Online Professional Science Masters™
Integrative Pharmacology
Student Handbook
This handbook provides a detailed description of the Professional Science Masters™ program in Integrative Pharmacology.

The handbook provides information specific for our program. More general information related to academic programs and graduate degrees at Michigan State University can be found in other University documents and online resources.

Central among these are:

- **Spartan Life Student Handbook and Resource Guide**
  A resource guide that provide information related to campus programs, policies, rules, regulations, rights and responsibilities. Included within Part II of this publication is the

- **Graduate Students Rights and Responsibilities (GSSR)**
  [http://grad.msu.edu/gsrr/docs/GSRR.pdf](http://grad.msu.edu/gsrr/docs/GSRR.pdf)
  This specifically addresses student conduct, academic pursuits, keeping of records and publications. It describes procedures for formulating regulations governing student conduct and for providing due process in the adjudication of student disciplinary cases. It also defines channels and procedures for student complaints and grievances.

- **University Curriculum Committee’s General Information, Policies, and Procedures, and Regulations Manual**

- **Office of the Registrar – Academic Programs – Graduate Education**
  [http://reg.msu.edu/AcademicPrograms/Text.asp?Section=111](http://reg.msu.edu/AcademicPrograms/Text.asp?Section=111)

Please check with your Program Advisor for additional information on any topic of concern.
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The Department of Pharmacology & Toxicology at Michigan State University (MSU) is a basic science department with academic and administrative responsibilities to the Colleges of Human Medicine, Osteopathic Medicine, and Veterinary Medicine. The Department provides courses which are presented to graduate students, medical students, nursing students and undergraduate students.

The Department of Pharmacology & Toxicology uses effective leadership, productive collaboration, and expertise in molecular, cellular and integrative pharmacology and toxicology to excel in research, graduate and professional education and service. Departmental faculty have expertise in biochemical and molecular pharmacology, cardiovascular pharmacology, hepatic pharmacology and toxicology, drug metabolism, immunopharmacology and toxicology, neuroendocrine pharmacology, neuropharmacology, neurotoxicology, gastrointestinal pharmacology and carcinogenesis.

The Department has special obligations to graduate student trainees. Conversely, trainees have obligations to the Department and to themselves. The most important of these are to maintain an environment in which there is mutual trust, respect, personal integrity and continuous striving toward excellence in scholarship.

**The Department will offer students:**

1. Program flexibility and course options which allow completion of degree requirements within 5 years.
2. Frequent updates on courses, the program, the Department, and regular opportunities to interact with instructors, classmates, alumni, and MSU in general.
3. Introductions to representatives from organizations that employ integrative pharmacologists.
4. Perspectives on the meaning of being a professional, including training in scientific and business practices and processes.
5. A periodic evaluation of the program and a willingness to make changes as appropriate.
6. Encouragement of free and open communication.

**The student has the following responsibilities and goals:**

1. To commit the time necessary to achieve superior performance in academic courses.
2. To strive to excel in: knowledge of the literature, formulation of hypotheses, experimental design, analysis of data and clear oral and written presentation of data and conclusions.
3. To produce at least one research product worthy of publication either in an academic journal, trade publication, or the workplace prior to completion of the program.
4. To strive for collaborative interactions with faculty, adjunct instructors, staff and other students as colleagues.
5. To maintain a decorum and atmosphere that facilitates learning within an online environment.
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The objective of the Online PSM in Integrative Pharmacology is to advance students’ careers in organizations that conduct biomedical and/or pharmaceutical research, including, academic institutions, industry, private research institutes/foundations, and government agencies. The online PSM was developed in consultation with industry representatives who seek skilled scientists. The online PSM program will train students in whole-animal and organ systems-level pharmacology and in the business and management of pharmacology related enterprises.

**PROGRAM BENEFITS**

The main benefit of the PSM in Integrative Pharmacology is its online course offerings that allow for flexibility in meeting today’s busy professionals’ scheduling needs. Although the online PSM in Integrative Pharmacology is especially well suited for those with professional experience in laboratory research, all biology and chemistry graduates will benefit from the program. Students planning to sit for professional certification exams such as the CAPM, PMP, and patent registration will also benefit.

Graduates of the Online PSM are provided with all the rewards and responsibilities of an alumnus of Michigan State University. Students may also take advantage of the MSU Career Services and Placement Center, which provides professional career advising and access to recruiters from biotechnology, biomedical, and pharmaceutical firms in the U.S. and abroad.

**PROGRAM CREDENTIALS**

The program results in a 31-credit Professional Sciences Masters degree, which has received full Academic Approval from Michigan State University. The Program has also received approval by the Council of Graduate Studies (http://www.cgsnet.org/Default.aspx?tabid=227) as an affiliated Professional Science Masters™ program (http://www.sciencemasters.com) and is a member of the National Professional Science Master’s Association (http://www.npsma.org).

The Online PSM is intended for those who desire to excel in their field, but who do not wish to pursue a doctoral degree. The Online PSM is not intended to prepare students for a PhD in pharmacology although students may occasionally share classes with PhD students as faculty serve both programs.

Students of Michigan State University Professional Science Masters programs are fortunate to have several related programs from which to choose supplemental certifications. These include the following:

- Online Certificate in Food Safety
- Online Certificate in Molecular Laboratory Diagnostics
- Online Certificate in Immunodiagnostics and Clinical Flow Cytometry
These courses are available entirely online with the exception of PHM 895, which is typically conducted at the student’s workplace or other pre-arranged research facility.

