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## THE ADVISORS

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### **CLINICAL PROGRAM ADVISOR AND SPECIALTY ADVISOR**

The faculty of the University of Minnesota Medical School take their responsibility for being advisors to medical students very seriously. All medical school advisors are full-time faculty members. Advisors are selected by the head of their department. The advisor list is updated annually.

Each student will select or be assigned a **clinical program advisor**, who will serve as a source of information regarding curriculum planning and scheduling, and assist the student with his/her specialty decision making (see Student's Advisors Selection on the web at [www.meded.umn.edu](http://www.meded.umn.edu)) In addition, the clinical program advisor will serve as a mentor, role model, resource person and advocate for the student. The clinical program advisor and advisee should meet a minimum of **one time per semester** or two times per year. Clinical program advisors can be members of any department as long as they are willing to provide general guidance. They are not recruiting agents for their departments. Each student will have a clinical program advisor throughout Years 3 and 4; she/he can change to another clinical program advisor at any time. Students are to let their old and new advisor of the change.

In addition to the clinical program advisor, one or more **specialty advisors** will be available in each department (see specialty advisor list) to assist with a specific specialty. These individuals, often the residency program director and the education head of the department, will have detailed information about their department/specialty, including location of residency program(s); length of residency programs; fellowship opportunities; skill sets needed for practice; and practice options. The specialty advisor cannot take the place of the clinical program advisor. However, the specialty advisor may serve a dual role if also designated as a clinical program advisor. Both the clinical program and specialty advisors may write letters of recommendation for the student, depending upon the amount of contact they have had and information regarding their clinical capabilities and research projects. Please see [www.meded.umn.edu](http://www.meded.umn.edu) for updates regarding advising.

### **CHOOSING AN ADVISOR**

Each student will select his/her advisor from the on-line advisor selection system ([www.meded.umn.edu](http://www.meded.umn.edu)). If one is not selected, one will be assigned to the student. The student can change advisors at any time, but will need to de-select the current advisor on-line. The old and new advisors must be informed of the change. A specialty advisor will not take the place of the clinical program advisor; however, a specialty advisor can serve a dual role if also designated as a clinical program advisor.

Steps in choosing an advisor include the following:

- Gather information from resources available at Mayo B675 or on-line at [www.meded.umn.edu](http://www.meded.umn.edu):
  - Guide for Advising Year 3 and 4 Medical Students (provided to every advisor online and Year 3 student)

- Careers in Medicine:  
<http://www.aamc.org/students/cim/>: at the login enter 22146FAC - create own userid and password - parts of the site are available without logging in
- Student Advisory Selection on the Web ([www.meded.umn.edu](http://www.meded.umn.edu))
- Getting into a Residency (Iserson)
- How to Choose a Medical Specialty (Taylor)
- Glaxo Specialty Profiles
- Pfizer Guide to Medical Career Opportunities
- List of medical students and their current advisors
- Meet with Dr. Thompson or others involved with Years 3 and 4 curriculum to answer questions
- Talk to several potential advisors.
  - Suggested discussion points include the following:
    - » Specialty area (e.g., family medicine, internal medicine, surgery, emergency medicine, pediatrics)
    - » Ideas about arranging clinical schedule (required, elective courses)
    - » Opportunities or suggestions for use of elective and free time
    - » Possibilities for special projects or research projects
    - » Desirable elective courses
  - Suggested questions:
    - » What special resources, skills and interests should one possess for a career in various specialties?
    - » How can one more thoroughly examine a specialty and work with those practicing in the specialty?
    - » What special uses of scheduled and unscheduled time in Years 3 and 4 (e.g., specific course, research project) should be devoted to improve prospects as a resident applicant?
    - » What would you suggest as a special project or research topic?
- Talk to several Year 4 students about helpful advisors.
- Complete the biographical data sketch on line (<http://currstu.ahc.umn.edu/login.cfm>)
- Make your selection of advisor on-line (**[www.meded.umn.edu](http://www.meded.umn.edu)**). Consider:
  - Someone you know or have met and with whom you feel comfortable discussing career, concerns.
- OR
- Someone who is recommended by other students.
- OR
- Someone who is recommended by career counselors in the Medical Education area.

