outlets, deli, snack bars, baked goods, made-to-order salads and meals, coffee shops, and cafeteria-style dining can all be found right on campus. Residents of the student apartments, as well as students who do not live in the residence halls, may purchase a voluntary meal plan.

For more information about dining on-campus and the voluntary meal plans, visit the [Dining page](#) on the OU website.

OU Dining Page

<https://www.oakland.edu/housing/dining>

Student Discounts

Many local businesses offer Oakland University discounts. For more information, visit the [OU website](#).

OU Local Discounts Page

<https://www.oakland.edu/grizzcard/local-ou-discounts>

Notary Services

OUWB offers complementary notary services to students. M3/M4 students who require a notary public to witness a document may contact the **Student Affairs Coordinator** or the **Receptionist & Office Assistant**.

Beaumont Resources

Directions

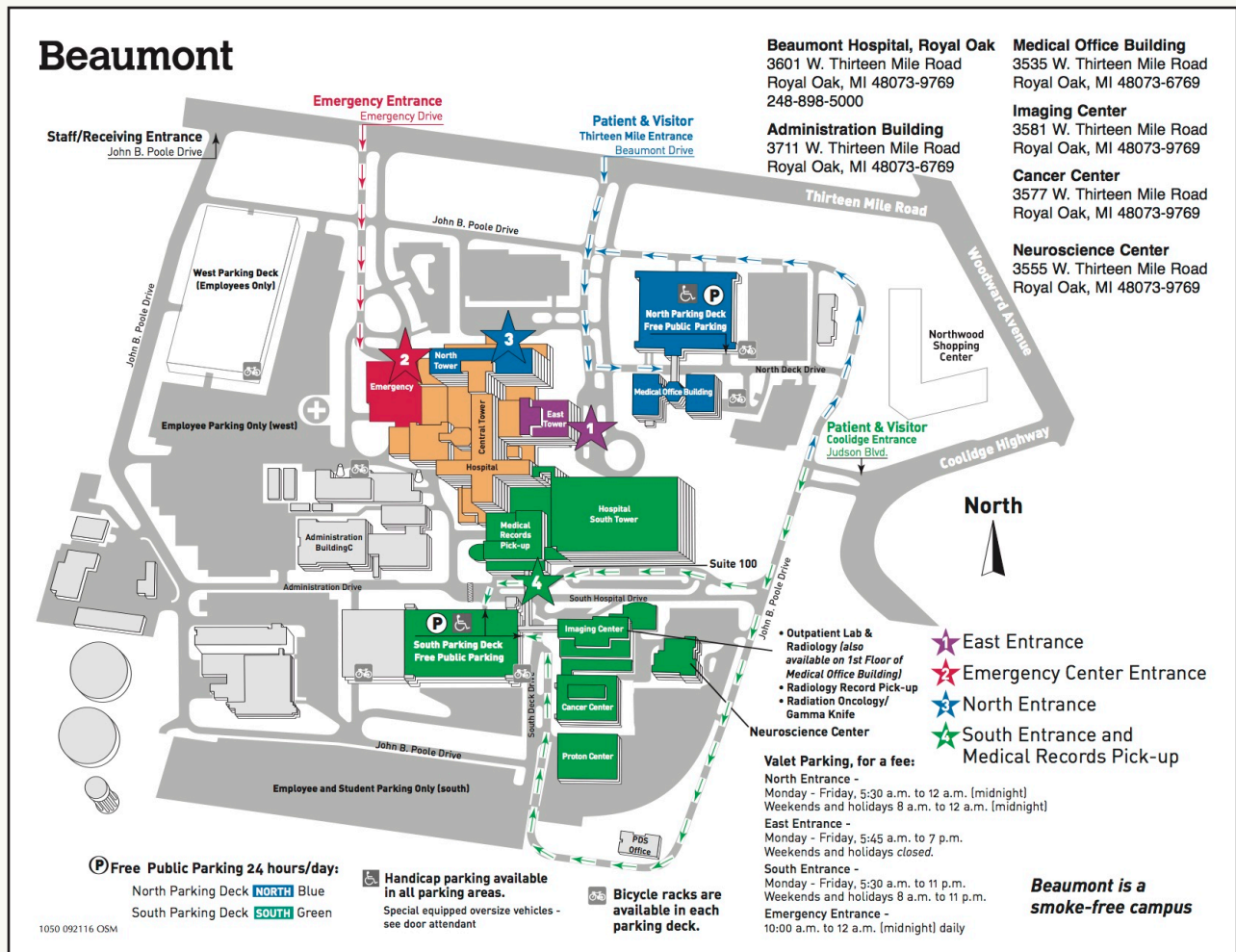
Directions to all of Beaumont's campuses can be found [on their website](#). Following are maps of the Royal Oak, Troy, and Grosse Pointe campuses of Beaumont Health. Parking noted for patients/visitors is **not** permitted by OUWB students. Students are to park in the West flat lot, West deck, or open South lot only.

