



THE FLORIDA STATE UNIVERSITY  
COLLEGE OF MEDICINE

# Clerkship Years Policies and Procedures Manual 2024-2025

**Director of Clinical Programs and Electives Administrator**

Kerwyn Flowers, DO

[kerwyn.flowers@med.fsu.edu](mailto:kerwyn.flowers@med.fsu.edu)

850-645-9828

**Clinical Programs Co-Coordinator**

Heather Rodríguez-Raymond, MSLS

[heather.rodriguez@med.fsu.edu](mailto:heather.rodriguez@med.fsu.edu)

850-645-1989

**Clinical Programs Co-Coordinator**

Natalia Broadbent

[natalia.broadbent@med.fsu.edu](mailto:natalia.broadbent@med.fsu.edu)

850-645-2907

**Scheduling and VSLO Support**

Regional Campus Clinical Coordinator and/or Student Support Coordinator

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## Curriculum Overview

The clerkship years curriculum is intended to provide Florida State University College of Medicine (i.e., FSU COM) students with a **general medical education** that will serve as a foundation for residency training that will begin at the end of medical school. This document applies to AY2024-2025 and is subject to change. References to the third year are for the Class of 2026 and references to the fourth year are for the Class of 2025. The third year of medical school (i.e., M3) consists of six (6) core clerkships, a year-long doctoring course, 2-week community medicine course, and two flex time electives. The third-year **clerkship curriculum** begins with an orientation at each regional campus. Additional M3 orientation occurs at the rural training sites, as well as clinical sites where students rotate for their required clerkships and clinical electives. The fourth year (i.e., M4) consists of three (3) required clerkships, multiple electives, and a capstone course to help students prepare for the transition to residency.

### ***Supervision of Medical Students***

Students at the FSU COM are supervised by faculty members during participation in patient care activities. Most supervision will be immediate and direct, although a faculty member can determine how much autonomy is allowed at a given time during the student's clinical clerkship or elective. Each Clerkship Faculty is provided with a copy of the syllabus before the student rotation which includes information about required clinical encounters, including the location of service and level of responsibility, so they understand expectations and can directly supervise medical students and provide immediate feedback.

Students may assist other physicians or hospital employees in the care of patients during emergencies. Students must be under the direct supervision of a physician for all technical procedures. In the rare circumstance that a student is taught by a healthcare professional without faculty appointment, the assigned FSU COM faculty member for that student will verify that the expectations for student participation and necessary parameters of the learning experience are understood by the non-faculty provider; the medical student remains under the supervision of the assigned faculty member with FSU COM appointment and the student is required to report back to the faculty member after the learning experience. Students are expected to report concerns about the adequacy and availability of supervision during any patient care activity to their Clerkship Director, Education Director, and Regional Campus Dean.

Students will attend orientation sessions at the hospital or offices of clinical partners and **must always wear the appropriate identification badge**. It is recommended that students carry on their person a copy of the supervision policy while on duty in case they are questioned by staff regarding their privileges and right to access.

### ***Access to Medical Records***

Students at the FSU COM may access the medical records of assigned patients; they are bound by the same rules of patient confidentiality as physicians at each facility. Students are encouraged to write progress notes, patient histories, physical exams, admission notes, discharge summaries, and other services provided in the medical records of assigned patients as allowed by the clinical partner. Medicare guidelines will be followed for all medical student documentation. Students may document services in the medical record. However, the teaching physician must verify in the medical record all student documentation or findings, including history, physical exam, and medical decision-making. The teaching physician must personally perform (or reperform) the physical exam and medical decision-making activities of the Evaluation and Management (E/M) service being billed but may verify any student documentation of them in the medical record, rather than re-documenting this work. Countersignature by the supervising physician is required to occur on time according to the policy of the hospital or clinical partner. Students may enter orders on assigned patients after consultation with the supervising physician, as allowed by hospital policy. These orders must be confirmed via verbal confirmation or countersignature of the supervising physician before being enacted by the hospital employee.

### ***Encounter Tracking System (ETS) Patient Log***

Students are required to use an electronic patient log to document patient encounters and their level of participation as outlined in the course syllabi, grading policy, and FSU COM Student Handbook. These patient logs are the responsibility of the student and are reviewed weekly and at mid-rotation by the Clerkship Director.