<table>
<thead>
<tr>
<th>Required Courses</th>
<th>Credits</th>
<th>Semester Offered</th>
</tr>
</thead>
<tbody>
<tr>
<td>PHM 819 - Principles of Drug-Tissue interactions</td>
<td>2</td>
<td>Fall, Summer</td>
</tr>
<tr>
<td>PHM 822 – Academic &amp; Research Integrity</td>
<td>1</td>
<td>Spring, Summer, Fall</td>
</tr>
<tr>
<td>PHM 830 - Experimental Design &amp; Data Analysis</td>
<td>3</td>
<td>Fall, Summer</td>
</tr>
<tr>
<td>PHM 832 – Integrative Pharmacology Lab</td>
<td>4</td>
<td>Summer</td>
</tr>
<tr>
<td>PHM 895 - Applied Project in Integrative Pharmacology</td>
<td>3-6</td>
<td>Fall, Spring, Summer</td>
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</tbody>
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<thead>
<tr>
<th>Science Electives (12 or more credits)</th>
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<tbody>
<tr>
<td>PHM 430 - Human Pharmacology</td>
<td>3</td>
<td>Summer</td>
</tr>
<tr>
<td>PHM 450 - Introduction to Chemical Toxicology</td>
<td>3</td>
<td>Spring, Summer</td>
</tr>
<tr>
<td>PHM 813 - Cardiovascular Pharmacology</td>
<td>3</td>
<td>Summer</td>
</tr>
<tr>
<td>PHM 817 – Neurotoxicology</td>
<td>2</td>
<td>Spring</td>
</tr>
<tr>
<td>PHM 829 - Neuropharmacology</td>
<td>2</td>
<td>Fall</td>
</tr>
<tr>
<td>PHM 831 - Endocrine Pharmacology</td>
<td>2</td>
<td>Fall</td>
</tr>
<tr>
<td>PHM 833 - Gastrointestinal &amp; Liver Pharmacology and Toxicology</td>
<td>2</td>
<td>Spring</td>
</tr>
<tr>
<td>PHM 834 - Respiratory Pharmacology</td>
<td>2</td>
<td>Spring</td>
</tr>
<tr>
<td>PHM 837 - Autonomic Pharmacology</td>
<td>1</td>
<td>Spring</td>
</tr>
<tr>
<td>PHM 840 - Safety Pharmacology</td>
<td>2</td>
<td>Spring</td>
</tr>
<tr>
<td>PHM 841 - Cellular and Molecular Toxicology</td>
<td>3</td>
<td>Fall</td>
</tr>
<tr>
<td>MT 830 - Concepts in Molecular Biology</td>
<td>2</td>
<td>Fall, Spring</td>
</tr>
<tr>
<td>VM 812 - Food Safety Toxicology</td>
<td>3</td>
<td>Spring</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Professional Electives (6 or more credits)</th>
<th></th>
<th></th>
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</thead>
<tbody>
<tr>
<td>PHM 850- Communications for Biomedical Researchers</td>
<td>2</td>
<td>Fall, Summer</td>
</tr>
<tr>
<td>PHM 851 - Intellectual Property &amp; Patent Law</td>
<td>3</td>
<td>Fall</td>
</tr>
<tr>
<td>PHM 854 - Leadership &amp; Team-Building for Researchers</td>
<td>2</td>
<td>Spring</td>
</tr>
<tr>
<td>PHM 855 - Business of Biomedical Research</td>
<td>2</td>
<td>Spring</td>
</tr>
<tr>
<td>PHM 857 - Introduction to Project Management</td>
<td>2</td>
<td>Summer</td>
</tr>
<tr>
<td>PHM 858 - Project Management &amp; Drug Development</td>
<td>3</td>
<td>Spring</td>
</tr>
<tr>
<td>MT 842 - Managing Biomedical Laboratory Operations</td>
<td>2</td>
<td>Fall</td>
</tr>
</tbody>
</table>

**TOTAL Minimum 31**
COURSE REQUIREMENTS AND EXCEPTIONS

No thesis or defense is required for the Online PSM program. However, all students must conduct an on-the-job capstone research project yielding a publication-quality paper as judged by the Online PSM Graduate Committee comprised of the Online PSM Director, Department Chair/Associate Chair, and at least one additional faculty member from the Department of Pharmacology and Toxicology.

The Department of Pharmacology & Toxicology is strongly committed to maintaining the integrity of the MS program. However, some exceptions may be made to these requirements.

Michigan State University allows for transfer of up to 9 credits earned from other institutions or programs or under Lifelong Education status, providing those courses support the educational objectives of the program. Alternative courses will be considered for transfer credit on a case-by-case basis. Students should notify their advisor at the start of their program if they desire to transfer credits into the Integrative Pharmacology program.

Students may take on-campus sections of any of the listed courses. Online students may also request to take another graduate level Department pharmacology or toxicology course as an elective in the program. However, students are expected to adhere to the same level of achievement in the classroom as PhD program students.
The Department of Pharmacology & Toxicology recognizes that many of the PSM Integrative Pharmacology students are working adults with other responsibilities that prevent committing to a full-time status. The Online PSM program applauds and seeks to accommodate students’ efforts to improve their education by taking courses part-time. However, Michigan State University requires program completion within 5 years following the first semester of enrollment. The student’s advisor should be notified immediately if an extension appears necessary.

During their first semester, students will be contacted by their academic advisor to develop a Program Completion Plan (See attached). The Program Completion Plan will outline a course schedule which meets the student’s needs and career goals and fits with the Department’s ability to offer specific courses. The Advisor and student will regularly review progress and revise the Program Completion Plan as necessary.

