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: __________________________ Work phone: __________________________
Email: __________________________

ELECTIVE INFORMATION (REQUIRED)
Specialty: __________________________
Dates (start/end): __________________________

REQUESTED DOCUMENT(S)
__ EXTRAMURAL DEAN'S LETTER (Latter from Dean)
  - Academic standing, HPIWA, GSHMA, instrinctivity/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
Notes: __________________________ Pg/Pages: __________________________ 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 5 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 2\textsuperscript{nd} and 4\textsuperscript{th} 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://www.medstudent.ucla.edu/visitingstudents/](http://www.medstudent.ucla.edu/visitingstudents/)

- [http://www.uwmedicine.org/Education/MDDProgram/](http://www.uwmedicine.org/Education/MDDProgram/)
One more thing!

Announcement from...

Meredith Brower, MSI V
AOA President