### ***Mid-Rotation Feedback***

Students receive feedback from their Clerkship Director at or near the mid-point of all required M3 and M4 clerkships. This feedback is initiated by the Clerkship Director for each student on a required clerkship. The student completes a self-assessment before meeting with the Clerkship Director, who indicates if the student is on track to meet the

requirements of the clerkship. The student should meet with their Clerkship Faculty to receive additional feedback. The electronic documentation system includes verification of student feedback and requires attestation by the student. The Regional Campus Dean will review the submission and all documentation becomes a part of the student's academic record.

### ***Clinical Experience and Education Policy (formerly Duty Hours or Work Hours)***

The FSU COM uses the ACGME requirements regarding clinical experience and education as a guideline for our policy. Our goal is to provide a structure that supports patient safety and student education and facilitates personal-professional balance and well-being.

- Clinical experience and scheduled educational activities must be limited to no more than 80 hours per week when averaged over 4 weeks.
- Students must have at least one day out of every 7 completely free from clinical duties and required educational activities when averaged over 4 weeks.
- Clinical experience must not exceed 24 hours of continuously scheduled assignments, with the exception that up to 4 hours of additional time may be used for effective transitions of care or student education. No additional patient care responsibilities may be undertaken during these 4 hours. After 24 hours continuously on call, students must have at least 14 hours free of clinical work and scheduled educational activities.
- Students should have 8 hours off between scheduled clinical experience and education periods.

**Documentation** of time spent on clinical experience and education:

Students will use ETS to document by self-report their daily work hours on required clerkships and courses. Students must enter daily hours to include both clinical experience and required educational activities. Failure to report work hours is considered a breach of professionalism.

Students will report the following:

- Clinical experience, including documentation in the medical record
- Required educational meetings (i.e., Doctoring 3, clerkship meetings, meetings with clerkship faculty, educational meetings at residency programs)
- **Hours that should not be included** in self-reported "work" hours include reading about patient conditions and procedures, self-directed study for clerkships/courses, work completed for assignments, learning modules, and assigned reading.

### ***End-of-Clerkship Exams***

Students are expected to take the end-of-clerkship exam on the final day of the clerkship. FSU COM recognizes that extenuating circumstances may exist that delay a student's ability to take the exam on the scheduled date. If a student has an extended absence from a clerkship due to illness or injury, the time will be extended, and the end-of-clerkship exam scheduled accordingly. If a student requests an absence on the day of the exam due to conference attendance or presentation, it is expected that the student will take the exam before the end of the clerkship. If a student requests a test delay for academic reasons, the student forfeits their eligibility for any grade higher than PASS as it represents an unfair advantage due to extra study time. Students should seek the counsel of the Regional Campus Dean for additional information. *There is no end of clerkship exam for either sub-internship.*

### ***Block and Rotation Timeframes***

M3 and M4 scheduling block and rotation timeframes are available on the OME public web

<https://med.fsu.edu/medicalEducation/academic-calendar>.

### ***Extended Absences from Clinical Education***

Students who miss significant time from clinical education, whether on required courses/clerkship or electives, will be required to make up time to complete requirements. The additional time will be determined by the Education Director and Clerkship Director, working collaboratively with the student and Regional Campus Dean.

## **Third Year**

The third year begins after the successful completion of the pre-clerkship curriculum and USMLE Step 1. A typical M3 schedule contains 47 weeks of scheduled educational activities, with an additional 1-2 weeks allowed at the end for transition to the fourth year of medical school. A student's clerkship or elective schedule for both holidays and weekends is determined by the supervising physician's schedule. If the physician is working, the student is working. If a

clerkship or elective starts on a Monday holiday, students must check with their supervising faculty and their regional clinical coordinator to determine when and where the student should report.