### Example Completion Schedules

<table>
<thead>
<tr>
<th></th>
<th>Full-Time</th>
<th>Part-Time</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Semester</strong></td>
<td><strong>Event</strong></td>
<td><strong>Event</strong></td>
</tr>
<tr>
<td>Fall Year 1</td>
<td>PHM 819, PHM 830, PHM 829</td>
<td>PHM 819, PHM 830</td>
</tr>
<tr>
<td></td>
<td>2 required, 3 required, 2 science elective</td>
<td>2 required, 3 required</td>
</tr>
<tr>
<td>Spring Year 1</td>
<td>PHM 817, PHM 831, PHM 833, PHM 834</td>
<td>PHM 829, PHM 851</td>
</tr>
<tr>
<td></td>
<td>2 science elective, 2 science elective, 2 science elective, 2 science elective</td>
<td>2 science elective, 2 prof elective</td>
</tr>
<tr>
<td>Summer Year 1</td>
<td>PHM 850, PHM 852</td>
<td>PHM 450, PHM 822</td>
</tr>
<tr>
<td></td>
<td>2 prof elective, 4 required</td>
<td>3 science elective, 1 required</td>
</tr>
<tr>
<td>Fall Year 2</td>
<td>VT 830, PHM 857, PHM 822</td>
<td>PHM 854</td>
</tr>
<tr>
<td></td>
<td>2 science elective, 2 prof elective, 1 required</td>
<td>2 prof elective</td>
</tr>
<tr>
<td>Spring Year 2</td>
<td>PHM 854, PHM 895</td>
<td>PHM 831</td>
</tr>
<tr>
<td></td>
<td>2 prof elective, 3 required</td>
<td>2 science elective</td>
</tr>
</tbody>
</table>

|               | **TOTAL CREDITS** 31                                                      | **TOTAL CREDITS** 31                                                     |
Grading

Grades in all Departmental courses will be based on the instructor's professional and objective evaluation of the student's academic performance. Students are given a numerical grade on a scale of 0.0 to 4.0. Grades below 2.0 are considered failing, and a 4.0 indicates the highest level of achievement in all learning objectives. In the PSM program, students must maintain an overall g.p.a. of 3.0 to make satisfactory progress towards graduation.

Students have the right to know all course requirements, including clearly stated learning objectives, assignment deadlines, assessment dates and procedures, grading criteria, and grading scales at the beginning of the course.

Most online courses rely on assessing student learning through a combination of participation (through online discussion forum postings and/or online live chats), summary and analysis of content (primarily as shown through discussion forum postings and submission of written papers through drop box and/or email), online quizzes and exams (typically with multiple-choice and short answer questions), and written reports.

However, students may also be evaluated through other assignments and activities with prior notice. For example, during PHM 832, students may also be graded by observation of their skill in laboratory and surgical techniques.

Incomplete Grade (I)

If a student met the majority of course requirements, but for unforeseen and extenuating circumstances was not able to complete all of a course’s requirements, the instructor may issue an “I” instead of a numerical grade. This is a temporary grade issued when the instructor expects satisfactory completion of required work by the middle of the next semester.

See further information at the registrar’s office website and the required Incomplete Agreement form.

Deferred Grades (DF)

The required work must be completed and a grade reported within 6 months with the option of a single six-month extension. If the required work is not completed within the time limit, the DF will become U (unfinished) and will be changed to DF/U under the numerical and Pass-No Grade (P-N) grading systems, and to DF/NC under the Credit-No Credit (CR-NC) system.

Progress Report

After completion of 6 credits or 3 semesters within the program whichever comes later, the Program Executive Committee and the student’s academic advisor will review progress with the student and complete the Graduate Student Progress Report. A copy will be sent to the student and a copy placed in the Department file.

Students will be considered in acceptable academic standing and making satisfactory progress toward a degree if they are maintaining a minimum 3.0 grade point average (GPA) on a 4.0 scale and show commitment to continuing the program.
Students whose cumulative GPA falls below 3.0, will be placed on academic probation. These students must bring their GPA up to 3.0 or higher within 2 semesters, or before their anticipated graduation. Student will not be granted the PSM degree with a cumulative GPA less than 3.0. Students who fail to bring their GPA above a 3.0 within 2 semesters will be considered for dismissal.

Students are not required to take a course every semester, but must show consistent progress to complete the degree within five years. The Online PSM Director, in association with the Chair/Associate Chair of the Department, may allow a student to apply for an extension if it appears the program requirements are still achievable.

This exception would be appropriate if there have been extenuating circumstances that required a break from the program or if the student is still making progress in obtaining the credits, but needs a short extension to the five-year deadline.

**EVALUATION OF THE FACULTY**

To promote quality graduate education, student confidential instructional rating reports shall be used in each course in accordance with the stated policy of the University Academic Council. Such reports shall be considered carefully when graduate course teaching assignments are made.

**PSM PROGRAM EVALUATION**

In keeping with the purpose of the Professional Science Masters degree and in accordance with the Council of Graduate Students’ recommendations for on-going program evaluation, the Department will periodically survey students, alumni, and employers of alumni on the effectiveness of the program.

The PSM Integrative Pharmacology program evaluation activities are in accordance with the Institutional Review Board and the MSU Human Research Protection Manual, which includes provisions for voluntary participation and anonymity.

**PROGRAM PRICING**

Tuition and fees are subject to change on an annual basis. Students should consult with the Program’s Academic Office (phm@msu.edu) and the Michigan State University website for the most up to date tuition and fees (http://www.ctlr.msu.edu/COSTudentAccounts/Tuition_Fees.aspx).

**PHM 832 APPLIED INTEGRATIVE PHARMACOLOGY LAB**

Students enrolled for PHM 832 will be assessed an additional $1,750.00 to cover supplies and day time meals for this seven-day, on-campus hybrid course. Be aware that the one-week, on-campus lab course price does not include travel to and from the Michigan State University campus, some meals and lodging.
Acceptance into the program is competitive. **Applicants must have completed a bachelor’s degree from an accredited college or university, with at least 3 credits in chemistry and 3 credits in a biological science.** The Graduate Record Exam (GRE) is not required. A Statement of Purpose and two letters of recommendation are required for consideration for admission. Preference will be given to applicants with undergraduate degrees in biology, chemistry or related sciences and who are currently employed in an academic, government, or industrial laboratory.

1. Prospective students should complete an application form for admittance into the program online at [https://admissions.msu.edu/apply.asp](https://admissions.msu.edu/apply.asp) using program code 4216 which will place them under the College of Osteopathic Medicine.

2. Students may submit their Statement of Purpose within the online form or in a separate document, sent directly to the Academic Office. The Statement of Purpose should indicate how completion of the MS program will advance the applicant’s career or educational goals.