Beaumont Locations Page

<https://www.beaumont.org/locations-search>

Maps

Beaumont Hospital - Royal Oak



Beaumont Hospital - Troy

Beaumont Hospital – Troy

44201 Dequindre Rd.
Troy, MI 48085
248-964-5000

Area C Suites

44199 Dequindre Rd.
Troy, MI 48085

Physician Office Building and Cancer Center

44344 Dequindre Rd.
Sterling Heights, MI 48314

Radiation Oncology

44378 Dequindre Rd.
Sterling Heights, MI 48314

Family Medicine Center/ Outpatient Services Center

44250 Dequindre Rd.
Sterling Heights, MI 48314

Rehabilitation and Dialysis Center

44300 Dequindre Rd.
Sterling Heights, MI 48314

Health and Wellness Center

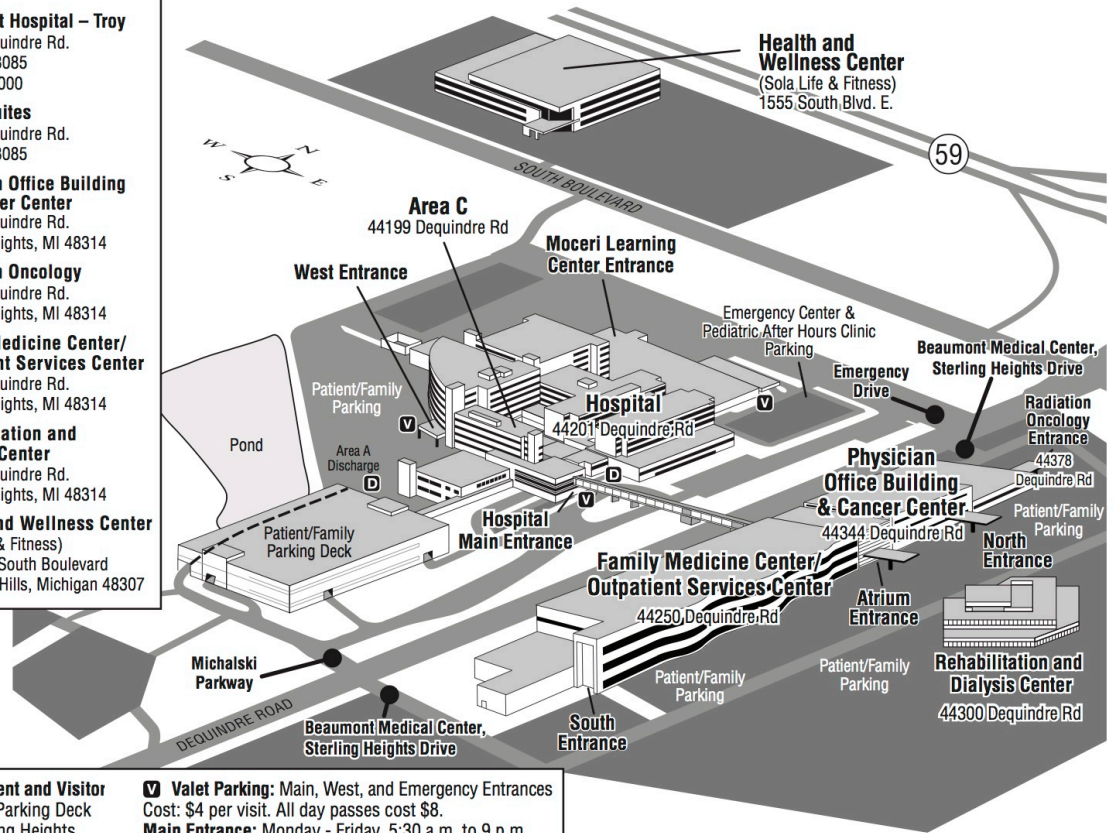
(Sola Life & Fitness)
1555 East South Boulevard
Rochester Hills, Michigan 48307

Free Patient and Visitor Parking: Parking Deck and Sterling Heights Campus Lot

D Patient Discharge Door

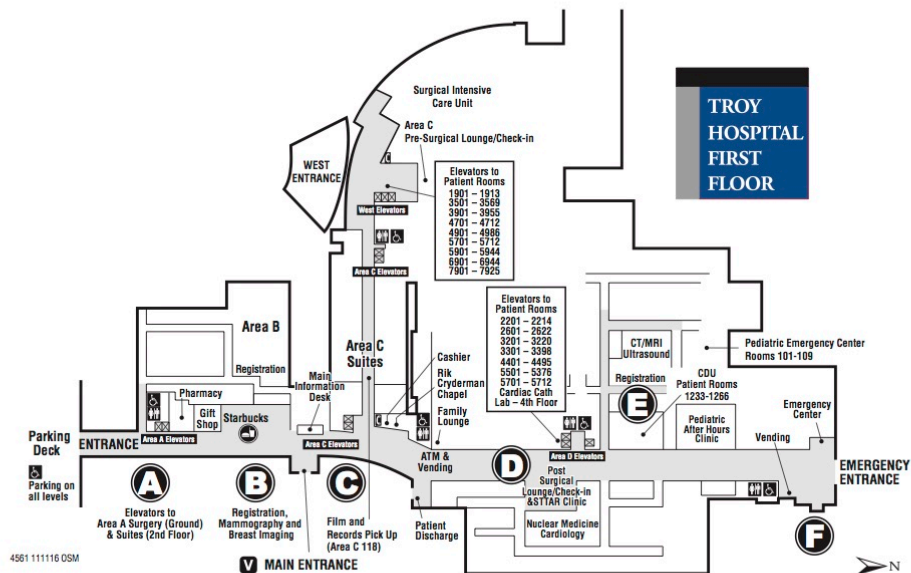
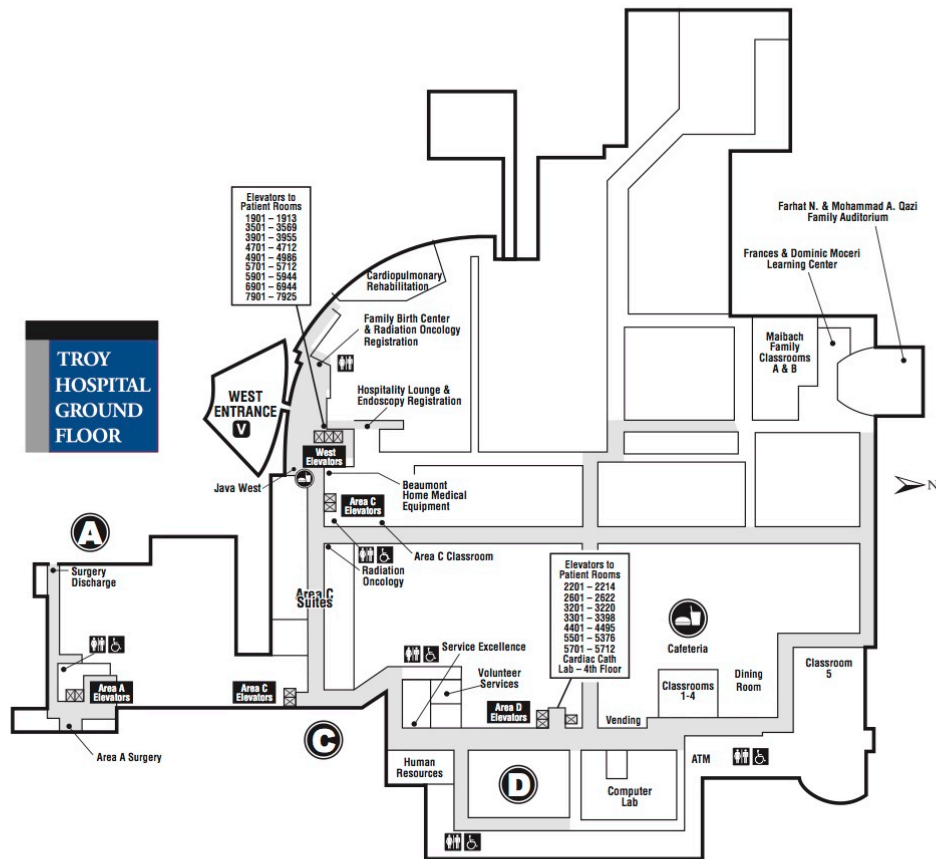
4561 111116 DSM