### **Required M3 Clerkships and Courses**

1. The **Community Medicine** course is a 2-week experience in which students are placed with a community agency.
2. The **Doctoring 3** course is a year-long course that includes weekly educational meetings, a longitudinal clinical experience, and a quality improvement project.
3. The **Family Medicine Clerkship** is a 6-week core clerkship that focuses on ambulatory care and the principles of preventive medicine.
4. The **Internal Medicine Clerkship** is a 6-week core clerkship that includes both inpatient and outpatient care.
5. The **Obstetrics and Gynecology Clerkship** is a 6-week core clerkship that focuses on women's gynecological health, obstetrics, and surgical gynecology in both the inpatient and outpatient setting.
6. The **Pediatrics Clerkship** is a 6-week core clerkship that includes both inpatient and outpatient care.
7. The **Psychiatry Clerkship** is a 6-week core clerkship that focuses on mental health and may occur in either the inpatient or outpatient setting.
8. The **Surgery Clerkship** is a 6-week core surgical clerkship that focuses on the evaluation of surgical disease and participation in procedures in both the inpatient and outpatient settings.

### **M3 Flex Electives**

The flex electives are offered twice during the M3 year. For students at the regional campuses taking core clerkships in the traditional block model, the first flex elective is scheduled after rotation B and the second is scheduled after the winter holidays. For students taking clerkships in the longitudinal integrated curriculum model, the first flex elective is scheduled after the end of the first "semester" in late October, and the second is scheduled at the end of the academic year, typically mid-April. These flex electives are intended as an opportunity for students to explore specialty options, strengthen knowledge and skills, and to have an opportunity to augment their inpatient experience. Students are not allowed to participate in advanced flex electives if they have not completed the core clerkship, except for Emergency Medicine electives. Flex elective time may also be used to remediate or retake core clerkships or to retake USMLE exams.

### **M3 OSCE**

Students will participate in an objective structured clinical examination (OSCE) in the spring of the M3 year, typically scheduled during late January/early February. This will consist of several cases and be administered in the Regional Campus communities. Evaluation of the clinical encounter will be completed by Regional Campus Faculty and Standardized Patients, and evaluation of written documentation will be completed by Regional Campus Faculty.

## **Fourth Year**

The fourth year begins after the successful completion of all third year required core clerkships and courses. A typical M4 schedule contains 51 weeks of educational activities, with 15 weeks of required courses/clerkships, at least 16 weeks of electives, study time for Step 2 CK, and residency interviews. The goal of the FSU COM is to provide **general medical education** to students; the fourth year is not intended to be used to begin specializing in one's chosen specialty.

### **Required M4 Clerkships and Courses**

1. The **Emergency Medicine Clerkship** is a 4-week clinical experience that occurs entirely in the emergency department setting.
2. The **Primary Care Geriatrics Clerkship** is a 4-week clinical experience focused on older adults, with patients seen in multiple settings.
3. A **sub-internship** is required, and students may choose from either the **Family Medicine Sub-Internship** or the **Internal Medicine Sub-Internship**. The clinical experience is entirely inpatient, with students providing patient care as "acting interns." Most students are scheduled in a residency program setting for this clerkship.
4. The **Residency Preparation Boot Camp** is the capstone experience at the end of medical school aimed at preparing graduating medical students for the transition to residency training.

### **M4 Electives**

Students are required to take a minimum of 16 weeks of electives, with at least 8 weeks at FSU COM (i.e., internal electives). One of these electives must be in a **core medicine topic** to round out the general medicine education of each

student, and only three (3) electives can be taken in the same discipline. Students may also use an elective to satisfy the graduation requirement to **spend at least 4 weeks training in a residency program**, if not met during a required clerkship in the third or fourth year. Electives during the fourth year enable the student to select educational experiences in areas of medicine outside required clerkships to explore specialty options, rotate at residency programs, participate in unique educational experiences such as research or international experiences, and strengthen their knowledge and skills in areas they may need to improve.

Electives 16 weeks minimum		Time Off
Internal electives at FSU COM Required, 8 weeks minimum	External electives None required, no maximum	Interviews, intensive study, vacation 8 weeks maximum

## Electives

### *Electives Search*

Students may search for electives in two ways. Internal electives can be found using the course search function created for scheduling purposes. The second is a searchable database that exists to provide access to prior students' evaluations for both internal and external electives. Both are provided to students to aid in choosing electives of interest. In addition, a list of electives available at FSU-sponsored and affiliated residency programs are available at all the regional campuses and is posted to Canvas.

### *Length of Electives*

Electives are typically scheduled for 4 weeks, except during years when block 8 is only 2 weeks. Some electives are offered for 2 weeks; however, students are not allowed to schedule more than three (3) 2-week electives. The short 2-week electives are designed to teach limited content or to help "fill in" schedule gaps due to remediation, externships, or other absences. Externships are sometimes scheduled differently than the FSU COM scheduling blocks, and when that happens, electives may be split on either end to get the student back in the scheduling block cycle.