3. At least two Letters of Recommendation must be sent directly from the referee to the Academic Office of the Department of Pharmacology & Toxicology.

4. An official copy of all undergraduate and/or graduate college transcripts must be sent unopened from the granting institution to the Academic Office of the Department of Pharmacology & Toxicology.

5. Prospective students may also submit a copy of a research paper they authored or co-authored.

**INTERNATIONAL APPLICANTS**

Please note: **that this is a completely online program.** Unlike many on-campus degree programs, international students are not required to provide proof of travel, residency, visa, or proof of financial support with your application. There are no visa requirements, as there is no travel involved. The majority of the courses in both programs are delivered online and thus tuition rates are equitable across resident, non-resident and international students. All transcripts must be mailed directly from the institution. Transcripts sent in the same mailing package as other materials from the student will NOT be accepted.

Per the [MSU Office of Admissions](https://admissions.msu.edu/) website;

- “In applying, applicants must certify that all documents submitted as part of the application for admission are authentic. Any falsification of academic records through omission or misstatement may result in cancellation of admission and/or other disciplinary action by Michigan State University.”
- “Provide proof of English proficiency (sent directly from the testing agency) if your first language is not English (TOEFL, IELTS, SAT, MSUELT, or MELAB accepted). MSU’s TOEFL and SAT code is 1465.”
- “APPLICANTS FROM CHINESE UNIVERSITIES: Please arrange for a verification report of your university transcript with the China Academic Degree and Graduate Education Development Center (CDGDC). The report must be mailed directly to the MSU Office of Admissions by the CDGDC, rather than by you or any third party.”

Please ensure that original, authorized transcripts (in English) will be available. We suggest utilizing the services of an educational evaluation service such as: [Education Credential Evaluators](https://www.education.com/evaluator/) or [World Education Services](https://www.worldeducation.org/). The translation (if needed) can be sent separately along with the student’s application. All financial obligations with the university (tuition, fees, etc) are the responsibility of the student, and are handled electronically via their online student account.
Students may apply to the Online Integrative Pharmacology program three times per year. The following schedule applies:

<table>
<thead>
<tr>
<th>Due Date for All Application Materials</th>
<th>Admissions Determination Letter</th>
<th>Semester Admittance</th>
</tr>
</thead>
<tbody>
<tr>
<td>June 1st, 5 p.m. (EST) or the 1st business day of June</td>
<td>July 15-18 (approximately)</td>
<td>Fall (starts end of August)</td>
</tr>
<tr>
<td>October 1st, 5 p.m. (EST) or the 1st business day of October</td>
<td>November 15-18 (approximately)</td>
<td>Spring (starts early January)</td>
</tr>
<tr>
<td>February 1, 5 p.m. (EST) or the 1st business day of February</td>
<td>March 15-18 (approximately)</td>
<td>Summer (starts mid May)</td>
</tr>
</tbody>
</table>

ADMISSIONS COMMITTEE

The application is reviewed by the PSM Integrative Pharmacology Admissions Committee, which includes the program leaders, advisors and faculty.

Factors which determine the applicant's acceptance are:

- Academic record that shows background and future aptitude for success in the PSM Program.
- Professional goals which would be furthered by the coursework and eventual degree.
- Recommendations from academic and/or work references which indicate the likelihood of success in the program and/or support for the student in completing program requirements.
- Evidence of past perseverance, and ability to commit to the program given the extended timeframe.
- The Department's ability to give personal direction to the prospective applicant's program and goals.

In all areas of graduate education pertaining to admission or academic rights and responsibilities, there shall be no discrimination on the basis of age, race, color, creed, ethnic origin or sex. Members of minority groups are encouraged to apply. The rights and responsibilities of graduate students as itemized in this document do not nullify the rights and responsibilities of students as stated in the publication *Academic Freedom for Students at Michigan State University*.

Direct inquiries and application materials to:

Academic Programs - Online PSM
Department of Pharmacology and Toxicology
Michigan State University
B405 Life Sciences Building
East Lansing, MI 48824-1317
Email: phm@msu.edu
Tel: 517/884-3553
GRADUATION PROCESS

Students are ultimately responsible for monitoring their degree completion progress and should stay in contact with their Academic Advisor to ensure they graduate on time.

PSM students must earn a minimum of 31 credits as described above in the Course Requirements that include the following requirements:

PHM 832 APPLIED INTEGRATIVE PHARMACOLOGY LAB

PHM 832, an Integrative and organ-level pharmacology course, covers regulatory issues in the use of experimental animals, animal models of diseases, animal and tissue preparation for whole-animal and organ-level pharmacology experiments, experimental design, data collection, data analysis, and data interpretation. This is a hybrid course with online instruction and 1 week of on-campus exercises.

After completion of approximately 15 credits in their program, a PSM student will enroll in PHM 832, Applied Integrative Pharmacology Lab. Students must earn a minimum of a 3.0 in PHM 832 in order to graduate.

In addition to completing online course content, the student must make arrangements to travel to the Michigan State University campus for the entire seven-day training, which will include some skill assessments. Additional information on schedule, lodging, materials, pricing, experiments, and assessments will be provided in the early spring each year to provide time for coordinating this important training experience with the student’s employer and family members. Some students may be required to take preparatory coursework to meet Office of Radiation, Chemical and Biological Safety (ORCBS) guidelines prior to participating in the laboratory exercises.

PHM 895 APPLIED PROJECT IN INTEGRATIVE PHARMACOLOGY

Students must earn a minimum of 3.0 in PHM 895 in order to graduate. Beginning no earlier than two semesters prior to the expected graduation date (upon earning approximately 25 credits), the PSM student must enroll in PHM 895 Applied Project in Integrative Pharmacology. Students may elect to take between 3-6 credits in PHM 895 either simultaneously or in consecutive semesters.

Students will choose and plan their Applied Projects with the assistance of their Academic Advisor and PSM Director, and with the cooperation and support of their employer. Students are responsible for organizing a location to conduct their applied project. The Department of Pharmacology & Toxicology may on occasion be able to arrange a project on-campus or with industry associates.