V Valet Parking: Main, West, and Emergency Entrances
Cost: \$4 per visit. All day passes cost \$8.
Main Entrance: Monday - Friday, 5:30 a.m. to 9 p.m.
Weekends & holidays, 8 a.m. to 9 p.m.
West Entrance: Monday - Friday, 6 a.m. to 4 p.m.
Weekends & holidays, Closed.



Beaumont

Beaumont Hospital - Troy Interior



4561 111116 OSM

Beaumont Hospital - Grosse Pointe

Beaumont

468 Cadieux Road
Grosse Pointe, MI 48230
313-473-1000

Valet hours:

Monday - Friday 7:00 am - 8:00 pm
Saturday & Sunday 9:00 am - 5:00 pm

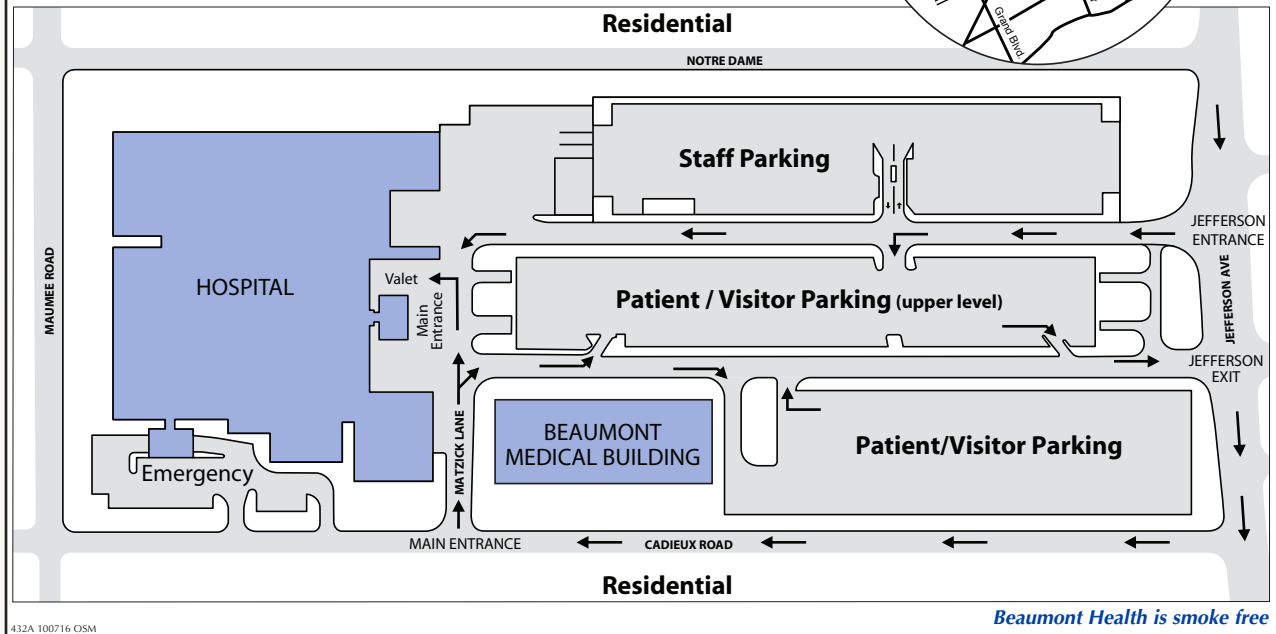
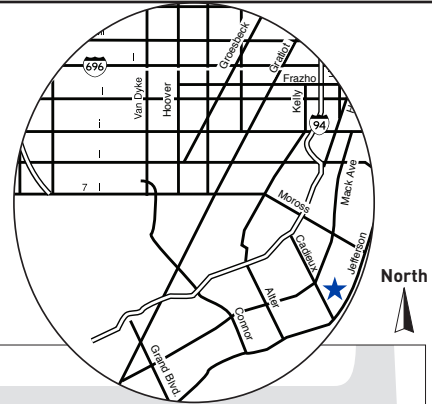
Driving Directions:

From I-94, exit at Cadieux Road, drive south four miles. Enter main entrance off Cadieux from Matzick Lane.