### *Remote Learning and Special Topics Electives*

While students are expected to participate in hands-on educational experiences as much as possible during the clerkship curriculum, there are circumstances where remote learning may be allowed or required. In addition to clinical electives, there are several special topics and remote-learning electives available within the FSU COM system. Some special topic electives provide a way for students to work with faculty to develop course objectives and create a learning opportunity that best meets their learning needs, while others may represent a new elective with pre-determined content. Students are **allowed three (3) remote learning electives** during the M4 year and are encouraged to schedule those during interview months, block 11 (due to Match activities), and block 12. Students should discuss remote electives with their Regional Campus Dean to determine the impact on their schedule.

### *Elective Subspecialty Policy*

Students may select **only three (3) electives in the same subspecialty and/or discipline**. For example, a student may not take all electives in any one specific discipline such as the various subspecialties of surgery, medicine, or pediatrics, etc. Students should consider choosing electives that complement a student's chosen specialty area. Students interested in Pediatrics should consider OB/GYN, Allergy, Immunology, or Otolaryngology. Students interested in Surgery should consider Cardiology or ICU experiences. Students interested in Internal Medicine should consider electives in Geriatrics or Physical Medicine and Rehabilitation. The Senior Associate Dean for Medical Education and Academic Affairs (or designee) has the final decision on whether a student's schedule reflects an appropriately balanced and well-rounded general medical education.

### *Externships*

Externships (also known as extramural electives or external electives) are those electives taken outside the FSU COM regional campus system. This includes courses at other LCME-accredited medical schools, ACGME-approved residency programs, and international electives not sponsored by the FSU COM. External electives must conform to all the applicable FSU COM policies. All external electives must receive approval from the Regional Campus Dean and the Senior Associate Dean for Medical Education and Academic Affairs.

In most years, the FSU COM policy is to allow up to **three (3) external electives for a total of 12 weeks**. During the COVID-19 pandemic and in keeping with guidance from the Coalition for Physician Accountability, FSU COM modified

the policy for external electives. If a COVID surge occurs, restrictions in externships may be implemented again. Students are encouraged to plan early for externships. Most programs begin to accept applications in the spring. It may be acceptable to apply to several external electives in each block, as acceptance is not guaranteed. Some programs are very selective and may ask for a letter of recommendation and/or require a review of students' grades and USMLE scores. Before applying for an externship, students should discuss their intentions with their Regional Campus Dean. While Student Support Coordinators at regional campuses assist students with applications, it is the student's responsibility to complete externship applications and submit them to the host institution. If a student is accepted at more than one site for the same block, students must decide quickly which option is preferred, then promptly and politely decline the other offer(s). This is common practice and is unlikely to significantly impact matching to the declined program for residency. Students must notify the declined program as soon as possible; failure to do so is highly unprofessional.

### ***External Electives in Block 12***

If a student is approved to take an external elective in block 12, all paperwork and processes for meeting graduation requirements must be completed before the student leaves their regional campus. In addition, students must ensure that the evaluation for the elective is received by the FSU COM with enough time for processing. If this is not accomplished, the student will be at risk of not receiving a diploma at graduation.

### ***Visiting Student Learning Opportunities (VSLO) Program***

The [VSLO](#) is an AAMC service designed to streamline the search and application process for medical school seniors interested in short-term learning electives at other institutions in the United States or abroad. The VSLO service includes a webinar on away rotations, a searchable database of electives, a common application system that provides online payment processing, and the tracking of elective schedules and offers.

### ***AAMC On-Line Extramural Electives Compendium***

The [AAMC On-Line Extramural Electives Compendium](#) offers complete descriptions of all electives offered at various medical schools, and their application forms, and provides a list of approved external schools and electives. Additional options may be found by checking directly with accredited residency programs at [www.acgme.org](http://www.acgme.org) and/or calling the listed program coordinators for additional information. Most externships exclusively use the VSLO as an AAMC application that enables medical students to submit just one application for all institutions, effectively reducing paperwork, miscommunication, and time. For the AY2024-2025 over 300 institutions will participate in VSLO and those institutions will receive their elective applications through the VSAS system. This includes institutions in both the US Network and the Global Network.