Projects can be based on a laboratory research focused problem, or development of novel business or management approaches to conducting integrative pharmacological research in an academic, corporate or government agency environment.

In general, students will be graded upon criteria stemming from knowledge and skills they should have acquired through their PSM coursework including experimental design, data analysis, organ systems knowledge, applications for integrative pharmacology, management, communication, and contribution to the student’s workplace.

Specific objectives and weighting of grades for the course will be provided by the student’s Academic Advisor or PSM director prior to the start of the student’s project, as well as a Formatting Guide for the final written product of the Project.
During the first week of the final semester of the PSM program, students must complete and submit the Application for Graduation to the Registrar’s Office.

The Final Certification form is mailed by the Registrar’s Office to the Academic Office of the Department, where the student’s records are verified for completion of the program requirements. The Registrar’s Office will check for any outstanding parking tickets, holds, or fees owed to the University before approving the Final Certification form.

The Department completes the Final Certification form and returns it to the Registrar’s Office. Registrar’s Office approves Final Certification form, confirms receipt of thesis/dissertation by the Graduate School and issues diploma and transcripts to student. Students will be given information on how to participate in the on-campus commencement.

Online PSM Integrative Pharmacology students will be given information on how to participate in the on-campus commencement.
Students are encouraged to become involved in all aspects of the graduate experience including involvement with program governance, membership in special interest groups, and building relationships with classmates, faculty, and staff.

**ONLINE PSM IN INTEGRATIVE PHARMACOLOGY GOVERNANCE**

The Department of Pharmacology & Toxicology has established its own Bylaws for describing its organizational structure and in guiding its decision-making processes. For more detail see [http://phmtox.msu.edu/staffarea/bylaws.html](http://phmtox.msu.edu/staffarea/bylaws.html)

Oversight and governance of the online PSM in Integrative Pharmacology originates primarily from the Department Chair and Associate Chair who lead the Academic Office which includes the Graduate Secretary, Education Programs Coordinator, PSM Director and Academic Advisors. Many organizations and individuals contribute to the development and maintenance of the PSM Program as shown below.

*(denotes areas in which PSM students are directly involved)*

**STUDENT ADVISORY COMMITTEE**

Students from the PSM program are encouraged to run for a seat on the Student Advisory Committee. Terms run for 1 year. PSM students are eligible after completion of 12 credits towards the PSM degree, but may not serve more than two consecutive terms and must give up their seat within one semester following graduation.

In August, Pharmacology students will be solicited for nominations to the Student Advisory Committee. During the first week of September, students will be offered the opportunity to vote anonymously through online
survey. Announcement of elected representative for Pharmacology students will be made by September 30 each year.

**OTHER LEADERSHIP AND MEMBERSHIP OPPORTUNITIES**

PSM students also may choose to contribute to improving and advancing graduate education through the [Council of Graduate Students](http://cogs.msu.edu/index.php) (COGS). An extensive list of committees and current representatives, as well as COGS bylaws and various services offered by COGS can be found at: http://cogs.msu.edu/index.php

**Registered Student Organizations.** Students have considerable choices for getting involved in Michigan State University student life. For a list visit: [http://studentlife.msu.edu/current_students/rso/orgs.htm](http://studentlife.msu.edu/current_students/rso/orgs.htm).

**Service and Alumni Activities.** The Department is proud of its tradition of service and will on occasion offer opportunities to contribute or volunteer. These activities are not required. Similarly, the Department will occasionally host receptions at conferences which MS students are welcome to attend along with other Department faculty, alumni, students, and friends. It is hoped that MS students will remain connected to their Alma Mater after graduation from the program.

**WITHDRAWALS, TERMINATIONS**

Students may choose to withdraw from the PSM program for personal or professional reasons. The student should talk openly and honestly with their advisor, fellow students, Graduate Program Director and/or Chairperson while making this decision. Should a student choose to withdraw, a letter addressed to the MS Program Director must be written that includes reasons for withdrawal and the date on which this is effective. This must be forwarded to the Academic Office.

**VOLUNTARY WITHDRAWAL DURING THE SEMESTER**

A student may voluntarily withdraw from the University prior to the end of the twelfth week of a semester and is initiated in the Dean’s or Registrar Offices.

Visit [http://www.reg.msu.edu/ROInfo/FAQRO.asp](http://www.reg.msu.edu/ROInfo/FAQRO.asp) for more information on withdrawal deadlines and limitations to tuition and fee reimbursement. This document also covers specifics for withdrawals that are unauthorized (leaving without obtaining an official withdrawal), involuntary (as when called for armed service duty), and disciplinary. It also covers policy for readmission at a later date.

**TERMINATION**

A decision to terminate may be made on the grounds of a failing academic performance, lack of sufficient definable progress (e.g. not meeting goals of yearly evaluation), or dishonest academic behavior.

The decision to terminate a student is a serious one and is not made lightly. Should a decision to terminate a student be made, all information regarding the decision will be held strictly confidential between the student and the Department faculty and be released only with the consent of the student involved (unless this decision becomes the substance for a grievance procedure in which case such information shall be released to the Grievance Committee).
CONFLICT RESOLUTION

Conflicts include both personal and professional disagreements that have reached a perceived impasse. The University maintains a Graduate Student Rights and Responsibilities documents at http://splife.studentlife.msu.edu/graduate-student-rights-and-responsibilities. The Graduate School offers information on conflict resolution at http://www.msu.edu/user/gradschol/conflict.htm. It is recommended that students take steps to resolve conflicts productively.

1. Express your concerns **directly with the faculty or student** with whom you have a disagreement or otherwise unsatisfactory relationship. The Graduate School also runs a program entitled “Conflict Resolution” (http://grad.msu.edu/conflictresolution/). We encourage all those involved in a situation or potential situation of conflict to consult with the Graduate School and investigate these programs.

