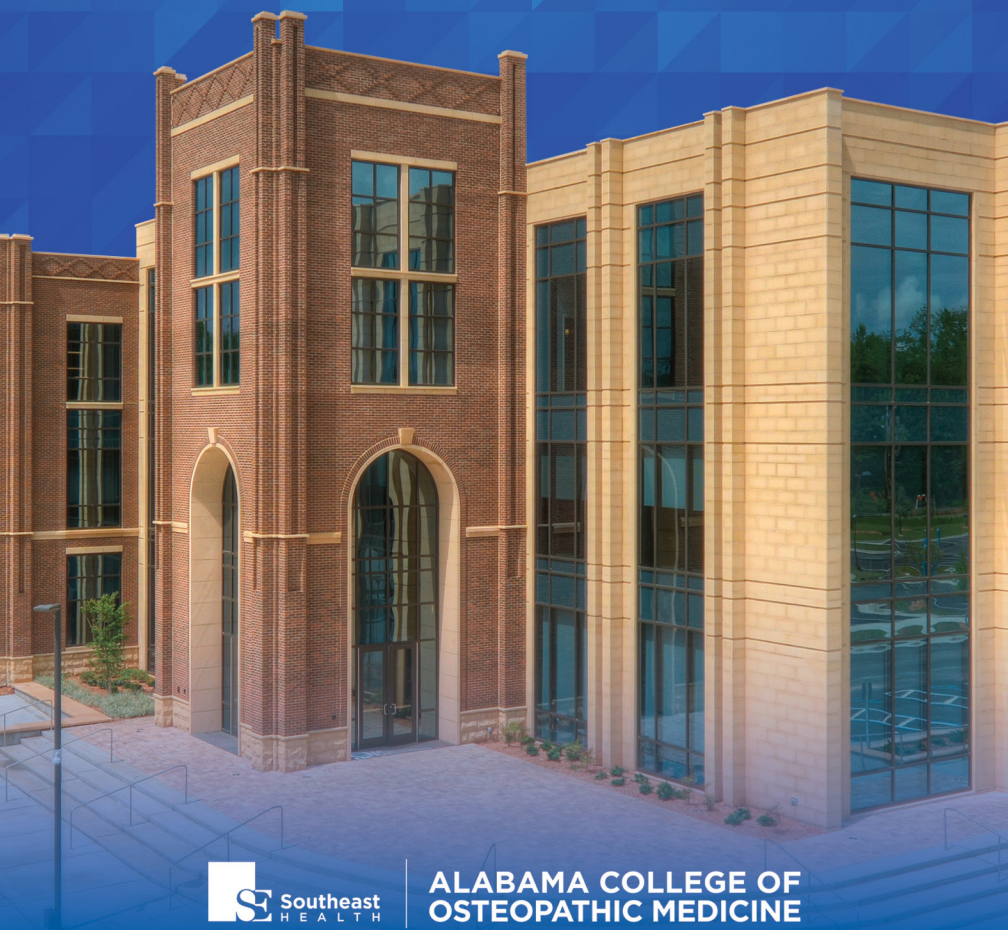


ACOM

CLASS OF 2029

orientation

GUIDE



ACOM

WELCOME TO ACOM

Welcome!

It is an honor to welcome the Class of 2029 to the Alabama College of Osteopathic Medicine! As you begin your medical education, I congratulate you on choosing a career that will enable you to make a powerful positive difference in many lives.

Our health and our healthcare have a bedrock importance for us as individuals, for our communities, and for our nation.

We must have a comprehensive strategy to promote health, and we must have care when our health is threatened. This underlies everything we do in society. As new members of the medical community, you are now an integral part of this bedrock foundation.

I congratulate you specifically on choosing osteopathic medicine. The central principles of our osteopathic philosophy include a whole person approach to individualized patient-centered care, a commitment to helping all parts of the body to work in harmony, and a focus on preventing disease and supporting the body's self-healing capacity. These principles are the foundations of osteopathic medicine, and they represent some of the best ideas in healthcare today. We are proud to build on this legacy here at ACOM.

During your years as a medical student, you probably will work harder than you ever have. I want to encourage you with the knowledge that you have an incredible community to support you. The faculty and staff understand and want to help. We nurture an environment where we work together, we support each other, and we strive toward a common goal – ultimately to serve patients.

These next four years may be simultaneously the most difficult and the most rewarding years of your life thus far. When things are difficult, remember you are here because you earned this, and remember that the knowledge and expertise you gain will empower you to take care of the patients who will rely on you.

And remember that we all – the ACOM faculty, staff, and leadership – are here to help you. We are glad you are here.

Welcome to ACOM, and congratulations on the start of an excellent journey!



A stylized, handwritten signature in black ink, appearing to read 'James C. Jones'.

**James C. Jones,
DO, FACEP**

Dean, Senior Vice President
and Chief Academic Officer



OUR MISSION

The Alabama College of Osteopathic Medicine will provide quality, learner-centered osteopathic education, research, and service, while promoting graduate medical education, with emphasis on patient-centered, team-based primary care to serve the medically underserved areas of Alabama, the Tri-State area, and the nation.

OUR VISION

The Alabama College of Osteopathic Medicine will be regionally and nationally recognized for significantly impacting the physician workforce needs and access to quality medical services.