### ***VSLO Application Process***

Application requirements vary among institutions. To begin the application process, students are issued authorizations by the Division of Student Affairs, usually in early February. Students may submit applications only when a VSLO Host Institution makes its electives available for applicants. Those application dates vary and are listed in VSLO.

The **VSLO application process** includes the following steps:

1. Receive VSAS authorizations from the regional campus Student Support Coordinator in the FSU COM Division of Student Affairs.
2. Complete and certify student VSAS profile.
3. Search and apply for electives.
4. The regional campus Student Support Coordinator verifies student data, uploads documents, and releases applications to VSLO host institutions.
5. Host institutions will process applications.
6. Students will track their application statuses and decisions.

## **M4 Scheduling**

Students will meet individually with their Regional Campus Dean in January of the M3 year to discuss their performance to date and to plan for their fourth year. Based on that meeting the student will create a mock M4 schedule to include tentative dates for externships and the scheduling of the Step 2 CK exam. The remainder of the schedule will be created over a period of weeks in the following sequence: required clerkships first, then electives offered at the home campus, and finally, electives offered at other FSU COM campuses. The exact dates will be provided by your Regional Campus

Dean and Clinical Coordinator in early January. Once scheduling has closed in early March, student schedules are reviewed by their Regional Campus Deans and their Clinical Coordinators. Final approval is made by the Senior Associate Dean for Medical Education and Academic Affairs in late March.

#### ***M4 Campus Change for Required Clerkship Policy***

Students may request to complete one or more of their M4 required clerkships at a regional campus different from their home campus or at the Immokalee training site. The approval process:

1. The request must first be approved by the home regional campus dean.
2. The host regional campus must have an open slot and available faculty.
3. The request must be approved by the host regional campus dean.
4. The student must arrange for housing and transportation.

#### ***M4 Order of Clerkships and Electives***

The order of fourth year clerkships and electives is often important; students interested in applying to Family Medicine or Internal Medicine residency programs may wish to complete the required sub-internship in the appropriate specialty before completing an externship at the desired residency program. Students interested in Emergency Medicine should complete the required clerkship before an externship at another institution.

Students are strongly encouraged to schedule required M4 Clerkships when absences are not anticipated.

- Primary Care Geriatrics and the Sub-Internship should be scheduled early in the academic year, or in block 10, to diminish conflict with residency interviews, which typically occur during blocks 6, 7, 8A, and 9.
- Due to missed clerkship time for Match Day activities, scheduling required clerkships in block 11 is strongly discouraged.
- Block 12 is unavailable for required clerkships.

#### ***M4 Scheduling Priorities***

M4 students have priority in early scheduling for M4 electives. After the early scheduling period, there will no longer be a priority for M4 students. M3 students will schedule M3 flex electives outside of the early scheduling period with assistance from the Regional Campus Dean and Clinical Coordinator. FSU COM students have priority in early scheduling for M4 clerkships at some FSU COM-affiliated residencies. After the initial scheduling period, there will no longer be a priority for FSU COM students over students from other institutions.

#### ***M4 Sub-Internship***

Much like the scheduling of externships, scheduling Sub-Internships in either Family Medicine or Internal Medicine requires careful coordination with our sponsored and affiliated residency programs. Some programs may require a separate application that must be submitted several months in advance of the sub-internship. Some programs may have a limited number of positions available. Additional costs and paperwork may be required, and students are required to meet with their Regional Campus Dean and Clinical Coordinator to work through the details.

## **General Scheduling Details**

#### ***Complete Schedules Requirement***

A student's schedule must be complete with **all blocks/rotations always filled**. Course drops are only allowed if there is another course to be added in its place. Time not spent on a clerkship or elective must be approved by the campus dean and should be indicated as "time off" or "residency interviews" on the schedule.

#### ***Schedule Changes***

Schedule changes (drop/add/other) for a required clerkship or elective will be considered on a case-by-case basis by the Regional Campus Dean. When possible, schedule change requests should be completed and submitted to the Clinical Coordinator three (3) months before the beginning of a clerkship or elective.

#### ***Time Off***

For students who have completed all required third year clerkships and courses, the fourth year includes up to 8 weeks that can be used for studying for USMLE Step 2, residency interviews, and vacation.