From Jefferson Avenue, turn directly into the Jefferson entrance following visitor and patient parking signage.

From the Tunnel, take I-75 North to I-94 East to Cadieux. Go south on Cadieux Road four miles. Enter main entrance off Cadieux from Matzick Lane.

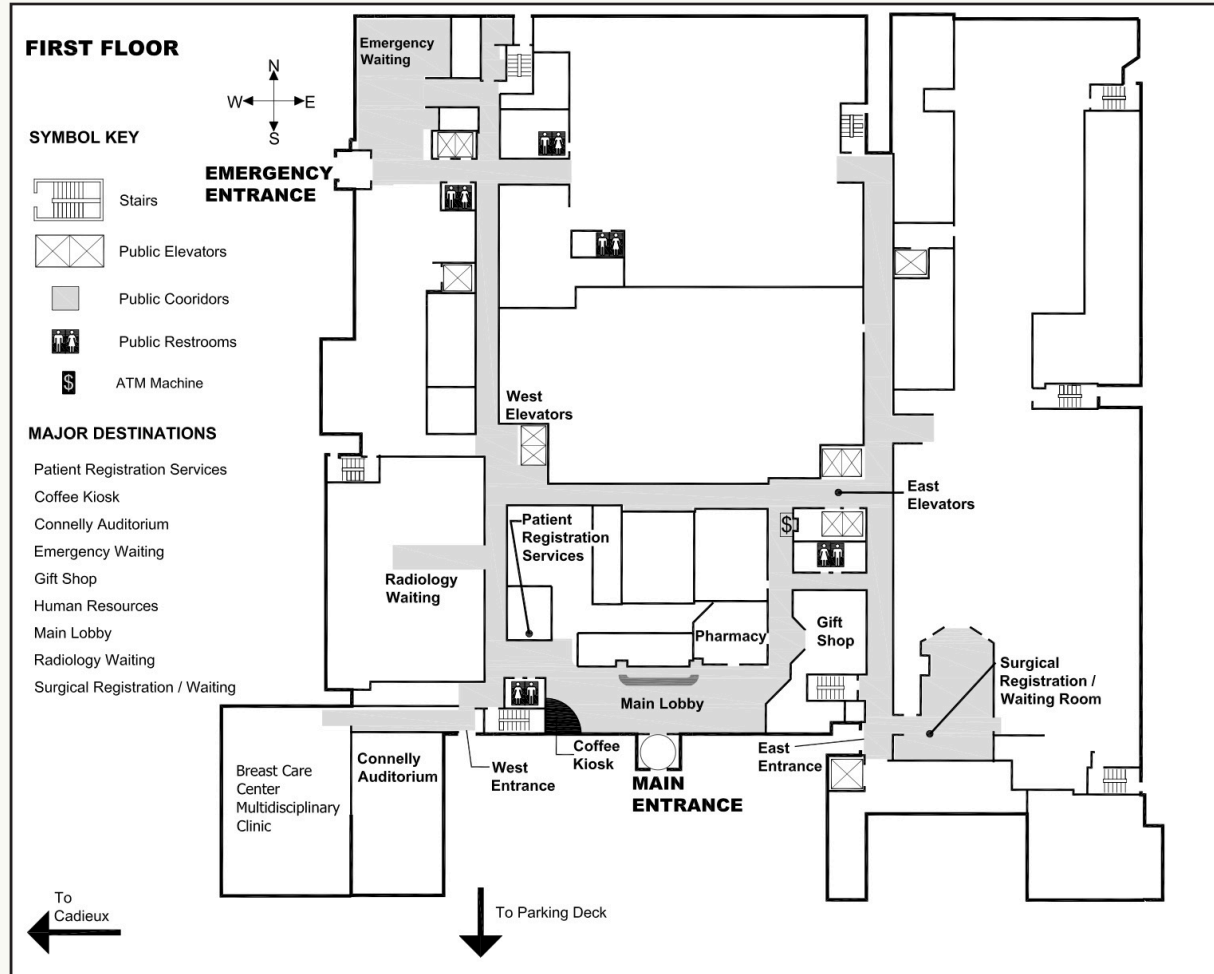
From Metropolitan Airport, take I-94 East to Cadieux. Go south on Cadieux Road for four miles. Enter main entrance off Cadieux from Matzick Lane.