OUR CORE VALUES

Our Core Values
are **InSPIRED**

Integrity
Service
Passion
Innovation
Respect
Excellence
Diversity



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FINDING YOUR WAY AROUND

FIRST FLOOR

- ▶ Auditorium 1 & 2
- ▶ Bistro
- ▶ Courtyard
- ▶ Facilities
- ▶ Information Systems
- ▶ Library
- ▶ Medical Education
- ▶ Security
- ▶ Student Credentialing
- ▶ Student Services
 - ▷ Admissions
 - ▷ Financial Aid
 - ▷ Registrar
 - ▷ Student Life

SECOND FLOOR

- ▶ Anatomy Lab
- ▶ Faculty and Staff Offices
- ▶ OPP Lab
- ▶ Performance Exam Suite

THIRD FLOOR

- ▶ Academic / Career Support
- ▶ Accounting/Bursar
- ▶ Clinical Resources
- ▶ Dean's Suite
- ▶ Group Study Rooms
- ▶ Institutional Effectiveness
- ▶ Marketing & Communications
- ▶ Research Lab
- ▶ Team-Based Learning Center

ANNEX BUILDING

- ▶ Group Study Rooms
- ▶ Simulation Center



DRESS CODE & PROFESSIONAL APPEARANCE

All ACOM students are to be always dressed appropriately with an emphasis on personal hygiene, cleanliness and a professional demeanor. Students need to demonstrate proper judgment about attire to wear for a given educational activity. Patients should be comfortable in a student's presence. A student who wears revealing clothing that makes a patient uncomfortable is not showing good judgment in this area. **For standard curricular events, the requirement is business casual or scrubs.** Other specific events may have unique requirements which will be described in the event in Canvas or by direct email.

- 1 Students should not wear clothing that may be provocative or distracting to other members of the community. Students who come dressed unprofessionally will be asked to leave the campus, change clothes and return in appropriate attire. Any absence from class or an exam because of the student's lack of judgment will be considered an unexcused absence. The dress code is enforced between the hours of 7:30 a.m. – 4:30 p.m. on Monday through Friday.

Dress code continues on next page

DRESS CODE & PROFESSIONAL APPEARANCE

continued

2 Business casual dress is generally defined as follows:

- ▶ **Casual shirts:** all shirts with collars, business casual crewneck or V-neck shirts, blouses, golf and polo shirts, tops (not t-shirts) with ACOM logo. Examples of inappropriate shirts include t-shirts, shirts with slogans, tank tops, muscle shirts, camouflage, crop tops, tops that expose the midriff, back, or excessive cleavage.
- ▶ **Coats, jackets and sweaters:** Sport coats (with or without a tie), blazers, sweaters, pullovers (e.g., $\frac{1}{4}$ zip, not sweatshirts) worn over collared shirts, cardigans, jackets.
- ▶ **Pants:** Casual slacks (at least $\frac{3}{4}$ length), trousers, khakis. Solid-colored leggings may be worn only under dresses or under fingertip-length tunics/dressy tops. Examples of inappropriate pants include shorts, cropped pants, camouflage, athletic pants, yoga pants, pants worn below the waist or hip line, denim, and jeans.
- ▶ **Skirts and dresses:** Skirts or professional-appearing dresses not more than 3 inches above the knee. Examples of inappropriate dresses include beach attire, dresses with cut outs, spaghetti straps, or with an exposed back.
- ▶ **Footwear:** Casual slip-on or tie shoes, boots, oxfords, loafers, pumps/heels, dress flats, clean athletic shoes, or other footwear that primarily covers the foot. Examples of inappropriate footwear include flip-flops, Birkenstocks, Texas, sandals, sandals with straps between the toe, construction, or hunting boots.
- ▶ **Scrubs:** Scrubs may be worn in labs or classroom settings. **Scrubs should not be paired with T-shirts or sweatshirts.**

3 Courses with a laboratory component such as Osteopathic Medicine, Anatomy and Primary Clinical Skills require students dress as directed for these courses. The student handbook will explain certain specific dress codes for these courses. When a different dress code is required, it will be notated in the LMS (Canvas) for each event.

ACADEMIC CALENDAR

July 21 – 23, 2025	Student Orientation
July 24, 2025	Fall Classes Begin
Sept 1, 2025	Labor Day
Sept 17, 2025	Constitution Day
Sept 21, 2025	White Coat Ceremony
Nov 11, 2025	Veteran's Day
Nov 26 – 28, 2025	Thanksgiving Break
Dec 11, 2025	Fall Classes End
Dec 15, 2025 – Jan 2, 2026	Winter Break
Jan 5, 2026	Spring Classes Begin
Jan 19, 2026	Martin Luther King Jr. Day
Mar 9 – 13, 2026	Spring Break
May 25, 2026	Memorial Day
May 28, 2026	Spring Classes End

FALL 2025 COURSES

Anatomical Sciences

July 24 – Dec 11, 2025

Osteopathic Principles & Practice I

July 25 – Dec 9, 2025

Primary Clinical Skills I

July 24 – Dec 5, 2025

Health Systems Sciences I

July 25 – Dec 5, 2025

Molecular Medicine

August 18 – Dec 11, 2025

SPRING 2026 COURSES

Osteopathic Principles & Practice II

Jan 5 – May 28, 2026

Primary Clinical Skills II

Jan 5 – May 28, 2026

Neuroanatomy/Behavioral Neurosciences

Jan 5 – Mar 6, 2026

Musculoskeletal

Mar 16 – Apr 10, 2026

Hematology & Lymph

Apr 13 – May 11, 2026

Dermatology

May 12 – May 27, 2026

STUDENT STUDY SPACES

ACOM recognizes your need for individual / group study areas and continues to prioritize student study space.



