

How To Schedule 4th Year Rotations

January 2008

Medicine II and Neurology

- Lottery Opens: January 18, 2008
- Lottery Closes: January 25, 2008
- Lottery Results: January 31, 2008

Rank ALL the options for each rotation!

Things to Keep in Mind...

- Are you applying to Medicine or Neurology?
- Are you planning an early Step II?
- No Med II or Neurology in December
 - This is a recent change – see new continuum
- Think in terms of time frame
 - Take it early or late, in the fall or in the spring

Scheduling Selectives

■ Quick Review:

- Need 16 weeks of selectives
- Selectives must be taken at USC
- Selectives are 4 weeks in length
- 1 List A, 1 List B, 2 from either List B or C

Scheduling Selectives

- Check MedWeb for list of selectives and contact information
- Complete a petition and submit to the department
- Department will approve dates, sign, and submit to Student Affairs
- NOTE: You do not need an advisor's signature for your selective rotations

Scheduling Electives

■ Quick Review:

- Need 16 weeks of electives
- Electives can be 3-6 weeks in length
- The following are considered electives:
 - “Away” rotations completed at other institutions
 - Research
 - International Rotations

Electives: "Away" Rotations

- Check website for program/institution you want to visit
- Submit application (and fees) directly to the program (visiting student coordinator)
- Receive email confirmation of your dates and where to report on 1st day
- Submit your petition with the email confirmation in lieu of a faculty preceptor's signature

Elective Applications: Frequently Requested Info

- Letter From the Dean (good standing)
- Academic Transcript
- Less common but sometimes requested...
 - Application with a stamp of the school seal
 - Letter of recommendation
 - CV or resume

Letter From the Dean

- Includes verification of:
 - Malpractice insurance, HIPAA compliance, Health insurance
- Does NOT include verification of:
 - Immunizations (you can print this from the Student Health website)
 - USMLE scores

Elective Document Request Form



Keck School of Medicine Student Services

ELECTIVE DOCUMENT REQUEST FORM

STUDENT INFORMATION:

Name: _____ Graduation Year: _____
Mailing Address: _____
City: _____ State: _____ Zip: _____
Home phone: _____ Pgr/Cell: _____
Email: _____ SS#: _____

ELECTIVE INFORMATION (REQUIRED)


Specialty: _____
Dates (start/end): _____

REQUESTED DOCUMENT(S)

- EXTRAMURAL DEAN'S LETTER (Letter from Dean)
• Academic standing, HIPAA, OSHA, malpractice/health insurance,
(not immunization verification or USMLE)
- ELECTIVE APPLICATION
• Attach school's application
- TRANSCRIPT
- OTHER: _____

SPECIAL INSTRUCTIONS: _____

Normal processing time is 3 – 5 working days.
Please indicate specific deadline if necessary: _____

Continue on back 

OFFICE USE ONLY
Initials: _____ PgdVM: _____ Date completed/sent: _____

INFORMATION FOR WHOM THE MATERIAL IS INTENDED: (REQUIRED)

Name & Title: _____
Department: _____
Hospital/Institution Name: _____
Bldg., Room & Floor: _____
Address: _____
City, State, ZIP: _____

SEND THE REQUESTED DOCUMENT(S) TO:

- Student mailing address
 Address of institution listed above
 Student will pickup (be sure to include an evaluation form)

PLEASE BE ADVISED...

You must submit the following items to the Student Services office in order to receive curriculum credit:

- Completed petition form no later than 6 wks prior to start (**with signature/email of preceptor & signature of faculty advisor**)
- Student Selective/Elective Critique Form
- Blank Evaluation Form to preceptor
- *International electives*: Proof of SOS Insurance and signed waiver form no later than 6 weeks prior to start

All forms are available on MedWeb: <http://medweb.usc.edu> under "Selective Info"

I have reviewed the instructions and understand I will not receive curriculum credit unless all requirements are satisfied.

Student Signature: _____ Date: _____

Visiting Student Application Service (VSAS)

- Web-based application for applying to outside electives
- Apply to multiple schools online with one application
- Streamline the process, standardize application materials
- 10 schools are participating this year

VSAS (con't)

2008 Pilot Schools:

- Boston University
- Columbia University
- Georgetown University
- Oregon Health & Science University
- University of California, Irvine

- University of Kansas
- University of Michigan
- University of Tennessee
- University of Texas HSC, San Antonio
- Wake Forest University

VSAS Fees

- \$35 for the 1st school
- \$15 per school thereafter

- VSAS Access to Students: March 2008
(from the Office of Student Affairs)

- Submit applications: March 25, 2008

Electives: Internat'l Rotations

- Funding is available through Global Health
 - Contact Amy Lloyd: alloyd@usc.edu
- We have affiliation agreements with a few internat'l schools – ask Amy
- If you can't find information on something you want to do, please let us know

Electives: Research

- 4 – 8 continuous weeks
- Research Elective Form 
 - Faculty Sponsor
 - Detailed description of the project
 - Proposed weekly schedule
- Requires signature of your faculty advisor

Ophthalmology Elective

- Developed in response to student feedback and faculty concern re: exposure to ophthalmologic experiences
- Rotation available beginning January 2008
- 2 weeks in duration, begins on the 2nd and 4th Monday of the month

Things to Remember!

- Continuous weeks – ALWAYS!
- Petitions are subject to approval by the Office of Student Affairs
- Petitions MUST be submitted 6 weeks prior to the start of your rotation

You can view your scheduled rotations online approximately 2 weeks after petitions are received in our office

Questions – Just Ask!

- Petitions: Monique Abeyta
(mabeyta@usc.edu)
- Med II / Neurology Lottery: Mandy Garcia
(mandy.garcia@keck.usc.edu)
- VSAS: Janene White (jrwhite@usc.edu)
- Office Hours – Check your email!

Sample Applications (away)

- <http://med.stanford.edu/md/clerkships/apply.html>
- <http://www.medstudent.ucla.edu/visitingstudents/>
- <http://www.uwmedicine.org/Education/MDProgram/>

One more thing!

Announcement from....

Meredith Brower, MSIV

AOA President