The advising system will be linked to the scheduling system. This should make selection of the clinical program advisor much easier. Advisors are selected on a first come basis with a limit of five students per year per advisor. The clinical program advisor is an extremely important individual to assist students in planning clerkship rotations and specialty career selection. The advisor will be notified by e-mail of his/her advisee.

- Changing Your Advisor – If your relationship with your advisor does not develop as expected, you may wish to consider a change of advisor. Please follow the procedure outlined below:

- Discuss matter with current advisor
- Select a new advisor from the on-line list.
- Submit newly signed Advisor Change Form at <http://www.meded.umn.edu/year34/forms.htm>

## **ROLE OF THE CLINICAL PROGRAM ADVISORS AND SPECIALTY ADVISORS**

The *clinical program advisor* should meet with the student at least TWO times per year (responsibility of advisor to contact advisee(s) via e-mail, phone, fax, pager). The advisor:

- Provides information about curriculum planning, including the scheduling of required and elective courses/clerkships during Years 3 and 4.
- Serves as an advocate for the student, receives and reviews academic progress, and discusses clinical learning issues.
  - Receives evaluations/grades from Years 1 and 2 and Years 3 and 4 courses/clerkships (student's permission is required).
  - Receives biographic data sheet.
- Serves as a role model, mentor, counselor and FRIEND.
  - Does not serve as a recruiter.
- Serves as a resource person for the student and networks with individuals in other departments.
  - Refers appropriately (e.g., to a specialty advisor or for financial aid).
  - Writes a letter of recommendation if requested.
- **Assists student with his/her specialty decision-making process.**

## **ACCESS TO ADVISEES**

- [www.meded.umn.edu](http://www.meded.umn.edu) or <http://advisor.ahc.umn.edu>
- User ID
  - First letter of first name, first four letters of last name
  - Prompt to create password (yet another one!)
  - View advisee's schedule: click on advisee's ID number
  - Biographical sketch: click on Biographical Data; go to bottom to print entire sketch ("printable version")
  - E-mail – click on e-mail address
- Calendar
- Clerkship schedule, availability

## **CLINICAL PROGRAM ADVISORS AREAS TO ADDRESS OR DISCUSS WITH ADVISEES**

- USMLE Step 1, 2: Discuss dates of exams, preparation, requests, results
  - Registration for USMLE Step 1 before access to on-line computerized scheduling system
  - Must take USMLE Step 1 before starting clerkship
  - Take USMLE Step 1 in May or June of Year 3 (preferred) and definitely before the end of Period 2 (late August) of Year 3 unless extenuating circumstances exist and with advisor's approval

- Must pass USMLE Step 1 before exceeding 18 credits of work
  - Take USMLE Step 2 CK, CS after maximal clinical exposure, including Primary Care Clerkship, but before February 15 of Year 4
  - [www.nbme.org](http://www.nbme.org)
- Career specialty selection – MedCareers
    - [www.aamc.org/careersinmedicine](http://www.aamc.org/careersinmedicine)
    - Interviews for residency (Year 4)
    - Preparation for interview
    - Dates, sites of interviews
    - Early match (neurology, neurosurgery, ophthalmology, otolaryngology, urology)
    - Days allowed away from required courses: 3 days per 6 weeks, 0.5 day per week
      - Approval of preceptor and resident
    - MSPE (completed in September; send out November 1)
    - Match results
  - Review evaluations – grades
    - Residency selection: grades/evaluations in required courses
    - Grade inflation (required courses only)
      - Honors: up to 30%
      - Excellent: 30-50%
      - Satisfactory: 20-30%
    - Evaluation (faculty of student; student of faculty, rotation)
      - Electronic
      - Linked to scheduling system
  - Transition course: Year 2 - 3
    - Patient care units (e.g., charts, orders)
    - Skills lab: vascular, airway access; ACLS (available)
  - Transition course: Year 4 - residency
  - Didactic (CME-like) material: Years 3, 4 – Web-based
    - Pain Management, Bioterrorism
  - Meetings: one per semester (two per year)
    - Advisor’s responsibility to arrange
  - Residents and Year 4 Students as Teachers Program
  - Student advisory group for required courses
  - Awards
  - Graduation

The *specialty advisor*:

- Presents information on specialties in the fall for Year 2 students.
- Presents pertinent specialty information to Year 3 students at the spring resident information meeting.
- Provides information about the specialty ranging from residency (locations, length) to fellowship to practice options/locations and needed skills set.