ACOM completed its expansion of the existing 3,000-square-foot Center for Excellence in Simulation to a 10,000-square-foot facility in the summer of 2022. The new center is equipped with eight (8) simulation bays, a larger skills lab and additional study spaces for students. This new student study area contains 64 student study spaces, which are available to students 24/7 with badge access.

In 2020, ACOM added an additional 31 student study spaces in the 1st and 3rd Floor Prefunction/Grand Hall areas. These study spaces provide height-adjustable tables with power stations and ergonomic chairs with views of nature to promote wellness.

These areas are available to students 24/7 with badge access:

- ▶ **Group Study Rooms** (3rd floor)
- ▶ **Library Study Carrels** (1st floor)
- ▶ **Library Study Rooms** (1st floor)
- ▶ **Prefunction/Grand Hall** (1st floor)
- ▶ **Prefunction/Grand Hall** (3rd floor)
- ▶ **Simulation Center Student Study Area**

The open air pavilion also provides additional study space throughout the day. The covered area where student and faculty events may be scheduled provides audience seating for up to 224 people, or table-and-chair seating for smaller groups. This covered area may also be used informally for outdoor eating or student study on a regular basis.

HOW TO STUDY IN MEDICAL SCHOOL

The material presented in medical school is not more difficult than undergraduate science courses, but the **VOLUME** per hour is much greater. Compared to studying in undergraduate, you must be both efficient and flexible to be productive.

STUDYING STRATEGIES

- ▶ Create a daily/weekly schedule, manage your study space, plan your learning activities, and resources.
- ▶ Efficiency = sticking to your schedule, consistent study space, and selective use of resources.
- ▶ Flexibility = adjusting your learning activities to match your schedule and amount of course content.
- ▶ Recommendations: Before making a schedule, use a time diary to see how you are allocating your study time, thus, discovering how and when you are not being efficient. Make a schedule and note when and why you struggle following it, adjust the schedule until you can follow it. Learning activities require making decisions about the material. "How important are the details?" "Where does it fit in the big picture?" "How is it structured?" Flexibility requires matching learning activities to content – concept map, drawing, lecture outline.

REINFORCING FOR MASTERY

- ▶ Spaced repetition is more than a buzz word. The term originates from the 1880's when Hermann Ebbinghaus published the 'forgetting curve' and further validated in 1985 when Schacter, Rich, and Stampf found that patients with memory disorders also benefit from spaced repetition. Even though you, most likely, do not have a clinically diagnosed memory disorder – it works, but only when you do it right.
- ▶ Spaced Repetition = best practice is to space the repetition minimally a day apart – sleep improves memory.
- ▶ Spaced Repetition = best practice incorporates different activities to repeat the same content.
- ▶ Recommendations: Repetition requires planning and tracking. Your study schedule works to create the plan of repeating content and keeping you on track. Experiencing the lecture content (live, live-online, or recorded) is mandatory as the starting point – BUT is not to be repeated. Think of the lecture as an exposure to what is to be learned. Examples of repetition include organizing lecture by concept, creating a study product (condensed notes limited to one 2-sided page), Evaluating study product with practice questions, Revise study product to focus on weaknesses, and/or answering the lecture learning objectives.

We are here to help you, anyone interested in improving their study strategies may contact:

Fred Helms, EdD

Assistant Dean of Academic & Career Support
fhelms@acom.edu • (334) 944-4045

Pamela O'Callaghan, PhD

Senior Assistant Dean of Student Advancement
pocallaghan@acom.edu • (334) 305-1048

STUDENT CLUBS & ORGANIZATIONS



The Office of Student Life works diligently to help students shape their co-curricular experiences while navigating their academic responsibilities.

While the academic curriculum at ACOM provides students with the needed foundation of medical knowledge and skills, participation in numerous campus clubs, organizations and social activities further enhances the educational experience.

These activities enhance and develop skills that will prepare students for future practice in the community and promote critical thinking and personal reflection while encouraging a heightened sense of community, civic engagement and personal responsibility.

There are more than 30 student organizations that offer opportunities for students to serve the college, local, and state communities. Within these organizations, ACOM medical students work together to create community service events, fundraisers, guest lectures, educational workshops and much more. There are also opportunities to attend national medical conferences and ACOM recruiting events.

The organizations on campus provide a fun way to explore different aspects of medicine, connect with other students and get involved in the community. There really is something for everyone!

- ▶ **AAIC – ACOM Addiction Information Coalition**
- ▶ **AIG – Anesthesiology Interest Group**
- ▶ **AIM – Arts in Medicine**
- ▶ **AMA-MSS – American Medical Association – Medical Student Section**
- ▶ **AMSA – American Medical Student Association**
- ▶ **AMWA – American Medical Women's Association**
- ▶ **APAMSA – Asian Pacific American Medical Student Association**
- ▶ **CMMA – Christian Medical Ministries of Alabama**
- ▶ **DAIM – Disability Awareness in Medicine**
- ▶ **DIG – Dermatology Interest Group**
- ▶ **EMIG – Emergency Medicine Interest Group**
- ▶ **GHMIG – Gold Humanism in Medicine Interest Group**
- ▶ **GIG – Geriatrics Interest Group**
- ▶ **GOBIG – Obstetrics and Gynecology Interest Group**
- ▶ **GPHA – Global Public Health Advocates**