#### ***Remediation Information***

Time used for educational remediation or for making up a prolonged absence reduces available elective time.



Educational remediation will be required for those students who fail a clerkship exam, do not complete or fail a clerkship, fail Step 2 CK, or perform below expectations. When remediation is required, the content and duration of the remediation are determined by the appropriate Education Director in consultation with the FSU COM Student Evaluation and Promotion Committee (SEPC).

### ***Educational/Research Leave of Absence***

Students interested in pursuing time off to pursue another degree (MPH, PhD, MBA, etc.) or participate in research should first consult with their advisor and Regional Campus Dean. After the Regional Campus Dean has approved the request, the student should submit the following information to the Senior Associate Dean for Medical Education and Academic Affairs:

1. Why you are pursuing the program and the benefit(s) you see for conducting the research or pursuing the additional degree.
2. A description of the type of research or degree program.
3. Name/focus of research or degree.
4. Location of research or degree.
5. Name and title of the faculty the student will be working with and who will be supervising the research or degree program.
6. Inclusive dates of research or degree program (start and end).
7. Plans for re-entering and completing medical school, including taking Step 2 CK.
8. Confirmation that the student understands that any liability-related issues will need to be covered by the program they're attending, as any liability coverage from the FSU COM will cease while they are attending another program.
9. Confirmation that the student understands and will discuss any financial aid-related issues with the Financial Aid Manager in the Office of Student Affairs.

## **Evaluations**

### ***Evaluations Completed by Students***

Students are **required** to evaluate all courses/clerkships/electives and faculty during their third and fourth years of medical school. Several types of evaluations will be available starting the final week of the course or clerkship and remain open for three (3) weeks. Faculty cannot see the evaluations until grades are completed, so there is no concern for the impact on students' final grades for their current clerkship or elective.

1. End-of-course evaluations. This includes evaluations for all clerkships, courses such as Community Medicine and Doctoring 3, and electives.
2. Faculty evaluations for required clerkships. There will be evaluations available for the clerkship faculty you work with daily, clerkship directors, and education or course directors.
3. Faculty evaluations for electives.
4. Resident or Fellow evaluations. Students will select the resident(s), when applicable, they worked with for at least 4 days and complete an evaluation.
5. Doctoring 3 weekly session evaluations.
6. The year 3 Questionnaire is completed in the latter part of the M3 year.
7. The AAMC Graduation Questionnaire (GQ) is completed in the latter part of the M4 year.

### ***Evaluations Completed by Faculty of Students***

Students will be evaluated by faculty and residents they work with during a course/clerkship or elective. These evaluations populate during the final week of the clerkship and will remain open for three (3) weeks. Students will also be evaluated by staff and patients at various times.

1. Clerkship Faculty evaluation of the student. Faculty members who work with students on required clerkships complete an evaluation of the student at the end of the clerkship.
2. Clerkship Director narrative summary of the student. The clerkship director completes a summary of the student's performance at the end of each required clerkship.
3. Elective Faculty evaluation of the student. For students completing an externship or "away" rotation, the faculty member completes an evaluation of the student. This evaluation must be received promptly so that a grade can be assigned.

4. Resident or Fellow evaluation of the student, when applicable. These are populated after the student completes the evaluation of the resident.
5. Staff evaluation of the student. At least one staff member working in the faculty member's practice is asked to complete an evaluation of the student at the end of the required clerkship.
6. Patient perception questionnaire. Students are expected to obtain these from several patients they see during each required clerkship.

## Applying for Residency

### ***Preparation***

Students should begin the preparation phase for residency application in the spring of their M3 year. There will be a videoconference scheduled in January to provide information to students about M4 scheduling and residency applications. Students should begin to think about faculty letter-writers in concert with recommendations from their Regional Campus Dean and Student Support Coordinator. This is the time to update their CV and consider ideas for a personal statement.

### ***Electronic Residency Application Service (ERAS)***

The AAMC's [2025 ERAS Residency Timeline](#) outlines the important dates for the residency application season, which officially opens June 5, 2024 at 9 AM ET. Supplemental applications may be submitted starting on September 4, 2024, at 9:00 AM ET and must be completed by end of September 2024. This is similar to the secondary application completed for medical school and may be required by many residency programs. Applications should be as complete as possible by that date, as programs will review and extend invitations for interviews. It is the student's responsibility to be sure all application materials are uploaded, including the required letters of recommendation, before the deadline in September 2024. Dates are subject to change. Please check the [ERAS](#) and [NRMP](#) websites and confirm with Regional Campus Dean and Student Support Coordinator.