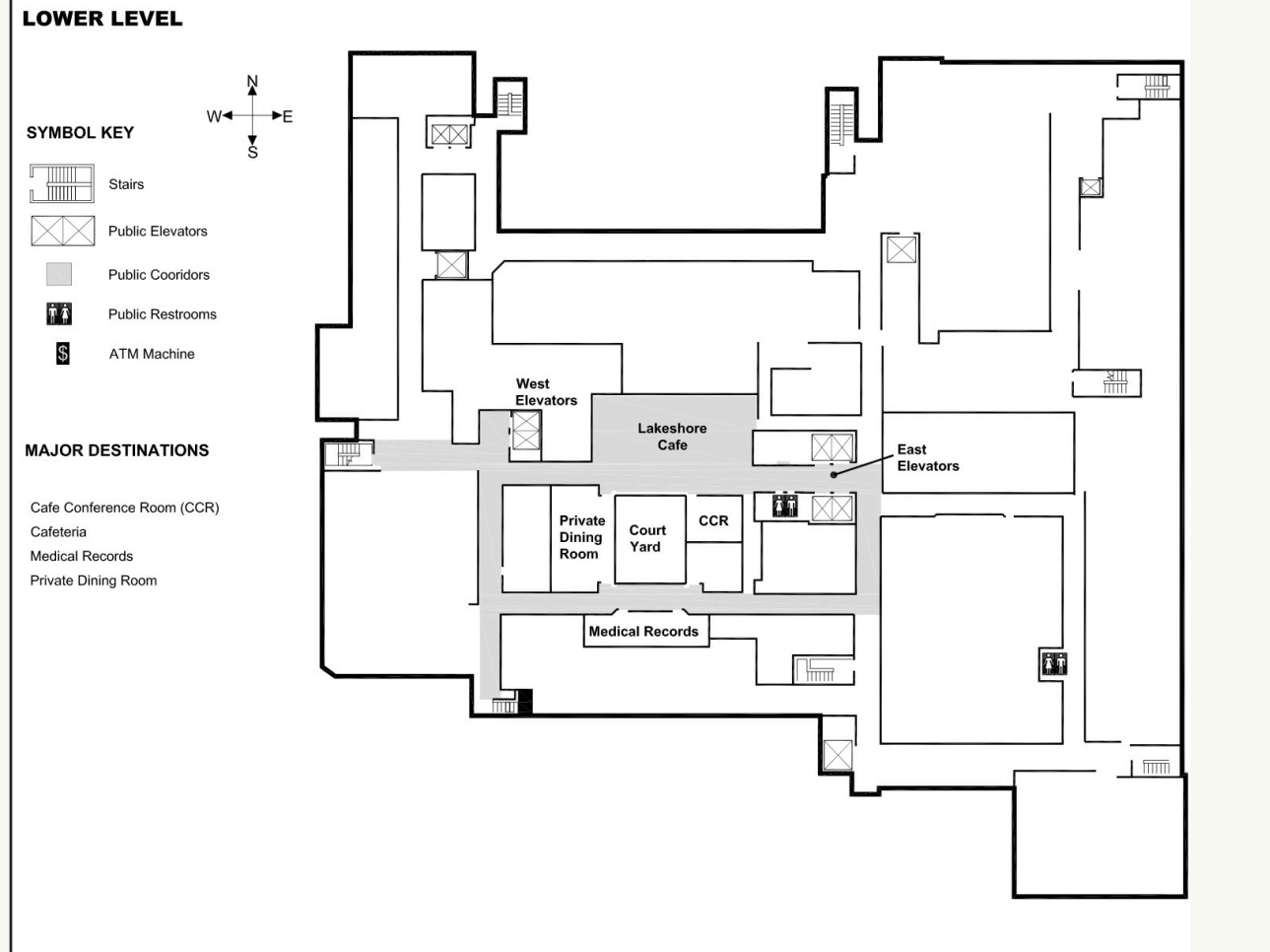
432A 100716 OSM

Beaumont Health is smoke free

Beaumont Hospital - Grosse Pointe Interior (First Floor)



Beaumont Hospital - Grosse Pointe Interior (Lower Level)



Transitioning to the M3 Year

In January of the M2 year, the **Associate Dean for Undergraduate Clinical Education** provides an informational session reviewing the process for scheduling the M3 clinical rotations, as well as preparation for the M3 clinical clerkships.

Beaumont Hospital - Royal Oak Locations of Interest

Student Lounge & Lockers

- The OUWB Student Lounge is located in the Administration Building East, 1st floor. The lounge houses kitchen facilities, desktop PCs, tables and chairs. Student lockers are located in the lower level of the Administration Building West.

Study Spaces

The Royal Oak Medical Library is available for students to access 24 hours per day. The library, which serves the Royal Oak, Troy, and Grosse Pointe sites, is located in the 1st floor, Central Tower. There is also a dedicated OUWB student study space in the 3rd floor, East Tower. The space includes 31 study carrels.

Student Affairs Office: Beaumont Royal Oak

The Student Affairs office is used for student appointments and is located on the 3rd floor of the Administrative Building West, in the Medical Education Suite.

Video Directions to the Student Affairs Office

<https://youtu.be/BljwD8A8G8w>

Faculty and Administrative Offices

OUWB faculty and administration meet with students in offices located on the first floor of the Administration Building. This suite of offices is located down the hall from the Beaumont Hospital Royal Oak student lounge.

Community Resources

Oakland University is located in southeastern Michigan between Flint and Detroit. The 1,441-acre campus actually extends into two cities, Auburn Hills and Rochester Hills, between Adams Road and Squirrel Road, just south of Walton Boulevard. Within the area, OUWB medical students have access to a variety of services to meet their spiritual, cultural, physical, and recreational needs.

During the M3 year, students will transition to the Beaumont Hospital Royal Oak campus, situated at Woodward and 13 Mile Road. Royal Oak and neighboring Ferndale are also home to plentiful venues to enhance your stay.

Local Community (OU Website)

<https://www.oakland.edu/about/community>

Information about local arts and music, attractions, recreation, and accommodations.

Auburn Hills Website

<http://www.auburnhills.org>

Rochester Website

<http://www.ci.rochester.mi.us>

Rochester Hills Website

<http://www.rochesterhills.org>

Royal Oak Website

<https://www.romi.gov>

Pure Michigan

Discover all your local communities have to offer:

Auburn Hills

<https://www.michigan.org/city/auburn-hills>

Ferndale

<https://www.michigan.org/city/ferndale>

Rochester

<https://www.michigan.org/city/rochester>

Rochester Hills

<https://www.michigan.org/city/rochester-hills>

Royal Oak

<https://www.michigan.org/city/royal-oak>

Events

Orientation Week

Every August, OUWB hosts Orientation Week to welcome a new class of medical students to campus. During this first week of classes, students also have the opportunity to engage in co-curricular events and activities that engage them with the larger OUWB community of students, faculty and staff. The week culminates with the White Coat Ceremony, where they receive their stethoscopes and white coats, and recite the Oath of Geneva to mark the formal start of their medical education.