- ▶ **IMIG – Internal Medicine Interest Group**
- ▶ **JMSA – Jewish Medical Student Association**
- ▶ **LMIG – Lifestyle Medicine Interest Group**
- ▶ **LMSA – Latino Medical Student Association**
- ▶ **MSA – Muslim Student Association**
- ▶ **Neuro/Psych Interest Group**
- ▶ **OSMIG – Orthopedics and Sports Medicine Interest Group**
- ▶ **Osteopathic Outdoors Club**
- ▶ **PEDS – Pediatrics Interest Group**
- ▶ **PM&R – Physical Medicine and Rehabilitation Committee**
- ▶ **RIG – Radiology Interest Group**
- ▶ **SAACOFPP – Student Association of the American College of Osteopathic Family Physicians**
- ▶ **SAMOPS – Student Association of Military Osteopathic Physicians & Surgeons**
- ▶ **SAAO – Student American Academy of Osteopathy**
- ▶ **SIG – Surgery Interest Group**
- ▶ **SNMA – Student National Medical Association**
- ▶ **SOAR – Student Osteopathic Association for Research**
- ▶ **SOMA – Student Osteopathic Medical Association**
- ▶ **SSP – Sigma Sigma Phi Alpha Beta Chapter**

STUDENT AMBASSADOR PROGRAM

Each spring, students have the opportunity to apply to the ACOM Student Ambassador Program. This leadership program offers a unique opportunity for students to participate in college functions such as: Recruitment Events, Student Orientation, White Coat Ceremony, Graduation, ACOM Open House, Student Interview Days, Southeast Health and Foundation initiatives, and other events as planned.

The ACOM Student Ambassador Program is represented by a group of select students who are dedicated to advancing the mission of ACOM. Ambassadors are role models for academic success, diversity and collaboration. As positive, enthusiastic and well-informed representatives of the student body, they promote and participate in official functions of ACOM.

Office of Student Life contact:

Calley Silcox

Student Life Manager
csilcox@acom.edu

OFFICE OF THE REGISTRAR

The Registrars are here to assist
with all your academic record needs.

- ▶ Address Changes
- ▶ Class Rank
- ▶ Enrollment Verification Letters
- ▶ ERAS Transcripts
- ▶ Letters of Good Standing
- ▶ Notary Services
- ▶ Official Name Changes
- ▶ Official Transcripts
- ▶ Registration
- ▶ USMLE Verifications
- ▶ VSLO / ERAS Transcripts

Helpful tips to remember:

- ▶ All request forms are available online through the Office of the Registrar.
 - To access them easily, visit the Registrar's webpage or use one of the four QR code stands conveniently located across campus
 - Please note that a written signature is required on all request forms.
- ▶ Use Self-Service to manage your student information.
 - You can update your address, view your unofficial transcript, or request an official transcript quickly and securely.
- ▶ Check your ACOM email regularly for communication and updates.
- ▶ Please check your ACOM email regularly for important communications and updates.

We're committed to assisting you.

If you have any questions
or need assistance, please
contact a member of the
Registrar's Office. The
Registrars can be reached
at their individual email
addresses or at
registrar@acom.edu.

Catherine Jackson, MBA

Interim Registrar

cjackson@acom.edu • 334-305-1038

Nicole Wallace

Assistant Registrar

nwallace@acom.edu • 334-944-4043

Kandice S. Bladen, MEd, MSCP

Associate Registrar

kbladen@acom.edu • 334-944-4094

www.acom.edu/registrar



LIBRARY

The ACOM library is a 21st-century academic medical library, providing access to digital resources.

Resources are optimized for use on any device and are accessible from any location.

ACOM library resources are 99 percent online and accessible from the library website:

<https://www.acom.edu/library>

lrc.ask@acom.edu

ACOM's library collections include:

- ▶ Approximately 1,400 medical reference books and textbooks.
- ▶ Access to nearly 3,000 e-journals with close to 2 million full-text articles.
- ▶ Interlibrary Loan and Get It Now services to acquire articles directly from the publisher.
- ▶ Three major point of care apps: UpToDate, VisualDX, Epcorates+

If you can't find what you're looking for in 20 minutes, it's time to ask a librarian!

<https://libguides.acom.edu/ask>

ACOM C.A.R.E.S. PROCESS

Communicate | Assess | Respect | Evaluate | Support

ACOM's core value of Excellence drives the ongoing evaluation and assessment of all aspects of the student experience. Focus is placed on the ongoing evaluation of our curriculum through the ACOM CARES process.

ACOM CARES is a team-based strategy that emphasizes the enhancement of the curriculum and student experiences. This strategy allows course directors to evaluate the content and delivery of courses on an ongoing basis via communication with the student CARES team while courses are running.

Student representatives gather feedback from their classmates and schedule meetings with course directors to discuss questions, recommendations, and successes. This allows course directors to address recurring topics with the class as a whole.

If you have questions or would like to discuss the CARES process, please contact:

Raschelle Gordon, MBA

Director Accreditation and Planning

rgordon@acom.edu

COURSE AND FACULTY EVALUATIONS

At the conclusion of each course, the Director of Accreditation and Planning, will launch a student evaluation survey of the course and faculty who instructed during the course. The data gathered in these surveys are reviewed by course directors and the curriculum committee, along with student assessment data, to evaluate the curriculum's effectiveness.

Valuable feedback is...