- Serves as a contact person for clinical program advisors, students.
- Serves as a mentor, resource person and role model for students.
- Provides a letter of recommendation if contact with the student is sufficient.

## CURRICULUM PLANNING – SCHEDULING CLERKSHIPS

An on-line scheduling system to select courses by *period* and by *site* will be available for incoming Year 3 students (site selection and changes in schedule for Year 4 students):

- **www.meded.umn.edu** to access Year 3 and 4
- A lottery system will be utilized to determine the order of selection of courses and clerkships (please see **www.meded.umn.edu** for instructions):
  - The lottery will consist of 15 rounds in three weeks
    - » Required courses by period and site – 10 rounds
    - » Elective courses by period and site – 5 rounds
  - RPAP students (Year 3) will have a special lottery (manual entry) for selection of order and site of required courses/clerkships taken before beginning RPAP, with limited selections of medicine sites, based on percentage available; RPAP students are part of the regular lottery for post-RPAP courses. Contact RPAP office for details.
- There is no guarantee that a student will get his/her choices by period and site in the lottery.
- Trades can be made with your colleagues on-line; scheduling will remain open until the posted cancel/add deadlines.
- 76 Credits needed for graduation: 56 required, 20 elective (8 hands-on or direct patient care at the University of Minnesota Medical School (Twin Cities, Duluth, rotations in greater MN))

Several reminders should be emphasized in planning your schedule:

- **Take as many required clerkships/courses/rotations as possible during your third year, starting with Period 1** (take 44 of 56 required credits by October 1 of Year 4, except under extenuating circumstances and with approval of your advisor).
  - Permits greatest opportunity to select your career specialty with early exposure to multiple specialties.
  - Allows free time for interviewing at residency programs during Year 4.
  - Allows more time in Year 4 for electives, research projects, interviews (mentioned above) and completion of many other responsibilities.
  - Allows maximum opportunity to become acquainted with faculty members who write letters of recommendations for residency.
  - Prepares you in the best possible manner for USMLE Step 2 CK, CS
  - Maximizes required clerkships for MSPE
- Minimize use of free time in the summer of Year 3.
  - You will likely want to utilize free time for residency interviews and take advantage of other academic interests in Year 4.
  - Students are permitted .5 day/week off for interviews and illness from required course (3 days/6 weeks)
- **Go to [www.meded.umn.edu](http://www.meded.umn.edu) for updates-courses.**

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## REQUIRED COURSES/CLERKSHIPS/ROTATIONS

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CLERKSHIP/COURSES	CREDITS (WEEKS)*
Emergency Medicine	4
Medicine I	6
Medicine II	6
Pediatrics	6
Ob/Gyn	6
Psychiatry	6
Surgery	6
Primary Care Clerkship Family Practice – 4 weeks Medicine, Pediatrics or Geriatrics – 4 weeks	8
Neurology	4
Surgical Subspecialties (Neurosurgery, Orthopaedic Surgery, Otolaryngology, Urology): 1 for 4 weeks, or 2 for 2 weeks, taken consecutively	4
<b>TOTAL CREDITS/WEEKS</b>	<b>56</b>

**\*One Credit = One Week**

Note: Take as many required courses as possible during Year 3 (strongly recommend having taken at least 44 of 52 required credits by October 1 of Year 4, except for extenuating circumstances and with advisor's approval). Such schedule planning best prepares the student for specialty selection and USMLE Step 2, and permits time for preparation and interview for residency programs.

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## CALENDAR

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### YEARS 3 AND 4 CALENDAR

<u>Category</u>	<u>Weeks</u>	<u>Credits</u>
Total (2 years)	102	—
Required courses	<b>56</b>	56
Elective courses	<b>20*</b>	20*
Vacation	2	—
Free Time (medical education/research, other)	24	—
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\*8 weeks hands-on (must be direct patient contact) in the Twin Cities or Duluth  
12 weeks may be non direct patient care

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## GENERAL

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Students cannot receive pay for research or clinical courses (clerkships) and receive academic credits simultaneously except in the Rural Physician Associate Program (RPAP). The academic calendar contains 23-24 weeks of free time in two years. **More than 50% of students use free time for medical education purposes—electives or research.** There is now a limit of 88 credits you may earn (96 credits for RPAP students) during your third and fourth years in medical school. You may also request to audit courses; this requires payment of the student service fee but no other tuition. Assignment to courses for audit is on a space-available basis, with priority given to regularly registered students. You may also want to consider taking rotations at other medical schools, particularly those where you might be interested in obtaining a residency. Usually, the host school for this work does not charge tuition. Students are **not** covered for malpractice on electives away during free time.