2. If necessary, the **Program Director or Associate Department Chair** should be contacted to discuss the situation with both parties involved. The Program Director and Associate Chair will try to facilitate a satisfactory resolution to the conflict.

3. There may be occasions when a student believes that a conflict with faculty or administrators is not resolvable within the department. A resource for the student, then, is the **MSU Ombudsman**. The Ombudsman is the "complaint" person for students having difficulty with any part of the University or when they don't know where to turn for help. The Ombudsman is independent from the University and thus can work informally and confidentially with students. Information on the Ombudsman and about the grievance hearing procedure and appeals is available at the MSU Ombudsman website at http://www.msu.edu/unit/ombud/.

STUDENT RIGHTS UNDER THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

To maintain student rights to privacy under the FERPA act, the University has established policies governing access to student records by employees and release to external parties. It is standard procedure for MSU employees to request identification prior to sharing student information. It is illegal to pose as another person in seeking private academic or computing information.

The University has designated that only certain personally identifiable information labeled as “directory information” may be released at the discretion of the University to anyone who makes a request. A student may restrict the release of directory information by notifying the Office of the Registrar. More information can be found at http://www.reg.msu.edu/ROInfo/Notices/PrivacyGuidelines.asp

Each individual of the Department has a confidential file kept within the office. The student has the right to visit his or her file anytime, and challenge it, if necessary. This is considered confidential information and the student has a right to view folder contents. Students may file a complaint with the U.S. Department of Education concerning alleged failures of the University to comply with FERPA.
ACADEMIC HONESTY AND INTEGRITY

ACADEMIC HONESTY

The Department of Pharmacology and Toxicology is committed to ensuring that its research and academic programs are held to the highest standards of integrity. Academic dishonesty at Michigan State University is defined by the General Student Regulations as conduct that violates the fundamental principles of truth, honesty, and integrity. There are several important resources which students should review carefully to ensure complete understanding of University policy and repercussions for breaking standards for cheating, copyright infringement, and plagiarism. The following conduct is specifically prohibited:

- Supplying or using work or answers that are not one’s own.
- Providing or accepting assistance with completing assignments or examinations.
- Interfering through any means with another’s academic work.
- Faking data or results
- Falsifying admission and academic records.

ACADEMIC INTEGRITY

Article III.B.2 of the Academic Freedom Report states that "The student shares with the faculty the responsibility for maintaining the integrity of scholarship, grades, and professional standards." (http://splife.studentlife.msu.edu/academic-freedom-for-students-at-michigan-state-university)

The general expectations for all students (graduate, undergraduate, professional, and lifelong education) enrolled in online PHM courses, i.e., offered by the Department of Pharmacology and Toxicology, for maintaining academic integrity are outlined below.

INDEPENDENT WORK

Students are expected to work independently on all assignments for which they receive a grade. This includes all types of assessments: tests, examinations, quizzes, homework, projects, problem sets, and any other assessment assigned by the instructor. The answers you submit must be your own and may not be copied from any source. You may not submit course work for which you have received credit in another course to satisfy the requirements for a course you are currently taking. All exceptions to this policy will be specified by your instructor. If you have any doubt as to whether or not working together or using outside resources and references is permitted to complete an assignment, ask your instructor.

When taking tests, examinations, or quizzes, no class notes, books, or other resources may be used, and you may not discuss the questions with your classmates. Outside assistance of any type is not permitted. Any exceptions to this policy will be stated explicitly by your instructor.

PLAGIARISM
Plagiarism is using someone else’s ideas or words without crediting the source. If you copy someone else’s words directly, those words must be enclosed within quotation marks and cited; the thoughts of others, written in your own words, must be cited. This is true regardless of the source – books, journal articles, and web pages all must be cited if you use ideas or words from them. Source can be hard copy or electronic, and the author might not be identified. Regardless of the details, you must cite your source in such a way that it can be found by someone else.

Plagiarism is considered to be academic theft, and committing plagiarism is a significant violation of MSU academic integrity policies. Students who plagiarize any part of an assignment may receive a penalty, including, but not limited to, a failing grade on the assignment or a failing grade in the course; expulsion from the program is possible.

MSU regulations state in part that “no student shall claim or submit the academic work of another as one’s own.” However, avoiding plagiarism is much more complicated and comes with more serious consequences than many students realize. Be aware that students are expected to abide by copyright laws. View the online tutorial at http://vudat.msu.edu/fileadmin/user_upload/vudat/flash/Academic_Integrity/academic_integrity.html and General Student Regulations & MSU Ordinance on grades and testing are found at http://www.msu.edu/unit/ombud/

**MSU POLICIES**

The Department of Pharmacology & Toxicology adheres to all applicable MSU policies as outlined at:

- https://www.msu.edu/unit/ombud/policies-publications.html

**DIGITAL MEDIA AND COPYRIGHT ACT**

MSU policies support the Digital Media and Copyright Act (http://lct.msu.edu/guidelines-policies/). Unauthorized copying and sharing of copyrighted music, videos, movies, documents and other electronic files is illegal. Users of MSUnet bear individual responsibility for their use of the network, and personal liability for any legal or criminal action brought against them.

See also Vice Provost of Libraries, Computing and Technology’s statement at http://www2.lib.msu.edu/research/copyright.jsp

**ELECTRONIC DATA SECURITY.**

All Users must respect the privacy and usage privileges of others, both on the MSU campus and at all sites reachable by MSU’s external network connections. There are significant academic and criminal penalties for trying to access or use other people’s passwords or unauthorized access to networks or systems.
LABORATORY SAFETY

As with most workplaces, the laboratory environment must adhere to state and federal regulations, individuals must complete the Office of Radiation, Chemical and Biological Safety Courses (ORCBS). Prior to working in MSU laboratories, students are given laboratory safety training. However, students are welcome to voluntarily sign up for training at http://www.orcbs.msu.edu/training/training_toc.htm

RESEARCH INTEGRITY

The MSU Intellectual Integrity Officer states, ““Misconduct” means fabrication, falsification, plagiarism, or any other practice by a Respondent that seriously deviates from practices commonly accepted in the discipline or in the academic and research communities generally for proposing, conducting, or reporting Research and Creative Activities.