- ▶ **Honest:** genuine, respectable, legitimate, credible
- ▶ **Actionable:** able to be acted on, having practical value
- ▶ **Tactful:** diplomatic, subtle, thoughtful, careful not to offend
- ▶ **Specific:** clearly defined or identified, precise, unambiguous

Valuable feedback is not...

- ▶ **Evaluative:** judgmental, to determine the worth or value
- ▶ **Unreasonable:** defiant, unruly, unhelpful, thoughtless, rude and unprofessional
- ▶ **Biased:** prejudiced, pre-determined, influenced

RESPONSIBILITIES OF ALL STUDENTS

- ▶ Communicate your questions, recommendations, or commendations to the student CARES team in a professional manner.
- ▶ Complete each evaluation of a course and teaching faculty in a professional manner by the stated deadline. Completion of course and faculty evaluation surveys is an expectation of all students and an essential part of your professional development.

INFORMATION SYSTEMS

The Basics

The best way to contact ACOM's Information Systems is via email: support@acom.edu

Each student will have a basic Zoom account you can log into using ACOM credentials.

Access to recorded lectures will be hosted on the student lecture recording SharePoint site within 24 hours.

Virtual Desktop

<https://view.acom.edu>

Desktop will provide access to student shared network drive

Printers available on campus through PaperCut directly from your device while on the student Wi-Fi.



There are two Wi-Fi networks for students on campus

SSID: **Students**
PASSWORD: **dochamp1**

SSID: **Guest**
PASSWORD: **Ac0mEdu#1**

! Use the Guest Wi-Fi for personal phones and iPads

Personally Identifiable Information

Personally Identifiable Information (PII) is any information, which:

- ▶ Can be used to distinguish or trace an individual's identity
- ▶ Is linked or linkable to an individual

Examples of PII include:

Social Security Number • Place of Birth
Date of Birth • Mother's Maiden Name
Medical Information • Phone Number
IP Address • Financial information (i.e. credit cards, etc.) • Employment history

Confidentiality Impact Levels – I

Personally Identifiable Information (PII) is any information, which:

- ▶ Publicly available information (phone book)
- ▶ Information voluntarily shared / disclosed
- ▶ Information that organization has permission or authority to release publicly

PII Context

Some PII can be considered non-sensitive or sensitive based on the context of how the data is used or reported.

For example: In both situations below, we have PII of a student's first name and last name. Depending on how the data is used or reported the data will be either non-sensitive or sensitive.

Non-Sensitive: A student directory on a public website.

Sensitive: A report listing students with a disability.

SECURITY

At ACOM, the safety and well-being of our campus community is our highest priority. ACOM Security Services operates 24/7 to provide continuous support, monitoring, and protection. Our office, located on the first floor of the ACOM building, serves as the hub for campus safety operations.

We proudly partner with the Dothan Police Department, Houston County Sheriff's Office, Cottonwood Police Department, the FBI, Homeland Security, and other community agencies to maintain a secure campus environment.

Campus Safety Operations

Our team is composed of full-time and part-time security personnel, including a Safety and Security Manager and the Director of Campus Safety. Many members bring prior experience in federal, state, or local law enforcement, or have worked in the security field, and all receive continuous professional training.

- ▶ General campus safety and patrols
- ▶ Maintaining crime & fire logs
- ▶ Conducting crime awareness and prevention programs
- ▶ Reporting and investigating alleged criminal incidents
- ▶ Monitoring surveillance systems
- ▶ Controlling access to campus buildings
- ▶ Providing escorted walks when warranted
- ▶ Supporting special events
- ▶ Responding to emergencies or assistance requests
- ▶ Liaising with law enforcement and emergency officials
- ▶ Assisting students, employees, and visitors



Parking & Traffic Rules

- ▶ Campus speed limit: 20 mph
- ▶ Obey all traffic signs. "Stop" means stop.
- ▶ Yield to pedestrians at all times.
- ▶ Register your vehicle and display an official ACOM parking hangtag.
- ▶ Do not misuse "15 minute" parking zones.
- ▶ Avoid parking in visitor spots, handicap zones (unless authorized), or in the roundabout.

SECURITY

CONTINUED

If you see something, say something. Our security team is always on duty and available around the clock.

334-405-6276
security@acom.edu

MaryAnn May

Director of Campus Safety & Security
mmay@acom.edu

James Andrews

Manager, Safety & Security
jandrews@acom.edu

Three simple rules for personal safety

- ▶ Stay alert and aware of your surroundings. "Be aware and be prepared."
- ▶ Stand tall and walk confidently: do not show fear.
- ▶ Trust your instincts:
 - ▷ If you do not feel comfortable in a place or situation, leave.
 - ▷ If you see suspicious activity or a person behaving suspiciously, notify police by calling 911. If on campus, also notify Security.

OPERATIONS

The Bistro

The ACOM Bistro serves a variety of breakfast and lunch options, including made-to order sandwiches, pizzas and salads, as well as offering grab-and-go and hot meals from SouthEats throughout the semester and Jimmy Johns on Mondays. The Bistro is open Monday & Wednesday 7 am–5 pm, Tuesday & Thursday 7 am–6 pm Friday 7 am – 3 pm.

Indaly Walker

Bistro Manager
iwalker@acom.edu

Environmental Services (EVS)

The ACOM Environmental Services (EVS) Department ensures the overall cleanliness and sanitation of the entire ACOM campus. This is critically important to maintaining a safe and productive educational environment.