### ***Early Match Programs***

Special rules and dates apply to the Urology, San Francisco (SF), and Military Match programs.

- **Urology** has an early Match, with the rank list due in early December and results released in February 2024.
- **San Francisco (SF) Residency Match Services** oversees the matching process for the **ophthalmology** residency. Rank lists are due in January; match results are released in late January or early February 2024.
- **Military Match** is early, taking place in December instead of March. Candidates are matched into their number one military residency, matched into a military second choice specialty, "deferred" into a civilian residency (Air Force and Navy only), or matched into a military transitional year. Students **MUST** inform the COM registrar in the Office of Student Affairs of their military match before the NRMP Rank Order List Certification Deadline so they can be withdrawn from the Match.

### ***Letters of Recommendation***

Students should begin to ask and notify faculty regarding the need for letters of recommendation as they excel in clerkships. Formal requests should be made early in the summer, with a deadline yet to be appointed in September 2024. This is so that all letters are uploaded several weeks before applications are due (and can be downloaded by residency programs). Students will need to provide their recommenders with information to upload the letter, as they must be uploaded directly by the recommender or their designee to the [AAMC Professional Service ERAS for Letter of Recommendation Portal \(LoRP\)](#).

### ***Medical Student Performance Evaluation (MSPE)***

The MSPE is prepared for all senior students by the Associate Dean for Student Affairs (pre-clerkship years) and the Regional Campus Deans (clerkship years). Students can contribute to the "Noteworthy Characteristics" section of the MSPE letter and to review the MSPE for factual accuracy. The Associate Dean for Student Affairs edits the final letter for accuracy and format. If for any reason, a student believes that the Associate Dean for Student Affairs or their Regional Campus Dean cannot prepare the letter in an unbiased manner, they may request that the letter be completed by another member of the Dean's Office. The MSPE will be released to ERAS and other Match programs in late September 2024.

### ***USMLE Step 2CK***

Taking and passing this exam is required for graduation. It must be taken no later than **December 31** of the fourth year to ensure a **score is received in time for residency programs to rank the student**. If a passing score is unavailable at the time residency programs enter their rank lists, that student risks not being ranked and therefore not receiving a residency placement.

### ***Residency Interviews***

Residency interviews will begin as early as October and often continue through the end of January. They typically occur during blocks 6, 7, 8, and 9, although some programs/specialties may interview earlier or later. Students are encouraged to set up one or more mock interviews with the campus dean and others who are experienced in residency interviewing. Requests to attend residency interviews during required clerkships must be discussed with the campus dean as soon as possible. The Regional Campus Dean will communicate with the Education Director to identify the schedule adjustments and/or academic consequences of an absence from a required clerkship. To the extent possible, residency interviews are to be scheduled during time off, electives, or if you have approved time off during the Emergency Medicine Clerkship. They should be avoided during the Geriatrics Clerkship and the required sub-internship.

### ***Rank Lists***

Ranking opens in early February for the NRMP. Rank order lists must be certified by early March.

## **Important Dates**

### ***Match Day Activities***

Students participating in Match Day ceremonies will be excused from educational activities on Match Day (Friday, March 21, 2025) and the day before (Thursday, March 20, 2025). Students are expected to resume educational activities on Saturday, March 22, 2025.

### ***Awards Ceremonies***

All graduating students are encouraged to attend the Senior Awards Ceremony at 4 pm on Friday, May 16, 2025, in the Peaden Auditorium at the FSU COM. The Gold Humanism Honor Society (GHHS) and the Alpha Omega Alpha Honor Medical Society (AOA) have a ceremony and reception preceding the Senior Awards Ceremony, and those students will be notified individually.

### ***Graduation Day***

Graduation is Saturday, May 17, 2025, at the Ruby Diamond Auditorium.