Additional considerations in planning your schedule to increase your visibility and experience:

- Consider a rotation at a school or hospital elsewhere (elective away for credit or EAC—INMD 7555) if you are considering applying there for residency.
- Consider a rotation on an advanced elective or “subinternship” to learn more about the specialty, to act more as a resident and to be in contact with faculty.
- Consider a research project in an area to show another aspect of your capabilities.
- Consider a joint degree: MD/MPH, MD/MBA, MD/Ph.D., MD/MS in Informatics MD/JD (2 years) and MD/MS in biomedical engineering under consideration.
- Consider UCAM or (8 weeks in Primary Care Clerkship plus 8 weeks the same site in patient care responsibilities).

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## ELECTIVE COURSES

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**Every Year 3 and 4 medical student is required to complete 20 credits (weeks) of elective course work.**

For these 20 credits/weeks of electives, 8 credits (weeks) must be in **direct patient care** or “**hands-on**” patient care in the Twin Cities area or Duluth in an advanced and/or specialized subject. Laboratory medicine and pathology, radiology, research and electives away for credit (EAC – elective away for credit, including international rotation) are **not** considered hands-on patient care and **do not** fulfill this requirement. You may take up to 12 weeks (credits) in research activities and up to 12 weeks for electives away (prefer 4 – 8 weeks). You should not take more than 12 weeks of electives in a single specialty field unless granted special permission by your clinical program advisor. RPAP students will have an opportunity to expand elective time by opting out of another required course (e.g., pediatrics, surgical specialties), depending upon experience at the RPAP site and approval of the student’s RPAP preceptor, the appropriate department head, the director of RPAP, and the Director of Clinical Education. RPAP students

will need to take 2-8 elective credits minimum. The hands-on requirement is waived for RPAP students. You must complete an elective away application form, available on-line, prior to doing an EAC)

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## RESEARCH

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You may take up to 12 credits/weeks of research as part of the 24 credits/weeks of electives. However, you cannot register for credit and concurrently earn a stipend for the research activity. If you are taking a research course for credit, you need to complete an application form (on-line at [www.meded.umn.edu](http://www.meded.umn.edu) or at B675 Mayo) detailing the course number, course length and project activity. The project and form need to be approved by the project supervisor, course director, clinical program advisor, and Director of Clinical Education **prior to the start of the project**. Since the same course cannot be taken more than one time, 2 courses are available (INMD 7000 and INMD 7001). In addition, many specialties have a research elective. Give yourself plenty of time to obtain approvals. Retroactive credit will **not** be given. About one-half of all students complete a research project as a medical student. Some are done for credit, others on free time (e.g., residency program application).

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## ELECTIVES AWAY FOR CREDIT (EAC)

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Every medical student may take an elective away for credit (EAC), subject to limits cited under program requirements and below. An EAC can only be taken at medical schools accredited by the Liaison Committee on Medical Education (LCME) or by arrangement at foreign medical schools with appropriate preceptorship. **No required course can be taken away for credit**. The balance of the elective program must fulfill elective requirements, as noted above (12 weeks hands-on in Twin Cities or Duluth). Electives for credit at military duty sites must be at major teaching centers. Most students who utilize EAC take 4-8 credits/weeks, with a maximum of 12 weeks (maximum 6 weeks for RPAP students).

A number of requirements need to be satisfied to receive credit for an EAC:

- Approval by the clinical program advisor in the context of the student's overall program. Approval is based on determination whether the activity is relevant to the student's goals and consistent with his/her full program.
  - Approval to take an EAC and registration at the University of Minnesota for INMD 7555 (application form on-line at [www.meded.umn.edu](http://www.meded.umn.edu) or at B675 Mayo) **must be done in advance** before beginning the EAC; give yourself plenty of time to obtain approval from the site and your advisor.
- Students cannot fulfill any required course/clerkship by taking it away (LCME requirement); all required courses must be taken at one of the sites at the University of Minnesota – Twin Cities or in Duluth.
- Students with incomplete grades will not be approved for EAC.