Facilities

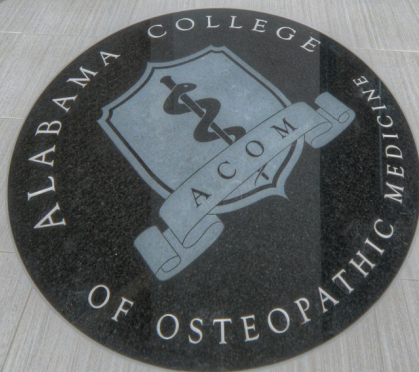
The ACOM Facilities department supports the entire ACOM campus through operations, building maintenance and groundskeeping. The Facilities Department assists in setup and logistics for ACOM events and activities.

Jeremy Bess

Facilities Manager
jbess@acom.edu

INSPIRING
MEDICINE
THROUGH
HUMAN
TOUCH

ACOM



ANATOMICAL SCIENCES

General Laboratory Policies

- 1 Professionalism is expected in the laboratory at all times.
- 2 Unauthorized visitors are prohibited from viewing or entering the laboratory. Anyone other than ACOM faculty, staff, or students must receive approval from Mrs. Travers or Dr. Foster before entering the lab. No exceptions!
- 3 No eating, drinking, chewing gum, smoking, applying cosmetics or lip balm, or handling contact lenses is allowed in the laboratory. This policy is in place to decrease exposure to laboratory chemicals and potential health risks.
- 4 Absolutely NO photography or video recording is allowed by anyone in the laboratory at any time for any reason. Only authorized anatomy faculty and staff can perform photography.
- 5 Items stored in the laboratory are not to be removed from the laboratory. This rule applies to items such as models, tools, textbooks, binders, and pens. Bone boxes can be removed from the lab for study purposes.
- 6 Personal items are restricted in the laboratory. Each student has an assigned locker to store personal items. ACOM issued computers are allowed in the laboratory.
- 7 During laboratory sessions, only the groups assigned to that session are allowed to be in attendance. The optimal number of students has been assigned to each laboratory session. No exceptions will be allowed.
- 8 The morgue is a restricted area. Entry to students is not allowed without prior approval from Anatomy faculty/staff.
- 9 The laboratory is open at designated times for students. On the day of an exam, access to the laboratory will be restricted.

Have a question about the anatomy lab?

Please contact:

Krissy Travers, MBA

*Director of Willed Body Program and
Coordinator of Anatomy & Research Labs*

ktravers@acom.edu

Health & Safety

- 1 Always wash your hands prior to leaving the laboratory.
- 2 Open and close dissection table lids carefully to avoid causing harm to yourself or others nearby.
- 3 While the cadavers should be free from infectious diseases, it is important to apply universal precautions and treat all human body fluids as if they were known to be infectious. Wearing proper personal protective equipment reduces the risk of disease transmission.
- 4 If an injury occurs, immediately stop what you are doing and attend to the injury. A first aid kit is located in the laboratory. Notify Anatomy faculty/staff of the injury. Fill out the appropriate incident form.
- 5 Use caution and limit exposure when coming into contact with laboratory chemicals, including embalming fluids, wetting solutions, and fixative solutions. These chemicals are hazardous when mishandled.
- 6 Eye wash stations and showers are located in the laboratory. Notify Anatomy faculty/staff immediately if a splash occurs resulting in the use of the eye wash stations or showers.
- 7 Chemicals used in the laboratory can be dangerous for pregnant women. If you suspect that you may be pregnant, notify Anatomy faculty/ staff to make accommodations.



WILLED BODY PROGRAM

The Willied Body Program at ACOM provides an opportunity for individuals to make whole body donations to medical education and research. Each donation to the Willied Body Program is a deeply appreciated gift and will always be treated with the utmost dignity and respect.

The donors serve as our medical students' first patients during their gross anatomy course. Each year, ACOM holds a special service to remember those who have donated to further the medical education of the next generation of osteopathic physicians. In 2018, the college established a unique memorial to honor our first patients. This granite structure and garden provides a place for students and family members of the donor to visit and reflect as they remember their loved one. The names of these donors are engraved on the wall as an indelible tribute to their priceless gift.

RESEARCH AT ACOM

ACOM is dedicated to supporting faculty and student research. We are here to help you with:

- ▶ Find a research topic / direction
- ▶ Identify a mentor or primary investigator (PI)
- ▶ Support for writing, publishing or researching
- ▶ Reimbursement for poster presentations and meetings

Students typically engage in research activities starting after their first year. There are several opportunities for research participation:

- ▶ ACOM Student Summer Research Program (summer between OMS-I and OMS-II)
- ▶ Research volunteers
- ▶ Student-driven (faculty- mentored) projects
- ▶ Case studies (typically OMS-III, but can be earlier)
- ▶ QI research (as part of rural health rotation)
- ▶ Population health research (as part of Health Systems Science course)
- ▶ Research elective (after core rotations)
- ▶ Others:
[Summer Research Opportunities](#)

CITI Training

Students must take the appropriate CITI training for their research. The Office of Research will follow up with students after they register for their research.

Student Research Policy

Per the student research policy, students must work with a PI (ACOM faculty or other approved individual). Students must register all research projects and case studies with the Office of Research.



Compliance

Students must take the appropriate CITI training for their research. The Office of Research will follow up with students upon research registration.

ACOM Research News & Notes

A quarterly newsletter dedicated to research at ACOM which features student and faculty publications, upcoming events, and research tips!



