

FOURTH YEAR SCHEDULING GUIDE

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Resources:

- **Absence Request:**
Student Forms section on MedSTAR
- **Carmen:**
www.carmen.osu.edu
- **COM Website:**
www.medicine.osu.edu
- **EPIC Access:**
sean.bragg@osumc.edu
- **Help Desk:**
614-293-3861
- **Med 3-4 Handbook:**
Student Forms section on MedSTAR
- **MedSTAR:**
www.medstar.osumc.edu
- **Laptop/PD Support:**
<http://ckm.osu.edu/mobile>

OVERVIEW OF THE FOURTH YEAR

The 4th year of your medical curriculum is composed of eleven months (July-May). During those eleven months students are required to complete eight curricular credits. Each of these curricular requirements demand approximately 150 hours of activity, and are organized predominantly as one-month rotations. The requirements are divided into categories as follows:

- 4 DOC Selectives
- 4 Elective Rotations

3 months flex time are also available throughout the 4th year. These months are to be scheduled wisely to allow for completion of any number of the following demands:

- Delayed Med-3 Rotations
- Residency Interviews
- Step 2CK/CS Preparation and Testing
- Vacations and personal time
- Residency relocation

Within the 4th year are also opportunities to participate in research experiences as well as electives at other institutions.

Rotation Calendar:

- July 6–July 30, 2010
- August 2–August 27, 2010
- September 7–October 1, 2010
- October 4–October 29, 2010
- November 1–November 4, 2010
- November 29–December 23, 2010
- January 3–January 28, 2011
- January 31–February 25, 2011
- March 7–April 1, 2011
- April 4–April 29, 2011
- May 2–May 27, 2011

Vacations August 28–September 6, 2010
 December 24–January 2, 2011
 February 26–March 6, 2011

Hooding June 9, 2011
Graduation June 12, 2011

MED 3-4 OFFICE**Director:**

Mary A. McIlroy
 Mary.McIlroy@osumc.edu
 614-722-4552

Coordinator:

Sean Bragg
 Sean.Bragg@osumc.edu
 614-292-1494

Address/Fax:

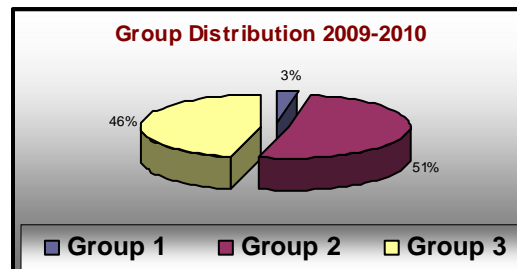
B013 Graves Hall
 Fax: 614-292-0745
www.medicine.osu.edu

SCHEDULING TIMELINE

Feb 3–Feb 10: All students select top 2 elective/month choices, plus DOC-2 month.

Students divided into 3 groups:

- Group 1: received 0 choices (+/- DOC-2)
- Group 2: received 1 choice (+/- DOC-2)
- Group 3: received 2 choices (+/- DOC-2)



Feb 15 @ 7pm thru Feb 19th @ 7am:
Group 1 competitively schedules 4 courses (plus DOC-2 if needed)

Feb 22 @ 7pm thru Feb 26th @ 7am:
Group 2 competitively schedules 3 courses (plus DOC-2 if needed)

Mar 1 @ 7pm thru Mar 5 @ 7am:
Group 3 competitively schedules 5 courses (plus DOC-2 if needed)

Mar 8 @ 7pm thru Mar 12 @ 7am:
All students complete schedule

Mar 24 @ 7am:
First day to submit add/drop requests

For departmental advice on how to schedule your fourth year, as well as a list of faculty contacts in a given specialty, view the

Model Curricula

posted on the Student Forms page of MedSTAR.

AWAY ELECTIVES

There are two parts to getting approval to attend an elective experience at an outside institution (away elective). Not only must you apply and be accepted for a rotation experience by the institution you wish to visit, you must also get approval and support from the corresponding OSU department that will review your evaluation and issue a final grade.

Nearly 80 institutions participate in the AAMC electronic Visiting Student Application Service (VSAS). To apply for rotations at any of these institutions, visit:

www.aamc.org/vsas

Apply to all other institutions via their individual application process. If needed, The Med 3-4 Office can assist with the completion of any application materials. Complete the **Away Elective– Support for Application** form found on the Student Forms page in MedSTAR, and submit to the Med 3-4 office. Upon completion, all application materials will be returned to you for mailing.