- Each EAC must be an officially recognized and numbered course at an accredited medical school in the United States or abroad, arranged with a physician preceptor who is willing to teach and complete the evaluation.
- Each student is responsible for the following before beginning the EAC:
  - Provide information on course title, number, description and responsible faculty preceptor(s).
  - Complete correspondence to make arrangements for the course.
  - Provide an evaluation of work before final approval for credit is given.
  - Obtain any additional information necessary for approval of this activity.
  - Obtain his/her clinical program advisor's signature.
- Each student must have written approval of his/her clinical program advisor and the Year 3 and 4 Director of Clinical Education to receive credit for an EAC; grades will be given by the Year 3 and 4 Director of Clinical Education based upon review of the evaluation of the student by the preceptor(s) at the hosting institution.
  - An evaluation should be completed on forms from the University of Minnesota Medical School and not of the host school. The evaluation forms can be picked up in the Office of Curriculum Affairs (B675 Mayo) or printed from **www.meded.umn.edu** before departing.
  - Do **NOT** request retroactive credit for an EAC—**IT WILL NOT BE GIVEN**.
- RPAP students must also obtain approval from the RPAP office for any EAC (up to 6 weeks).

*Remember, you are ambassadors and representatives of the University of Minnesota Medical School when you are taking courses at another school.*

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## **MODIFYING YOUR PROGRAM**

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### **CANCEL/ADD DEADLINES**

**Please note that the cancel/add deadlines are, on average, six weeks (range five to seven weeks) prior to the start of every six-week block.** Please adhere to the deadlines. The computer will not permit changes after the cancel/add deadlines. Thereafter, changes will occur only in emergency situations—very, very rarely within two weeks of the start of the next six-week block—by contacting the Office of Curriculum Affairs at Mayo B-628; 612-625-4692. Please be sure that your schedules and your hospital sites for the upcoming six-week rotation are set before the cancel/add deadlines.

- *How can I make changes in my program?*

Check the Web page at **www.meded.umn.edu** to see what courses are open. Talk with your advisor. Course changes will be made on-line, adhering to the cancel/add deadlines. However, required courses can only be moved to a different period; drops will be prohibited (unless approved by the clinical program advisor and the Office of Curriculum Affairs at Mayo B-628). If difficulties arise in moving a required course, please contact the Office of Curriculum Affairs at Mayo B-628 - 612-625-4692.

➤ *Can I change hospital preferences after the cancel/add deadline?*

Hospital site changes for courses will be handled the same as changes in the order of courses—on-line scheduling at **www.meded.umn.edu**, adhering to deadlines.

## **SITE REQUESTS**

Many required courses are taught at multiple sites within the Twin Cities and greater Minnesota (e.g., Duluth). You will have an opportunity in the lottery to select your choice of site to take a required clerkship. Departments will still be responsible for sending information to you regarding where to report and other pertinent information before you start the rotation. The Medical School does enjoy a large number of affiliations for student teaching in many Twin Cities hospitals and clinics and in Duluth; the preceptors at these sites are outstanding teachers. Twenty-six required credits (weeks) must be taken in the Twin Cities, including the Medicine II, Psychiatry, Otolaryngology, Neurosurgery and Urology courses. RPAP students must take 20 credits in the Twin Cities. Take advantage of this wide range of opportunities to gain clinical experience in a number of clinical settings. This will help you in the years to come. If you have a major interest in a residency at a hospital in the Twin Cities, you may want to take either a required or elective course at that integrated or affiliated institution.

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## **USMLE STEP 1 (EARLY YEAR 3), STEP 2 (YEAR 4)**

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Obtain information on-line at **www.nbme.org** or CD-ROM in B-675 Mayo (Student Resource Center). You must register for USMLE Step 1 before you can access the on-line computerized scheduling system.