Publishing Support

- ▶ Cureus Journal of Medical Science – ACOM Research Channel: <https://www.cureus.com/channels/acom>
- ▶ Students (with appropriate PI) can go through the peer review process for Cureus and publish free-of- charge
- ▶ Original research (clinical, translational, population health, basic science, QI, observational)
- ▶ Case reports
- ▶ Reviews (scoping, metaanalyses, narrative)



Research contacts:

James Foster, PhD

*Associate Dean of Anatomy, Molecular Medicine,
Graduate Studies & Research*
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Shane Warren, PhD

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We're inspiring a healthy and ethical culture.



At ACOM, our team is committed to living our InSPIRED core values and maintaining a culture where everyone feels welcome and supported.

We maintain a confidential hotline with a third party company so that you can feel comfortable reporting your concerns 24/7. You can also report anonymously. And remember, you are protected against retaliation for reporting a compliance concern in good faith. It's our promise to you.

So if you see conduct that doesn't align with our core values, let us know. It's the right thing to do.



**Scan the QR
code to submit
an online report**

**or call
anonymously 24/7:
888-893-9021**



ACOM

compliance@acom.edu

TITLE IX BASICS

Policy Statement & Reporting Procedures

Policy Statement

ACOM is committed to maintaining a safe and healthy educational and work environment free from discriminatory harassment based on age, race, color, sex, gender, sexual orientation, religion or creed, national or ethnic origin, or disability. Sexual or other discriminatory harassment of ACOM students is prohibited; likewise, students are prohibited from engaging in harassing behavior directed at ACOM's employees, visitors, vendors and contractors. The Title IX policy is designed to ensure a safe and non-discriminatory educational and work environment and to meet legal requirements, including Title IX of the Education Amendments of 1972 and its implementing regulations. All students and employees are expected to comply with the Title IX policy and take appropriate measures to create an atmosphere free of harassment and discrimination. This document is an overview; ACOM's Title IX Policy and Procedures (available from the Title

IX Coordinator or online at www.ACOM.edu/title-ix) state how ACOM will proceed once it is made aware of possible harassment or discrimination. ACOM will respond to notices of sexual harassment or allegations of sexual harassment that are received either by ACOM's Title IX Coordinator or by any ACOM official who has authority to institute corrective measures on behalf of ACOM. These officials include the Dean, any Associate Dean or Assistant Dean, the Director of Campus Safety, or the Compliance Officer.

Sexual harassment is defined broadly to include any of three types of misconduct on the basis of sex:

- 1 Any instance of quid pro quo harassment by an employee, i.e., where the employee conditions the provision of an aid, benefit, or service of ACOM on an individual's participation in unwelcome sexual conduct;
- 2 Any unwelcome conduct that a reasonable person would find so severe, pervasive, and objectively offensive that it denies a person equal educational access; or
- 3 Any instance of sexual assault (as defined in the Clery Act), dating violence, domestic violence, or stalking as defined in the Violence Against Women Act (VAWA).

InSPIRED INSTITUTIONAL CORE VALUES

The Alabama College of Osteopathic Medicine (ACOM) recognizes, values, and affirms that integrating our InSPIRED institutional core values—Integrity, Service, Passion, Innovation, Respect, Excellence, and Diversity—enriches the overall ACOM experience, enhances the quality of education, and significantly impacts ACOM's culture. As a reflection of their importance to the ACOM community, these core values are central to our mission, and it is our goal to embed them in all ACOM activities. By embracing our institutional core values and educating our community on their significance, we aspire that all ACOM-trained physicians render compassionate, inclusive care for all people. Furthermore, we aim to equip our graduates to help improve our healthcare system, so that all people may achieve health and wellness.

Office of Institutional Core Values

corevalues@acom.edu



TITLE IX BASICS

CONTINUED

Accessible Reporting

ACOM is committed to providing clear, accessible channels for reporting to the Title IX Coordinator. Any person may report sexual harassment, which will initiate ACOM's response, whether or not the person reporting is the alleged victim. There is no need to schedule an appointment to report. Any person may report sexual harassment at any time, including during non-business hours, by calling or emailing the Title IX Coordinator, or by reporting online through Maxient. Complaints can also be mailed to the office address:

Title IX Coordinator
445 Health Sciences Blvd.
Dothan, AL 36303
Office: 334-944-4006
Cell: 334-596-5360
titleIXcoordinator@acom.edu

Reports can also be made online through Maxient on ACOM's website:

www.acom.edu/report



ACOM CONTACTS & RESOURCES

General ACOM Number:	334-699-2266
Academic Support Services:	334-944-4045 or 334-305-1048
ACOM Student Health Insurance:	334-944-4038
Campus Security Office:	334-405-6276
24/7 Emergency Security:	334-405-6276
Information Systems:	334-699-2266, ext. 4141
Library Services:	334-699-2266, ext. 4242
Student Services:	334-699-2266, ext. 4028
Summerfield Square Community:	334-777-2899
Title IX Coordinator:	334-596-5360

Financial Aid
financialaid@acom.edu

Library
lrc.ask@acom.edu

IT Support
support@acom.edu

Registrar
registrar@acom.edu

ACOM Security Services
security@acom.edu

ACOM website
www.acom.edu

Office of Institutional Values
corevalues@acom.edu

MyACOM
acomedu.sharepoint.com

Canvas
acom.instructure.com

Horizon Remote Login
view.acom.edu

ACOM Lands' End Store
business.landsend.com/store/acom

FACULTY & STAFF DIRECTORY



AcademicLive Care
866-349-5575

Compliance Hotline
888-893-9021

Mental Health Awareness Task Force
Director of Wellness
sgawellnessdir@acom.edu

ACOM Campus Hours

24 hours a day; 7 days a week
(special hours may apply)

ACOM Bistro & Gift Shop Hours

Monday & Wednesday 7 am – 5 pm
Tuesday & Thursday 7 am – 6 pm
Friday 7am – 3 pm

ACOM GLOSSARY

Get to know this list of acronyms, terms, and programs you'll hear about at ACOM.