## **Policies**

### ***Absence and Attendance Policy***

The College of Medicine has detailed attendance policies as they relate to each cohort and events that conflict with course schedules. See [FSUCOM Student Handbook](#) for details of the attendance policy, a notice of absences, and remediation. Students must use the [student absence request form](#) that is located on Student Academics. Extended absences from the clerkships are not permitted. Any absence from the clerkships must be **pre-approved by the Regional Campus Dean** before the beginning of the clerkship, using the student absence request form. The Clerkship Faculty, Clerkship Director, and Education Director must be notified of any absence in advance by the student, once approved by the campus dean. Under no circumstances should a student arrange with the Clerkship Faculty or elective faculty to be away from the rotation without first obtaining the approval of the campus dean. Any approved absence from a required clerkship may result in the student receiving a grade of “incomplete” and the student is expected to make up missed time and/or complete alternative/additional assignments before a final grade will be assigned. **Unapproved absences during the clerkship are considered unprofessional behavior, will result in a grade of “incomplete” until remediated, and may result in a grade of “fail” for the clerkship.** In the case of illness or other unavoidable absence, follow the same procedure outlined above, and notify everyone as soon as possible.

### ***Academic Honor Policy***

The Florida State University Academic Honor Policy outlines the University's expectations for the integrity of students' academic work, the procedures for resolving alleged violations of those expectations, and the rights and responsibilities of students and faculty members throughout the process. Students are responsible for reading the Academic Honor Policy and for living up to their pledge to "...be honest and truthful and...[to] strive for personal and institutional

integrity at Florida State University." (Florida State University Academic Honor Policy, found at <http://fda.fsu.edu/academic-resources/academic-integrity-and-grievances/academic-honor-policy>.)

### ***Americans with Disabilities Act***

Florida State University (FSU) values diversity and inclusion; we are committed to a climate of mutual respect and full participation. Our goal is to create learning environments that are usable, equitable, inclusive, and welcoming. FSU is committed to providing reasonable accommodations for all persons with disabilities in a manner that is consistent with academic standards of the course while empowering the student to meet integral requirements of the course. To receive academic accommodations, a student: (1) must register with and provide documentation to the Office of Accessibility Services (OAS); (2) must provide a letter from OAS to the instructor indicating the need for accommodation and what type; and, (3) should communicate with the instructor, as needed, to discuss recommended accommodations. A request for a meeting may be initiated by the student or the instructor. Please note that instructors are not allowed to provide classroom accommodations to a student until appropriate verification from the Office of Accessibility Services has been provided. This syllabus and other class materials are available in alternative format upon request. For more information about services available to FSU students with disabilities, contact the Office of Accessibility Services, 874 Traditions Way, 108 Student Services Building, Florida State University, Tallahassee, FL 32306-4167; (850) 644-9566 (voice); (850) 644-8504 (TDD), [oas@fsu.edu](mailto:oas@fsu.edu), <https://dsst.fsu.edu/oas/>

### ***Office of Student Counseling Services***

Candidates for the M.D. degree must be able to fully and promptly perform the essential functions in each of the following categories: Observation, Communication, Motor, Intellectual, and Behavioral/Social. However, it is recognized that degrees of ability vary widely between individuals. Individuals are encouraged to discuss their disabilities with the College of Medicine's Director of the [Office of Student Counseling Services](#) and the FSU [Office of Accessibility Services](#) (OAS) to determine whether they might be eligible to receive the accommodations needed to train and function effectively as a physician. The Florida State University College of Medicine is committed to enabling its students by any reasonable means or accommodations to complete the course of study leading to a medical degree.

### ***Student Mistreatment Policy***

"Mistreatment" arises when behavior shows disrespect for the dignity of others and unreasonably interferes with the learning process. It can take the form of physical punishment, sexual harassment, psychological cruelty, and discrimination based on race, religion, ethnicity, sex, age, or sexual orientation. If a student feels they are being mistreated, the student should report this concern to the Division of Student Affairs (Student Support Coordinator, Assistant or Associate Dean for Student Affairs, or the Regional Campus Dean). We treat all such reports as confidential and do not tolerate reprisals or retaliations of any kind. Please refer to the Student Mistreatment Policy in the [FSUCOM Student Handbook](#) and [report incidents of mistreatment](#) as soon as possible.

### ***Syllabus Change Policy***

Except for changes that substantially affect the implementation of the evaluation (grading) statement, this syllabus is a guide for the course and is subject to change with advance notice.