You are encouraged to begin your full-time clinical work in Period 1 at the beginning of Year 3 (depending on course availability—usually better course and site selection). Students can take up to 18 credits/weeks in the third year. You may take USMLE Step 1 examination before starting any clerkships. To go beyond 18 credits/weeks, the student **MUST** have a passing score in hand on USMLE Step 1. The Medical School strongly encourages every Year 3 student to take the USMLE Step 1 in May or early June (before Period 1) when he/she has maximum knowledge of the basic science courses. Every student should take the exam by the end of Period 2 (late August of Year 3), except under extenuating circumstances and after discussion with and approval of his/her advisor and the Office of Student Affairs. Each student, with the help of his/her advisor, needs to determine the best time to take Step 1. Reasons to delay taking USMLE Step 1 include: major lifestyle change (e.g. marriage), difficulty taking tests, difficulties in multiple areas during Year 1 and 2, low MCAT score, extended leave of absence. Allow 3-6 weeks for return of scores. During free time, you should prepare for USMLE Step 2, Clinical Knowledge (CK) and Clinical Skills (CS) tests. . This is a difficult test; therefore, study appropriately. Plan to take the boards after maximal clinical experience, particularly after taking medicine, pediatrics, surgery, ob/gyn and either psychiatry or neurology (preferably both), but **before February 15** of Year 4. Take the Primary Care Clerkship before taking USMLE Step 2 SK. Emergency Medicine is another excellent clerkship to take before taking the USMLE Step 2 CK and CS. Those entering the military must take USMLE Step 2 before mid-September. Scores from Step 1 and Step 2 can be helpful in residency application. **A passing score on all examinations is required for graduation.** Once again, each student must decide with his/her

advisor when to take Step 2 CK and CS. Allow three to six weeks for return of the Step 2 CK and CS scores. Some schools require results of Step 2—inquire appropriately. All residency programs require a passing score on the USMLE Step 2.

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## RESIDENCY MATCH

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In the spring of Year 3, before entering Year 4, a program to explain details of the National Residency Matching Program (NRMP) is organized by the offices of Student Affairs and Curriculum Affairs. How the match works, match sign-up forms, tips from seniors and information from all the specialty fields are provided. Medical School Performance Evaluations (MSPE – old Dean’s Letter) are completed by September 1. Dean’s letters and ERAS applications are forwarded to programs November 1. Programs send in rank lists in February, with Match Day in late March.

Your work should begin before this spring program. You are already considering a specialty field in which you are interested. You have selected your clinical program advisor. You will have taken a required and elective course during Years 3 and 4 that assist with specialty selection. You will be exposed to a large amount of information—from the students, from faculty and especially from **residents**. Remember—residents have very recently undergone steps similar to what you are now encountering. You can learn a lot from them. In fact, surveys have indicated student’s rate residents as among the most valuable sources of information in assisting with specialty choice residency program selection, the Match and the learning process of medicine as it relates to patient care.

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## GENERAL RULES, PROCEDURES, HELPFUL HINTS

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- **Make sure your schedule fulfills graduation requirements: 76 credits (weeks) of full-time clinical work are required to graduate with 56 credits in required courses/clerkships/rotations and 20 credits in electives (8 credits for direct patient care or “hands-on” clinical work).**
  - You may take up to 88 credits (95 credits for RPAP students).
  - We strongly recommend taking 44 of 56 required credits by October 1 of Year 4 unless extenuating circumstances exist and with advisor’s approval.
  - Radiology, laboratory medicine and pathology, EAC, international clerkships and research do **not** count toward direct patient care or “hands-on” credits.
  - You should take no more than 12 credits of electives in a single specialty field, EAC (prefer 6-8 weeks maximum) or research.
  - Two courses are available for research, for a total of 12 weeks (INMD 7000 and INMD 7001)
- **Please adhere to the cancel/add deadlines** indicated on the calendar if you desire to change a course.
  - Changes in your schedule can be made through the computerized scheduling system at [www.meded.umn.edu](http://www.meded.umn.edu) or B675 Mayo; e-mails are **not** accepted.
  - An emergency is the only permissible reason to change after a cancel/add deadline.