Curriculum

ILA: "Independent Learning Activity." Created for students to do at their own pace. Make sure you don't fall behind with these, as they will still have 3 questions on the exam, just like regular lectures.

IS: "Integrated Session." Mandatory classes that typically serve as a review of material of a previous DSA or Lecture; will count for 3 questions on the exam.

Lab: Hands-on, mandatory sessions, including Anatomy and OPP labs.

Lecture: Exactly what you're accustomed to. Be sure to show up!

OMT/OMM: "Osteopathic Manipulative Techniques/ Medicine." Terms commonly used to describe the techniques and treatments you will learn in OPP class.

OPP: "Osteopathic Principles and Practice." This is the class where you will be trained to diagnose and treat somatic dysfunction and will develop skills that are unique to DO care.

PCS: "Primary Clinical Skills." This is the class where you will learn how to 'become a doctor' by learning how to communicate with patients and

conduct a thorough physical exam. See more info in section below

TBL: "Team Based Learning." Group activity that involves an iRAT, gRAT, and a discussion of application cases that explore a portion of the curriculum.

iRAT: Individual Readiness Assessment Test. Non-surprise pop-quiz. Completed by each student as the first part of TBL. Counts for a portion of your TBL grade.

gRAT: Group Readiness Assessment Test. Completed with your TBL group after each member has finished the iRAT portion. Same questions as iRAT. Counts for a portion of your TBL grade.

CARES: "Communicate, Assess, Respect, Evaluate and Support." ACOM's core value of Excellence drives the ongoing evaluation and assessment of all aspects of the student experience. Focus is placed on the ongoing evaluation of our curriculum through the ACOM CARES process.

Important Sites

Horizon: Remote desktop for each student to access the ACOM shared drive or print documents.

▷ view.acom.edu

Exemplify: Application on your iPad where you will take all your tests and quizzes. Requires a password. Remember you must be in "Airplane Mode" to take a test/quiz.

ExamSoft: Web portal for checking exam, quiz and TBL grades, and completing peer evaluations. Not the official gradebook.

▷ ExamSoft.com/ACOM

MyACOM: Website where the campus calendar, campus announcements, and ACOM classifieds can be found.

▷ acomedu.sharepoint.com

2029 Class Page: Website on MyACOM that has a directory of all students in the class. This is where class elections will occur and other important documents will be listed.

▷ [MyACOM -> Divisions -> Student Services -> Class of 2029](#)

Papercut: A website where you can print items off the ACOM printers (linked to your account).

▷ papercut.acom.edu

Canvas: Go-to site where you can access the academic calendar, log your attendance, and check grades, featuring all course content, including PowerPoints, videos, web links, etc. Check it EVERY DAY for possible schedule changes.

▷ acom.instructure.com

Microsoft Teams: Teams are used for student life and clubs.

TopHat: An interactive classroom tool used to enable you to fully engage in the classroom setting. App and website:

▷ tophat.com

PCS Terms

PCS: "Primary Clinical Skills." A course taken during all semesters of first and second year. Listed below are important components of this class.

- ▶ **CSE:** "Clinical Skills Educator." Former nurses that are experienced and proficient in helping students learn physical exam techniques and many other clinical skills.
- ▶ **OSCE:** "Objective Structured Clinical Examination." A clinical encounter with a standardized patient that IS graded.
- ▶ **SIM Lab:** Interactive sessions with either simulation patients or SPEs, designed to test clinical skills and thinking.
- ▶ **Skills Lab:** Sessions that are led by clinical faculty and CSEs where you will learn and practice physical exam skills. Typically takes place in the OPP lab.
- ▶ **SPE/SP:** "Standardized Patient Educator"/ "Standardized Patient." These are members of the community who are trained to simulate real patients. You will encounter SPEs during FOSCEs, OSCEs, and SIM labs.

Standardized Tests

COMLEX: "Comprehensive Osteopathic Medical Licensing Examination." COMLEX-USA Level 1 is a written exam that is completed at the end of the second year, and a passing score must be obtained in order to go on to clerkship rotations in the third year. COMLEX-USA Level 2 CE (Cognitive Evaluation) is a written examination completed between the third and fourth years and is required for graduation. COMLEX-USA Level 3 is a written examination that is completed during the first year of residency.

COMSAE: "Comprehensive Osteopathic Medical Self- Assessment Examination." A self-assessment examination for osteopathic students and residents to gauge the base of their knowledge and ability as they prepare to take a COMLEX-USA cognitive examination. Students will complete a COMSAE at the end of each semester during the second year. An ACOM-designated passing score must be achieved to take COMLEX-USA Level 1.

USMLE: United States Medical Licensing Examination. The traditional M.D. Step Exam, that D.O. students have the option of taking this exam. The USMLE Step 1 is typically completed at the end of the second year, but can be taken any time prior to graduation.

INSPIRING
MEDICINE
THROUGH
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