Serious or continuing non-compliance with government regulations pertaining to Research may constitute Misconduct. Retaliation also constitutes Misconduct.

Misconduct does not include honest error or honest differences in the interpretation or judgment of data. You will be held responsible for knowing the guidelines on authorship, management, control and access to data.

For specific guidelines go to: http://www.uiio.msu.edu/ and http://grad.msu.edu/integrity.htm.

Information on properly designing and conducting research involving people is provided by MSU’s Human Research Protection Program at http://www.humanresearch.msu.edu/

Ethical and legal considerations dictate that all animals are to be cared for, according to humane standards. MSU Laboratory Animal Resources (ULAR) is a campus-wide organization that provides support for research and instructional programs. It is responsible for the care of a wide variety of animals. Visit http://www.ular.msu.edu/ for specific regulations, recommendations, and accessing educational resources.

CONTACTS
MSU Department of Pharmacology & Toxicology conducts administrative business primarily on the 3rd and 4th Floors of the Life Sciences Building B-Wing at the corner of Bogue Street and Service Drive, next to the MSU Clinical Center.

DEPARTMENT OF PHARMACOLOGY & TOXICOLOGY

Administrator Telephone: 517.353.7145
Academic Office Telephone: 517.353.3553
Business Office Telephone: 517.353.7145
Fax: 517.353.8915
Email: phm@msu.edu

Department of Pharmacology & Toxicology
B440 Life Sciences Building
Michigan State University
East Lansing, MI 48824
http://www.phmtox.msu.edu

CENTER FOR INTEGRATIVE TOXICOLOGY

165C Food Safety and Toxicology Building
Michigan State University
East Lansing, MI 48824

Telephone: 517.353.6469
Fax: 517.355.4603
Email: tox@msu.edu
http://cit.msu.edu

UNIVERSITY RESOURCES

STUDENT ACCOUNTS  (within the Controller’s Office of MSU)
a centralized office to contact regarding your tuition bills, payments, and application of scholarship monies.

http://www.ctlr.msu.edu/COStudentAccounts/

MSU Student Accounts, 140 Hannah Admin Bldg, East Lansing, MI 48824
Student Billing & Receivables: 517.355.3343
Email: student.receivables@ctlr.msu.edu
Fees, Sponsored Aid & Fellowships: 517.355.5050
Email: student.accounts@ctlr.msu.edu
Toll-Free (US only): 800.775.4323
Fax: 517.353.9640

THE GRADUATE SCHOOL
provides information on a variety of graduate student issues including rights, responsibilities, requirements for graduation, and the Council of Graduate Students (COGS).
THE REGISTRAR’S OFFICE
provides central access to the academic calendar, course descriptions and schedules, application for graduation, transcripts, address changes, and other student services.

MSU Registrar’s Office, 150 Hannah Admin Bldg, East Lansing, MI 48824-0210
Telephone: 517.355.3300
http://www.reg.msu.edu/

Degree & Certification
Telephone: 517.432.5911

MSU OFFICE OF FINANCIAL AID

http://www.finaid.msu.edu
Telephone: 517.353.5940
Email: finaid@msu.edu

UNIVERSITY RESEARCH

ORCBS (Office of Radiation, Chemical, and Biological Safety) at M.S.U. promotes and establishes programs in health, safety, protection of the environment and regulatory compliance. Resources include Researchers Guide, other manuals and forms; employee and student training; inspections; and hazardous materials ordering, storage, and disposal.

http://www.orcbs.msu.edu/
Telephone: 517.355.0153

ULAR (University Laboratory Animal Resources) at M.S. U. provides support for research and instructional programs that ensures responsible care for a wide variety of animals. Services include regulatory expertise and a resource library.

http://www.msu.edu/unit/ular/
Telephone: 517.353.5064
Fax: 517.432-2766

TECHNICAL ASSISTANCE

DISTANCE LEARNING HELP DESK (DLS)
Hours: Open 24 hours per day, 7 days per week with some holiday exceptions. MSU Library Distance Learning Services is designed to meet the research and information needs of student and faculty in off-campus or on-line courses, and faculty/staff in MSU off-campus units.

Should you experience any difficulties with your online course materials, please ensure that you report these to the ANGEL Help Desk personnel immediately, as they will notify your instructor.

**DLS Help Desk**

Local Telephone: (517) 355-2345
Toll-Free (US only): (800) 500-1554
help.angel.msu.edu
reachout@msu.edu

http://help.angel.msu.edu/
http://dev.help.angel.msu.edu/students/guide

**ATS HELP DESK**

Assists members of the MSU community with general computing questions or problems. They can help you diagnose a problem with your PC, recover from a virus, figure out a network issue, and more. When they can’t help you, they will refer you to someone who can. Browser-based chat support is now offered as well.

Contact ACNS if you need assistance in the following areas:

- setting up your MSU Net ID
- accessing email for the first time
- changing your directory information
- accessing your free AFS Space for your personal webpage
- changing passwords, etc.