White Coat Ceremony

OUWB medical students participate in the traditional White Coat Ceremony, during which they receive their first physician's lab coat. This celebration marks the beginning of their medical education. During the ceremony, students recite the Declaration of Geneva, which is the pledge that medical professionals take to signify their responsibility to the field of medicine.

Medical Education Week

Medical Education Week highlights innovative research and advancements in medical education at OUWB. Its purpose is to honor faculty members who contribute to the improvement of medical education. In addition, it brings together prominent speakers in the medical education field to share their expertise.

EMBARC Colloquium

Event during which OUWB students share the journey, as well as the results, of their research projects through poster presentations. In many cases, the research they chose as first-year medical students helped shape their decisions about their medical careers.

Match Day

Match Day is a national event that occurs annually in March for graduating medical students who find out where they will be fulfilling their residency requirements. In celebration of this milestone event of the medical journey, students, their PRISM mentors, and families are invited to a reception to share in the anticipation of discovering their residency match.

Honors Convocation

The Honors Convocation ceremony recognizes graduating OUWB medical students with performance awards of excellence in academics, as well as awards for prestigious medical honor societies.

Commencement

Commencement is the grand ceremony during which OUWB students receive their M.D. degrees and are hooded by their PRISM mentors (and in some cases, family members).

Honor Societies

Alpha Omega Alpha (AOA)

Each year, the top quartile of the graduating class is nominated to apply to the Alpha Omega Alpha Honor Medical Society (AOA). A special committee reviews each candidate's application and grades before they vote to determine which students will be part of the customary 16% for induction into this prestigious society. The AOA designation confers recognition for a physician's dedication to the profession and art of healing. Students are inducted to the medical honor society with a formal ceremony in the presence of their families and OUWB faculty to signify the importance of this lifelong honor.

Gold Humanism Honor Society (GHHS)

The Gold Humanism Honor Society (GHHS) is a national society that recognizes senior medical students, residents, and faculty who are exemplars of compassionate patient care and who serve as role models of humanism, leadership, and service. OUWB GHHS inductees are peer nominated in their third year of medical school (or second year of residency). They then submit a personal statement and letter of support to be evaluated by a committee of current GHHS members. New members are inducted at the annual "Evening of Humanism" event at OUWB and are also recognized at the **Honors Convocation** ceremony.

Appendix

Acronyms & Abbreviations, Software, & M1/M2 Course List

Curriculum-Related Acronyms, Abbreviations, & Terminology

- AFCP 1 & 2—**A**natomical **F**oundations of **C**linical **P**ractice
- APM—**A**rt & **P**ractice of **M**edicine
- BFCP 1 & 2—**B**iomedical **F**oundations of **C**linical **P**ractice
- EBM—(Integrative) **E**vidence **B**ased **M**edicine
- MHCB—**M**edical **H**umanities & **C**linical **B**ioethics
- NBME—**N**ational **B**oard of **M**edical **E**xaminers
- OSCE—**O**bjective **S**tructured **C**linical **E**xam
- PMH—**P**romotion & **M**aintenance of **H**ealth
- PRISM—**P**romoting **R**eflection & **I**ndividual growth through **S**upport & **M**entoring
- TBL—**T**eam **B**ased **L**earning
- USMLE—**U**nited **S**tates **M**edical **L**icensing **E**xamination (Step 1, Step 2 CK/CS, Step 3)

Other Acronyms, Abbreviations, & Terminology

- AST—**A**cademic **S**uccess **T**eam
- BHS—**B**eaumont **H**ealth **S**ystem
- CMSS—**C**enter for **M**edical **S**tudent **S**ervices (Located in O'Dowd Hall 2nd floor)
- COMPASS—**C**enter for **C**ommunity **E**ngagement
- CSC—**C**linical **S**kills **C**enter (Located at Beaumont-Troy)
- HHB—**H**uman **H**ealth **B**uilding (Located off the P1 parking lot on Meadowbrook Rd.)
- HH/HHS—**H**annah **H**all of **S**cience (Located on Meadowbrook Rd. across from the police dept.)
- OC—**O**akland **C**enter (Located across the courtyard from O'Dowd)
- ODH—**O**'**D**owd **H**all
- PFF—**P**rofessionalism **F**eedback **F**orm (may be either exemplary or corrective)
- SPRC—**S**tudent **P**erformance **R**evue **C**ommittee

Commonly-Used Software in the Curriculum

- CITI (www.citiprogram.org)
 - Compliance training for human subject research certification
- DxR (oakland.dxrclinician.com)
 - Patient simulator software
- Empower (somsis.oakland.edu)
 - Grades
 - Attendance
- EPIC
 - The electronic medical record at Beaumont for patient records
- ExamSoft
 - Computer-based exam delivery software for professor-written exams

- Google (webmail.oakland.edu)
 - Mail
 - Class calendar
 - Shared drive for large files
- Moodle (moodle.oakland.edu)
 - Learning management system
 - Course handouts
 - Course lectures (PowerPoint files, Panopto recordings, other course documents)
- OASIS (oasis.oakland.edu)
 - Course evaluation surveys
 - Faculty evaluation surveys
 - Patient/task log
 - Team Based Learning (TBL) peer evaluations
 - Clerkship and elective lottery/scheduling
 - Grades during clerkships, sub-internships, and electives
- Panopto (Access at moodle.oakland.edu)
 - Lecture capture system records lectures
 - Archived on Moodle
- Smartsheet (Embark) (<https://www.smartsheet.com>)
 - Tracking educational modules
 - Project status tracking
- YouSeeU (<https://www.youseeu.com/>)
 - Video reflection recording software

Software Used by Student Affairs

- e-Space (espace.oakland.edu)
 - Academic Success Online Toolkit
- MedSync (orgsync.com/home/603)
 - Online platform used to connect students to student organizations, events, and other resources within the OUWB community

