



FSU College of Medicine Elective Syllabus Universal Policies

The following policies **MUST** be distributed to every student who attends your course along with the course syllabus.

FSU COM PHILOSOPHY

We believe that:

Professionalism is a major component of our medical curriculum. We believe students should conduct themselves appropriately in the various educational activities of the curriculum. This conduct includes coming to educational activities on-time, using the laptop computers only for course work during the educational activity, and not disrupting the class if late. The faculty should also demonstrate professionalism, by starting and ending all scheduled educational activities on time and providing a course schedule with clearly explained course policies in the course syllabus. Any changes in the schedule should be given to the students in a timely manner.

Students will be accountable and personally responsible for attending all educational activities (small groups, labs, clinical experiences, examinations, lectures, computer sessions, etc.).

Unexcused absences reflect negatively on the goals and objectives of the medical curriculum and demonstrate unprofessional behavior by the respective student.

We owe it to our state legislature and the citizens of the State of Florida to provide a quality educational program that meets the needs of our students in preparing them for the M.D. degree.

2014-2015 ELECTIVE GRADING POLICY

Similar to the grading policy of all required clerkships, the FSU COM has adopted an Honors/Pass/Fail grading system for all clinical electives. There are no examinations for electives.

All grades for elective rotations completed by students during the third or fourth year will be assigned by the Regional Campus Deans.

For FSU COM electives, the “Evaluation of Student Performance: Elective Rotation” form (Version 2013-2014) will be utilized. When this form is completed and returned, the student will be graded by applying these guidelines:

HONORS:

The student will receive an HONORS grade when:

1. The student is rated at a 3 level in both Knowledge **AND** Professionalism; **AND**
2. The student receives more ratings of 3 than 2; **AND**
3. The student receives no rating less than 2.

FAIL:

The student will receive a FAIL grade when:

1. The student receives a rating of 1 in Professionalism; **OR**
2. The student receives a rating of 1 in more than one third of categories that are evaluated.

PASS:

The student will receive a PASS grade when the ratings fall in between the guidelines for HONORS and FAIL.

The Regional Campus Deans will also take the evaluator’s narrative comments into consideration when assigning the final grade. If compelling, these comments can move a grade up or down one level.

ATTENDANCE POLICY

Students will be accountable and personally responsible for attending all educational activities that fall within the following categories: small groups, team-based learning sessions, labs, clinical experiences written or oral examinations and other evaluative periods (e.g.: quizzes, practical exams) and computer sessions. Lecture attendance is mandatory when outside speakers or patients have been arranged. Otherwise, attendance at lectures is encouraged, but not mandatory.

Students are expected to attend all scheduled activities. If a student has an emergency that prevents her/him from attending a scheduled activity, s/he is to call and notify the Division of Student Affairs (Year 1/2) or the Regional Campus Dean / Student Support Coordinator (Year 3/4) and request that they inform the supervisors/professors/clerkship faculty/education director for that activity. If at all possible, the student should also call and at a minimum, leave a message with one of the course/clerkship directors. It is important that students realize that their absence or tardiness negatively impacts a number of other people. Attendance, including tardiness, is part of the student’s evaluation for professionalism. Negative evaluations may result in decreased grades and in severe cases, referral to the Student Evaluation and Promotion Committee.

PROCEDURE FOR NOTIFICATION OF ABSENCE FOR:

Year 3/4 Required Clerkships

If the student requests an absence in advance, the “Advance Request for Absence from Educational Activities” form (Appendix E) should be completed, signed by the student and given to the Regional Campus Dean. Requests for excused absences from a required clerkship should be rare and made only in situations that cannot be rescheduled to occur during a scheduled time off or during an elective. An excused absence from a required clerkship may be allowed when it is determined by the Regional Campus Dean that the student has no alternative (additional information for 4th year students can be found in the Fourth Year Scheduling Policies).

The Regional Campus Dean, after consultation with the Education Director and the Clerkship Director, will make the final decision regarding the student’s request and give the student the implications for the absence (e.g., remediation, course grade adjustment, make-up exam, etc.). Final decisions regarding implications for the student’s grade shall rest with the Education Director. The Clerkship Director will notify the clerkship faculty member of the decision. The form will be filed in the Division of Student Affairs at the regional campus.

If the absence occurs due to an unforeseen emergency, the student should contact the Clerkship Director and the Regional Campus Dean immediately to report the absence including the reason for the absence. The Regional Campus Dean, after consultation with the Education Director and the Clerkship Director will make the final decision regarding implications of the student’s absence. The implications for the absence (e.g., remediation, course grade adjustment, make-up exam, etc.) will be given to the student by the Regional Campus Dean. Final decisions regarding implications for the student’s grade shall rest with the Education Director. The Clerkship Director will notify the clerkship faculty member of the decision. The form will be filed in the Division of Student Affairs at the regional campus.

Year 4 Electives

If the student requests an absence in advance, the “Advance Request for Absence from Educational Activities” form process should be followed as outlined above under Year 3/4 Required Clerkships. The Regional Campus Dean, after consultation with the Elective Director, will make the final decision regarding the student’s request and give the student the implications for the absence (e.g., remediation, course grade adjustment, make-up exam, etc.). Final decisions regarding implications for the student’s grade shall rest with the Regional Campus Dean, who will notify the Electives Director of the decision. The form will be filed in the Division of Student Affairs at the regional campus.