To receive OSU departmental approval for away rotations, complete the **Away Elective– OSU Approval Request** form found on the

Student Forms page in MedSTAR.

Once the Med 3-4 Office has received the signed approval form, the rotation will be added to your



schedule.

NOTE: It is the responsibility of the student to make sure evaluation forms are delivered to your visiting preceptor!

RESEARCH ELECTIVES

Many departments offer the opportunity to participate in a research elective. Often it is up to the student to make contact with faculty member to serve as a mentor, and discuss the details of the experience. Together, both student and faculty mentor will establish goals and objectives for the experience, and lay out plans for a final product to be turned in to the department's education office. For guidelines on



how to structure a research elective specific to a particular department, contact should be made in

advance with that department's student education director.

Once established, approval from **both the faculty member serving as the mentor, as well as the department granting credit** (final grade) can be submitted to the Med 3-4 Office via the

Research Elective Request Form

found on the Student Forms page in MedSTAR. Once this form has been received, the research elective will be officially added to your schedule.

GLOBAL HEALTH ELECTIVES

Many global health opportunities exist for fourth year medical students. You can apply for credit and funding to do a Global Health Elective (GHE) during the 2010-2011 academic year by submitting the Global Health Elective Application to the Office of Global Health Education.

For details regarding the application process, GHE criteria and requirements, global health training programs, and newsletters as well as potential rotations, visit the Office of Global Health Education webpages found on the main College of Medicine website:

www.medicine.osu.edu



ADD/DROP REQUESTS

Prior to 30 days before the start of a rotation, you have the ability to adjust the upcoming rotations you are scheduled for. These changes can be requested using the **2010 Catalog** link found on the main student portal page in MedSTAR. Once submit-

ted, the request will be reviewed by the appropriate department. You will be notified via email of the outcome of your request (approved, denied, or occasionally special contact is needed to gather additional information).

Add/Drop Deadline:

Schedule changes must be received and approved at least 30 days prior to the start of the rotation.

"The fourth year structure provided for personal choice of rotations that offered infinite value and experience."

-Graduate '09

DEPARTMENT CONTACTS:



For information on available applications as well as other useful information, visit:

<http://ckm.osu.edu/mobile>



The Alumni HOST program offers opportunities for students to stay with OSU COM Alumni while traveling for residency interviews and Step 2CS. For more information visit:

<http://medicine.osu.edu/alumni>

<u>Department:</u>	<u>Contact:</u>	<u>Phone:</u>
Ambulatory Care	Keri Nuesmeyer	614-292-0745
Anatomy	Robert DePhilip	614-292-4831
Anesthesiology	Marcia Curtis-Kuno	614-293-2506
Clinical Skills Immersion	John Hill	614-688-7936
DOC-1	Sharon Pfeil	614-293-8176
DOC-2	Keri Nuesmeyer	614-292-0745
DOC-3	Marty Stinehart	614-293-4971
DOC-4	Lynnsay Sinclair	614-688-3380
Emergency Medicine	Sharon Pfeil	614-293-8176
Family Medicine	Becky Meeks-Weed	614-293-8792
Global Health	Jessica Small	614-247-8968
Internal Medicine	Laura Wolfe	614-293-4522
Internal Medicine	Jane Pierce	614-293-8589
Mt Carmel	Lori Cropper	614-234-2144
Neurology	Megan Decker	614-293-6953
Neurosurgery	Tracy Sutton	614-293-0821
OB/GYN	Dawn Watson	614-293-8509
OB/GYN	Norma Hammonds	614-293-8696
Ophthalmology	Trish Rebish	614-293-8117
Orthopaedics	Julia Panzo	614-293-6194
Otolaryngology	Kamran Barin	614-293-8067
Pediatrics	Carol Moore	614-722-4552
Pediatrics	Gail Hughes	614-722-4797
PM&R	Janet Horgan	614-293-3433
Psychiatry	Ellie Teale	614-293-8282
Radiology	Katherine Ray	614-366-0768
Radiology-Childrens	Paula Collins	614-722-2356
Radiology Oncology	Christine Kerr	614-293-3255
Riverside	Rita Schadt	614-566-4882
Surgery	Anna Patterson	614-293-8703
Urology	Janet McGarr	614-293-9253
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Counseling	Patti Fertel	614-292-3340
Financial Aid	Sam Matheny	614-688-4955
Financial Aid	Deniesha Newby	614-292-8771
Graduation/Hooding	Eileen Mehl	614-292-9952
Match /ERAS	Jane Trask	614-292-4814
MSPE	Tammy Carl	614-292-6450