4-Year M.D. Course List

M1 Courses

- Anatomical Foundations of Clinical Practice (AFCP) 1 & 2
- Art & Practice of Medicine (APM) 1 & 2
- Biomedical Foundations of Clinical Practice (BFCP) 1 & 2
- Cardiovascular (Cardio)
- Embark 1: Research Design and Project Management (Fall)
- Embark 2: Research Proposal Development and Compliance Training (Winter)
- Hematology and Lymphoid (Heme/Lymph)
- Medical Humanities & Clinical Bioethics (MHCB) 1 & 2
- Neuroscience 1 (Neuro 1)
- Promoting Reflection & Individual growth through Support & Mentoring (PRISM) 1 & 2
- Promotion and Maintenance of Health (PMH) 1 & 2
- Respiratory

M2 Courses

- Art & Practice of Medicine (APM) 3, 4, & 5
- Behavioral Science
- Diagnostic Medicine 1
- Embark 3: Techniques in Research Communication (Fall)
- Embark 4: Techniques in Effective Scholarly Presentation & Focused Research (Winter)
- Embark 5: Research Colloquium (Winter)
- Endocrinology (Endo)
- Gastroenterology & Hepatology (GI)
- Integrative Evidence Based Medicine (EBM)
- Male & Female Reproductive (Repro)
- Medical Humanities & Clinical Bioethics (MHCB) 3 & 4
- Musculoskeletal, Connective Tissue, & Skin (MSK)
- Neuroscience 2 (Neuro 2)
- Promoting Reflection & Individual growth through Support & Mentoring (PRISM) 3 & 4
- Promotion and Maintenance of Health (PMH) 3 & 4
- Psychopathology
- Renal & Urinary (Renal)
- USMLE Review

M3 Courses

- Clerkships
 - Family Medicine
 - Internal Medicine
 - Neurology
 - Obstetrics and Gynecology
 - Ophthalmology
 - Pediatrics
 - Psychiatry
 - Surgery
- Embark 6: Directed Capstone Research (Fall)
- Embark 7: Directed Capstone Research (Winter)
- Embark 8: Focused Research (Clerkship Fall or Winter)
- Interdisciplinary Studies 1 & 2
- Medical Humanities and Clinical Bioethics 5 & 6
- Promoting Reflection & Individual growth through Support & Mentoring (PRISM) 5 & 6

M4 Courses

- Clerkships
 - Anesthesiology and Pain Medicine
 - Diagnostic Medicine 2
 - Emergency Medicine
- Embark 9: Directed Capstone Research (Fall)
- Embark 10: Directed Capstone Research (Winter)
- Promoting Reflection & Individual growth through Support & Mentoring (PRISM) 7 & 8
- Sub-Internship (Emergency Medicine, Family Medicine, Internal Medicine, Pediatrics or Surgery)
- Electives to complete the Program of Study

See the [OUWB Course Description Catalog](#) on the OUWB website by going to the **Students** section, clicking on **Records and Registration**.

OUWB Course Description Catalog

<https://www.oakland.edu/medicine/students/records-and-registration/>

Core Competencies

Patient Care (PC 1.0)

Graduates are expected to provide patient-centered care that is compassionate, appropriate, and effective for the treatment of health problems and the promotion of health.

- PC 1.1 Perform all medical, diagnostic, and surgical procedures considered essential for the area of practice.
- PC 1.2 Gather essential and accurate information about patients and their conditions through history-taking, physical examination, and the use of laboratory data, imaging, and other tests.
- PC 1.3 Organize and prioritize responsibilities to provide care that is safe, effective, and efficient.
- PC 1.4 Interpret laboratory data, imaging studies, and other tests required for the area of practice.
- PC 1.5 Make informed decisions about diagnostic and therapeutic interventions based on patient information and preferences, up-to-date scientific evidence, and clinical judgment.
- PC 1.6 Develop and carry out patient management plans.
- PC 1.7 Counsel and educate patients and their families to empower them to participate in their care and enable shared decision-making.
- PC 1.8 Provide appropriate referral of patients including ensuring continuity of care throughout transitions between providers or settings, and following up on patient progress and outcome.
- PC 1.9 Provide health care services to patients, families, and communities aimed at preventing health problems or maintaining health.
- PC 1.10 Provide appropriate role modeling.
- PC 1.11 Perform supervisory responsibilities commensurate with one's roles, abilities, and qualifications.

Knowledge for Practice (K 2.0)

Graduates are expected to demonstrate knowledge of established and evolving biomedical, clinical, epidemiological and social-behavioral sciences, as well as the application of this knowledge to patient care.

- K 2.1 Demonstrate an investigatory and analytic approach to clinical situations.
- K 2.2 Apply established and emerging bio-physical scientific principles fundamental to health care for patients and populations.
- K 2.3 Apply established and emerging principles of clinical sciences to diagnostic and therapeutic decision-making, clinical problem-solving, and other aspects of evidence-based health care.
- K 2.4 Apply principles of epidemiological sciences to the identification of health problems, risk factors, treatment strategies, resources, and disease prevention/health promotion efforts for patients and populations.
- K 2.5 Apply principles of social-behavioral sciences to provision of patient care, including assessment of the impact of psychosocial and cultural influences on health, disease, care seeking, care compliance, and barriers to and attitudes toward care.

- K 2.6 Contribute to the creation, dissemination, application, and translation of new health care knowledge and practices.

Practice-Based Learning and Improvement (PL 3.0)

Graduates are expected to demonstrate the ability to investigate and evaluate one's care of patients, to appraise and assimilate scientific evidence, and to continuously improve patient care based on constant self-evaluation and life-long learning.