If the absence occurs due to an unforeseen emergency, the student should contact the Regional Campus Dean immediately to report the absence including the reason for the absence. The Regional Campus Dean, after consultation with the Electives Director, will make the final decision regarding implications of the student’s absence. The implications for the absence (e.g., remediation, course grade adjustment, make-up exam, etc.) will be

given to the student by the Regional Campus Dean. Final decisions regarding implications for the student's grade shall rest with the Regional Campus dean, who will notify the Electives Director of the decision. The form will be filed in the Division of Student Affairs at the regional campus.

Expectations of 3rd and 4th Year Students on Holidays

Third and fourth year students on required clerkships are expected to be available for patient responsibilities (seeing patients, making rounds, taking call, etc.) on Federal and State holidays when the student's assigned faculty supervisor is seeing patients, making rounds, taking call, etc., or when the student is assigned to be on-call by his/her supervisor.

Procedures:

1. Students should be informed of all patient responsibilities—including on-call responsibilities—at the beginning of the clerkship.
2. All student work assignments while on a required clerkship—including those that occur over Federal or State holidays—must be consistent with ACGME rules regarding the workweek.
3. (Note: student work assignments while on away rotations/electives—including those that occur over Federal or State holidays—are determined by his/her supervisor.)
4. Exceptions from this policy: Clerkship students should not be scheduled for patient responsibilities during:
 - a. Thanksgiving and the day after Thanksgiving;
 - b. Winter Break;

Remediation Policy for Absences from Examinations, Quizzes, Small Group Sessions, Preceptor visits, and Clerkship Call

The remediation policies for absences from examinations, quizzes, small group sessions, and clerkship call are:

1. **POLICY ON MISSED EXAMINATIONS:** Students are required to take major in-term and final examinations. Based on Curriculum Committee policy, a student can only be excused from an examination by a course/education director decision based on the personal situation of the student. The Course/Education Director will determine the time of the exam make-up session. Also, according to the Curriculum Committee decision and the existence of the FSU COM honor code, the student will be given the same examination given to the other students.
2. **POLICY ON MISSED QUIZZES:** Students are required to take scheduled and unscheduled quizzes in the courses/clerkships. A student can only be excused from a quiz by a Course/Education Director decision based on the personal situation of the student. The student must make arrangements with the Course/Education Director to make up a missed quiz. Also, according to the curriculum committee decision and the existence of the FSU COM honor code, the student will be given the same quiz given to the other students.
3. **POLICY ON MISSED SMALL GROUP SESSIONS, PRECEPTOR VISITS, AND CLERKSHIP CALL:** The student should contact the Course

Director, small group leader, Clerkship Director or Education director for instructions on remediation of the missed session and material covered.

ACADEMIC HONOR CODE

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/content/download/21140/136629/AHP2010Revision.pdf>)

The Florida State University College of Medicine expects students to be honest in all of their class work. In addition to academic honesty, we expect a high standard of personal and professional conduct in the physicians we aspire to train. There is an Academic Honor Code that all College of Medicine students are expected to follow with respect to their moral and ethical behavior. Each student signs a pledge that s/he has read the College of Medicine Academic Honor Code and will adhere to the tenets of that code. Violation of this code will result in disciplinary action that may include dismissal from the College of Medicine. When a course director or education director believes a student has violated the Academic Honor Code based on direct observation or reporting by students, faculty or staff, that instructor should report the matter to the Chair of the Student Evaluation and Promotion Committee and discuss the matter with the student. The Chair/Student Evaluation and Promotion Committee will investigate and may remand the violation back to the instructor for resolution. The instructor must report to the Student Evaluation and Promotion Committee the mutually agreed upon resolution or may request further investigation with intervention by the Student Evaluation and Promotion Committee. A student whose performance in relation to the Academic Honor Code is deemed unsatisfactory for any reason will receive written notification from the Chair of the Student Evaluation and Promotion Committee of the Committee's recommendations.

AMERICANS WITH DISABILITIES ACT

Students who warrant accommodations based upon the functional effects of a physical or learning disability should adhere to the following procedure:

1. Student meets with a representative of the Student Disability Resource Center (SDRC), provides documentation of a disability and requests accommodations. (A definitive required documentation for each disability can be found at the SDRC website: www.fsu.edu/~staffair/dean/StudentDisability)
2. For entering students, this is best accomplished prior to the beginning of classes (e.g., Orientation Week). For all other students, it must be completed at least one month prior to the examination date when accommodations would be instituted.
3. SDRC staff will review the documentation to determine sufficiency and eligibility for accommodations. If additional documentation is needed, this may be obtained through the Office of Student Counseling Services (OSCS) at the COM or elsewhere in the

community. If additional testing is required, temporary accommodations may be granted while documentation is completed.

4. Student and SDRC staff identifies the type of accommodations that are appropriate based upon the student's disability.
5. SDRC staff completes and signs a Faculty Letter addressed to the COM's Associate Dean for Student Affairs indicating that documentation supports specific accommodations.
6. Student signs Faculty Letter indicating agreement with suggested accommodations and understanding of his or her responsibility to present the letter to the Associate Dean for Student Affairs at the College of Medicine.
7. SDRC prints two copies of the Faculty Letter and retains a copy as a record of the initial meeting, eligibility and accommodation request.
8. Student will schedule an appointment to meet with the Associate Dean for Student Affairs within one week's time to present the second original Faculty Letter. The student is also encouraged to keep a copy of this document

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:

Student Disability Resource Center

874 Traditions Way

108 Student Services Building

Florida State University

Tallahassee, FL 32306-4167

(850) 644-9566 (voice)

(850) 644-8504 (TDD)

sdrc@admin.fsu.edu

<http://www.disabilitycenter.fsu.edu/>