The ATS Helpdesk can also direct students to technical support for other topics such as:

- ANGEL
- accessing the library
- LON-CAPA
- computer enrollment
- STUINFO.msu.edu
- webenroll.msu.edu

Hours:

Sunday – Thursday 7:00 AM to Midnight
Friday – Saturday 7:00 AM to 8:00 PM
http://help.msu.edu/index.php

T: 517.432.6200

**ADDITIONAL SUPPORT SERVICES & SPECIAL INTEREST GROUPS**
Alcohol and Other Substance Abuse Concerns

T: 517. 355.8270

Domestic Violence Concerns

T: 800.799.723 (SAFE)
TTY: 800-787.3224
ndvh@ndvh.org or deafhelp@ndvh.org

Disabilities Resource Center at MSU

http://rcpd.msu.edu/
T: 517.884.7273 (RCPD)
TTY: 517. 355.1293
Fax: 517. 432.3191

Career Placement Services
at MSU seeks to decrease student and faculty/staff stress, aid in developing a healthy organizational environment, increase student satisfaction, motivation, and performance towards personal and career goals.

http://careernetwork.msu.edu/
T: 517.355.9510
Email: careerservices@csp.msu.edu

Counseling through MSU (Individual and Groups)
Fact: 80% of people that seek treatment for depression are treated successfully. Counseling Center records are confidential and released to a third party (faculty, administrators, parents) only if you give written consent. There are some limited exceptions that apply to minors, court subpoenas and emergencies which you will receive more information about.

http://www.couns.msu.edu
http://www.ulifeline.org/schools/msu
Telephone: 517.355.8270

International -
Office for International Students and Scholars (OISS) supports and enhances the international students’ and scholars’ academic, cultural, and social interaction at MSU. It also aims to serve as the primary link between the international students/scholars and the university, community, federal government, and public and private agencies. OISS also desires to promote a positive and symbiotic cross-cultural environment through international education and exchange.

http://www.isp.msu.edu/OISS
T: 517.353.1720
Minority (ALANA) Student Affairs Office

http://grad.msu.edu/alana.htm
T: 517.353.3262

MECCA (Multi-Ethnic Counseling Center) at MSU

http://www.counseling.msu.edu/students/international/mecca
Tel: 517.355.8270 (8:00 a.m. – 5:00 p.m. EST)
Fax: 517.353.5582
TTY: 517.353.7278
couns@cc.msu.edu

Sexual Assault

Response information for victims, volunteers, and friends

http://www.endrape.msu.edu/
24-Hour Hotline: 517.372.6666

Suicide Prevention

Telephone Hotline: 800.273.8255 (TALK) or dial 911
Resource Center: http://www.sprc.org/about_sprc/index.asp
Program: Professional Science Masters™ in Integrative Pharmacology

<table>
<thead>
<tr>
<th>Student Last Name</th>
<th>First Name</th>
<th>PID</th>
<th>Admission Date</th>
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</table>

<table>
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<tr>
<th>Academic Advisor</th>
<th>Approval Date</th>
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</table>

REQUIRED CORE COURSES

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Title</th>
<th>Semester</th>
<th>Credits</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>PHM 819</td>
<td>Principles of Pharmacology &amp; Toxicology</td>
<td>2</td>
<td></td>
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<tr>
<td>PHM 830</td>
<td>Experimental Design &amp; Biostatistics</td>
<td>3</td>
<td></td>
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<td>PHM 832</td>
<td>Integrative Pharmacology Lab</td>
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<td>PHM 895</td>
<td>Integrative Pharmacology Project</td>
<td>3-6</td>
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ELECTIVES (Minimum of CREDITS)

<table>
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<tr>
<th>Course #</th>
<th>Course Title</th>
<th>Semester/Year</th>
<th>Credits</th>
<th>Grade</th>
</tr>
</thead>
</table>

Minimum Credits for Graduation: 31

Transfer Credits: Up to 9 credits may be accepted upon evaluation and approval. A course syllabus and official transcript are required. Lifelong Education Credits: Up to 9 credits only.

Five Year Limit: Program must be completed within 5 years of 1st enrollment (first enrollment begins with transfer of non-MSU credits or Lifelong Education credits.)
A copy of the current Program Completion Plan should be attached to this report

Page 1 of 2 - Completed by Student

Student Name

________________________________________

PID Number

________________________________________

Anticipated completion date

______________________________

If admitted under provisional status, date provisional status removed:

______________________________

Are all program requirements completed?  

Yes  

No

If no, what requirements remain?


Date of last contact with the Academic Advisor?

______________________________

Current GPA:  

______________________________

Number of credits below 3.0:  

______________________________

Professional Performance and Potential

- The student should attach the following information:

- Professional goal statement for the year (noting both academic and career goals)

- Goal statement for the next year

- Vitae/resume including: presentations given at conferences or meetings, service to the department/school/college, publications, participation with faculty on research projects or similar endeavors, participation in community projects, workshops, or other university outreach efforts.
Comment briefly on your progress in achieving your academic goals during the past year. Note areas in which you are experiencing any difficulty.

Comment briefly on your progress toward achieving your career goals during the past year. If you feel you are not making progress, explain why. Include perceived departmental/school obstacles that hinder your program, as well as personal conflicts, other obligations, or disabilities that may be hindering progress.
A copy of the current Program Completion Plan should be attached to this report

Page to be completed by Academic Advisor

Student Name ___________________________ Student PID Number ___________________________

Comment on whether the student made acceptable course completion progress since the evaluation.

Comment on overall academic performance and experience gained.

Comment on removal of any barriers to academic progress that were identified during last evaluation period.

Student: Your signature below indicates that you have discussed the contents of this progress report with your Academic Advisor.

Student ___________________________ Date ___________________________

Advisor: Your signature below indicates that you have discussed the contents of this progress report with the student.

Director/Advisor ___________________________ Date ___________________________

Chair ___________________________ Date ___________________________

Upon signature, distribute copy to the student and retain original in student’s Department file.
This page left blank intentionally.
Photo/Multimedia Release Form

I authorize Michigan State University to audiotape, videotape and/or photograph my image and/or voice for use in educational, public service, and promotional programs.

These programs include, without limitation, the promotion and public description of the PSM in Integrative Pharmacology program, MS in Pharmacology & Toxicology program, IOSP Short Course, other on-campus laboratory courses, industry collaborations, online training and other educational products associated with the Department of Pharmacology & Toxicology.

Name: ___________________________ Date: ___________________________

MSU Association (student, employee, workshop participant):

____________________________________________________________________

If you agree to allow your image to be used by Michigan State University and in particular the Department of Pharmacology & Toxicology, please complete this form and fax it to the Department at: 517.353.8915