- » You cannot drop a required course, only change or add one, without the approval of your advisor and the Office of Curriculum Affairs. (You can move a required course).
- An **advisor's signature** is no longer required for schedule changes for elective courses, but students should contact their advisors regarding major changes to make sure long-term goals are being met.
- Read the course book on-line ([http://www.meded.umn.edu/curriculum/courses\\_yrs\\_3-4/index.htm](http://www.meded.umn.edu/curriculum/courses_yrs_3-4/index.htm)) pertaining to courses for which you are scheduled.
  - The student is responsible for obtaining prior approval for a course if indicated; thus, you need to contact the course director before the beginning of the rotation in such instances.
- You will be selecting hospital assignments for clerkships utilizing the new computerized scheduling system.
  - Departments will be notified of selections.
  - Course coordinators and departments are responsible for sending pertinent information to you, ideally three to six weeks prior to the start of the rotation.
  - If you do not receive notification, please contact the appropriate departmental course coordinator (phone number in the advising handbook).
  - Everyone will do their best to keep you at the site selected, but keep in mind that emergencies do arise; the Office of Curriculum Affairs in conjunction with clerkship coordinators/directors reserve the right to make final placements in all courses depending on circumstances.
  - You cannot take the same course more than one time and cannot alter the length of any clerkship.
- You cannot drop a required course once you have started it. If you are not able to complete a required course, the course can be completed later, with your grade being an incomplete ("I") until it is completed. To drop an elective course (emergency situation only), you need the approval of both the *course director and the Year 3 and 4 Director of Clinical Education*.
- You need to complete a special application form to get permission to do an EAC or research.
  - Must be done in advance, otherwise you will **NOT** be granted credit.
  - Forms are available in the Office of Curriculum Affairs (B628 Mayo) or can be downloaded on-line from [http://www.meded.umn.edu/curriculum/years\\_3-4/forms.htm](http://www.meded.umn.edu/curriculum/years_3-4/forms.htm).
  - Do **NOT** request retroactive credit for research or an EAC; you will not receive credit.
  - Please let the Office of Curriculum Affairs and the Student Affairs Office know of any changes in address, telephone number, beeper or e-mail. Numerous forms exist and are available on-line ([http://www.meded.umn.edu/curriculum/years\\_3-4/forms.htm](http://www.meded.umn.edu/curriculum/years_3-4/forms.htm).) including:
    - Calendars
    - Advisor change
    - Elective away for credit
    - Research
  - USMLE application can be downloaded from the USMLE Web site ([www.nbme.org](http://www.nbme.org)),
  - Students are permitted to be absent .5 days/week (3 days per 6 weeks) from required courses for interview, illness, etc. Please obtain permission from your preceptor if you are going to be gone

[www.meded.umn.edu](http://www.meded.umn.edu)

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## FREQUENTLY ASKED QUESTIONS

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➤ *What do I need to do to change my advisor?*

The advisor change form (on-line) requires a signature of the current advisor, indicating awareness that the change is to occur and a signature of the new advisor, indicating acceptance of the new responsibility. Since advisors have copies of all evaluations, you should provide copies of your evaluations to your new advisor by bringing your advisor folder from your old advisor to your new one.

➤ *I am not sure about my specialty and whom to have as a clinical program advisor. Who can provide advice?*

Drs. Adams (Duluth), Horwitz, Jacott, McCollister, Quie, Repesh (Duluth), Thompson and Vercellotti are available for consultation.

➤ *What courses should I take in the summer?*

We strongly encourage you to start clinical work in the summer of Year 3, preferably Period 1 (better course and site selection!) to avoid using up your free time and to complete 44 of 56 required credits by October 1 of Year 4.

➤ *With what courses should I start my rotations?*

The order of major rotations does not make a great deal of difference. There are as many ideas as schedules!

➤ *How do I find out how I am doing in clinical rotations?*

Preceptors of required rotations/clerkships are expected to provide what is called “mid-course feedback.” At the end of the rotation, supervising faculty are expected to meet with you to go over your performance. Copies of all evaluations are available in the Curriculum Affairs office. You need to take major responsibility to obtain your evaluations. Evaluations from required courses should soon be on-line with appropriate security.

➤ *What about grades on my clinical rotations?*

Grades are submitted by the department to Student Affairs, not Curriculum Affairs. Grades are then sent to the registrar for entry onto your transcript. Departments often send grades in at the end of the semester, not when the rotation ends. Be patient! If a grade is in, it can be seen on-line on your transcript. If it is not in, and the end of the semester is long past, check with the course director.