- PL 3.1 Identify strengths, deficiencies, and limits in one's knowledge and expertise.
- PL 3.2 Set learning and improvement goals.
- PL 3.3 Identify and perform learning activities that address one's gaps in knowledge, skills, and/or attitudes.
- PL 3.4 Systematically analyze practice using quality improvement methods, and implement changes with the goal of practice improvement.
- PL 3.5 Incorporate feedback into daily practice.
- PL 3.6 Locate, appraise, and assimilate evidence from scientific studies related to patients' health problems.
- PL 3.7 Use information technology to optimize learning.
- PL 3.8 Participate in the education of patients, families, students, trainees, peers, and other health professionals.
- PL 3.9 Obtain and utilize information about individual patients, populations of patients, or communities from which patients are drawn to improve care.
- PL 3.10 Continually identify, analyze, and implement new knowledge, guidelines, standards, technologies, products, or services that have been demonstrated to improve outcomes.

Interpersonal & Communication Skills (CS 4.0)

Graduates are expected to demonstrate interpersonal and communication skills that result in the effective exchange of information and collaboration with patients, their families, and health professionals.

- CS 4.1 Communicate effectively with patients, families, and the public, as appropriate, across a broad range of socioeconomic and cultural backgrounds.
- CS 4.2 Communicate effectively with colleagues within one's profession or specialty, other health professionals, and health related agencies (see also 7.3).
- CS 4.3 Work effectively with others as a member or leader of a health care team or other professional group (see also 7.4).
- CS 4.4 Act in a consultative role to other health professionals.
- CS 4.5 Maintain comprehensive, timely, and legible medical records.
- CS 4.6 Demonstrate sensitivity, honesty, and compassion in difficult conversations, including those about death, end of life, adverse events, bad news, disclosure of errors, and other sensitive topics.
- CS 4.7 Demonstrate insight and understanding about emotions and human responses to emotions that allow one to develop and manage interpersonal interactions.

Professionalism (P 5.0)

Graduates are expected to demonstrate a commitment to carrying out professional responsibilities and an adherence to ethical principles.

- P 5.1 Demonstrate compassion, integrity, and respect for others.
- P 5.2 Demonstrate responsiveness to patient needs that supersedes self-interest.
- P 5.3 Demonstrate respect for patient privacy and autonomy.
- P 5.4 Demonstrate accountability to patients, society, and the profession.
- P 5.5 Demonstrate sensitivity and responsiveness to a diverse patient population, including but not limited to diversity in gender, age, culture, race, religion, disabilities, and sexual orientation.
- P 5.6 Demonstrate a commitment to ethical principles pertaining to provision or withholding of care, confidentiality, informed consent, and business practices, including compliance with relevant laws, policies, and regulations.

Systems-Based Practice (SP 6.0)

Graduates are expected to demonstrate an awareness of and responsiveness to the larger context and system of health care, as well as the ability to call effectively on other resources in the system to provide optimal health care.

- SP 6.1 Work effectively in various health care delivery settings and systems relevant to one's clinical specialty.
- SP 6.2 Coordinate patient care within the health care system relevant to one's clinical specialty.
- SP 6.3 Incorporate considerations of cost awareness and risk-benefit analysis in patient and/or population-based care.
- SP 6.4 Advocate for quality patient care and optimal patient care systems.
- SP 6.5 Participate in identifying system errors and implementing potential systems solutions.
- SP 6.6 Perform administrative and practice management responsibilities commensurate with one's role, abilities, and qualifications.

Interpersonal Collaboration (IC 7.0)

Graduates are expected to demonstrate the ability to engage in an interprofessional team in a manner that optimizes safe, effective patient- and population-centered care.

- IC 7.1 Work with other health professionals to establish and maintain a climate of mutual respect, dignity, diversity, ethical integrity, and trust.
- IC 7.2 Use the knowledge of one's own role and the roles of other health professionals to appropriately assess and address the health care needs of the patients and populations served.
- IC 7.3 Communicate with other health professionals in a responsive and responsible manner that supports the maintenance of health and the treatment of disease in individual patients and populations.
- IC 7.4 Participate in different team roles to establish, develop, and continuously enhance interprofessional teams to provide patient- and population-centered care that is safe, timely, efficient, effective, and equitable.

Personal & Professional Development (PD 8.0)

Graduates are expected to demonstrate the qualities required to sustain lifelong personal and professional growth.

- PD 8.1 Develop the ability to use self-awareness of knowledge, skills, and emotional limitations to engage in appropriate help-seeking behaviors.
- PD 8.2 Demonstrate healthy coping mechanisms to respond to stress.
- PD 8.3 Manage conflict between personal and professional responsibilities.
- PD 8.4 Practice flexibility and maturity in adjusting to change with the capacity to alter one's behavior.
- PD 8.5 Demonstrate trustworthiness that makes colleagues feel secure when one is responsible for the care of patients.
- PD 8.6 Provide leadership skills that enhance team functioning, the learning environment, and/or the health care delivery system.
- PD 8.7 Demonstrate self-confidence that puts patients, families, and members of the health care team at ease.
- PD 8.8 Recognize that ambiguity is part of clinical health care and respond by utilizing appropriate resources in dealing with uncertainty.

Contact Information

OUWB Dean's Administration

Name: **Robert Folberg, M.D.**

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Name: **Nelia Afonso, M.D.**

Title: Assistant Dean, Community Integration and Outreach

Faculty Role: Professor of Foundational Medical Studies

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Title: Assistant Dean for Admissions

Name: Michelle Mich

Title: Assistant Director for Admissions

Name: Dennis Beste

Title: Coordinator for Medical School Admissions

Name: TBD

Title: Office Assistant, Medical School Admissions

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Name: Dawn Gorris

Title: Helpdesk Technician

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Beaumont

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