➤ *What about evaluations from my clinical rotations?*

Evaluations, in contrast to grades, are sent to the Curriculum Affairs Office for review. Like grades, some departments send huge stacks of these forms in at the end of each semester. If an evaluation has been received, the Curriculum Affairs staff will know about it. Evaluations should be on-line with appropriate security in the near future.

➤ *What electives could be taken early?*

Electives in anesthesiology, radiology, dermatology, addiction treatment and pathology are among those that could come early and provide a foundation for future study.

➤ *How can I make changes in my program?*

Check the Web page at **www.meded.umn.edu** to see what courses are open. Talk with your advisor. Course changes will be made on-line, **ADHERING TO THE CANCEL/ADD DEADLINES**. However, required courses can only be moved to a different period; drops will be prohibited (unless approved by your advisor and the Office of Curriculum Affairs). If you have problems, please contact the Office of Curriculum Affairs, B-628 or 612-625-4692.

➤ *Can I change hospital preferences after the cancel/add deadline?*

Hospital site changes for courses will be handled the same as changes in courses—on-line, adhering to deadlines.

➤ *What if I don't get my hospital choice and really want to spend time there?*

Consider taking a hospital-specific course that is only taught there, or consider an elective with low enrollment to maximize your chances of assignment at that site.

➤ *Can I take more than 76 weeks of work?*

Yes, but no more than 88 credits (95 credits for RPAP students). Please remember— your colleagues may want to take these courses.

➤ *Can I take courses without credit?*

Yes! The course audit procedure allows you to take courses as audit. You are responsible for the complete course, just as if you were getting credit and your enrollment is contingent on an opening in the course being available at the time. However, no grade is given and no transcript is available.

➤ *I want to have an elective at another school show up on my transcript so it will look good when I apply for residency. Is this possible?*

Transcripts reflect “INMD 7555 – Elective Away.” Therefore, rely on personal letters of recommendation from places you visit.

➤ *What happens if I should fail USMLE?*

A schedule rearrangement likely will be necessary because you will need time off to study to retake the exam later. Contact Dr. Helene Horwitz. You need a passing score in hand on USMLE Step 1 to progress beyond 18 credits.

➤ *In Year 4, what activities will require “extra” time?*

Most students need time (not necessarily free time, but at least nights and weekends free):

- To request information from other residency programs\* (early to mid-summer)
- To arrange MSPE
- To arrange letters of recommendation (summer, fall)
- To interview (November-January)—free time – Oct-Dec for early match: Neurology, Neurosurgery, Ophthalmology, Otolaryngology and Urology.

- » Surgical and surgical subspecialties schedule specific dates for interviews
- » Early Match programs (interview October-December, decision in January rather than February): neurology, neurosurgery, ophthalmology, otolaryngology and urology
- To study for USMLE Step 2 CK and CS

➤ *Can I take the same course twice?*

No. For research and elective away, there are multiple course numbers you can use. In addition, many courses have research electives set up already.

➤ *Can I take a course for a different length of time than the course is set up for?*

No. Objectives have been developed for the specified time period.

\*Suggestion: Start in mid-Year 3 to make a list of programs in which you might be interested

➤ *What are the rules on getting time off for interviews during rotations?*

You have **one-half day per week** in a required course (three days per six weeks) for time away for interviewing, illness or personal reasons. Before taking any time off, from any course, please obtain permission from the course or site director and resident. You should schedule interviews during free time if possible.

➤ *What days do we have off?*

You follow the holidays for faculty and staff at the Medical School, plus one week of vacation over the Holiday (Christmas) time.

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## COMMUNICATIONS

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Regular communication of pertinent medical school information will be distributed via email or within monthly *MEDED Newsletter* via email. More urgent and pertinent business will be sent to students via email. The student is responsible for the following:

- Informing Student Affairs (MMC 293; 626-0163) of changes in mailing address and telephone numbers.
- Checking email on a regular basis
- Checking [www.meded.umn.edu](http://www.meded.umn.edu) for updates (courses, curriculum, advising). Latest course change information is at [www.meded.umn.edu](http://www.meded.umn.edu).

Questions and concerns can be directed at any time to the Director of Clinical Education, the Office of Student Affairs, the Office of Curriculum Affairs and your advisor/