



THE FLORIDA STATE UNIVERSITY  
COLLEGE OF MEDICINE

# ***Fourth Year Bulletin*** ***2018-19***

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Scheduling and VSAS Support

Your Home Campus Clinical Coordinator

& Student Support Coordinator

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## I. Important Dates

### Academic Calendar 2018-19\*

Summer & Fall 2018											Sp			
Class of 2019 (M4 cohort)														
5/14-6/8	6/11-7/6	7/9-8/3	8/6-8/31	9/3-9/28	10/1-10/26	10/29-11/23	11/26-12/21	12/24-1/4	1/7-2/1	2/4-3/1	3/4-3/29	4/1-4/26	4/29-5/17	5/18
BLOCK 1	BLOCK 2	BLOCK 3	BLOCK 4	BLOCK 5	BLOCK 6	BLOCK 7	BLOCK 8	Winter Break (2 wks)	BLOCK 9	BLOCK 10	BLOCK 11 Match Day 3/15	BLOCK 12	Residency Preparation Boot Camp (3 wks)	GRADUATION

\*The Residency Preparation Boot Camp will end on Wednesday, May 15 to allow students to travel to Tallahassee for graduation activities.

### Creation of Mock and Final Schedule Timelines

4 Week Flex Time or Rot O (1/8-2/2/18)	First 3 Weeks of Rot E (2/5 - 2/25/18)	Last 3 Weeks of Rot E (2/26 - 3/16/18)
Creation of MOCK Schedule OPEN Monday 1/8 8:00 AM CLOSE Friday 2/2/18 5:00 PM	Schedule Required Clerkships OPEN Wed. 2/7/18 4:30 PM CLOSE Wed. 2/14/18 Midnight	
	Internal Electives at Home Campus OPEN Wed. 2/14/18 Midnight CLOSE Wed. 2/28/18 Midnight	
	ALL Electives at ALL Campuses OPEN Wed. 2/21/18 Midnight CLOSE Wed. 2/28/18 Midnight	
	Clinical Coord. & Campus Dean Review Begins 3/1/18 Ends 3/15/18	Final Approval by Dr. Littles Submitted by 3/16/18

### Orientation

Campus-specific orientation will be conducted by Campus Deans in January.

### USMLE Deadlines

Students are encouraged to take Step 2 CK early in the fourth year, especially if Step 1 score was lower than expected. Step 2 CS should also be taken early in the fourth year, as scores are slow to return and most Residency Program Directors require a passing score to rank a student. An extension beyond the deadlines listed below requires approval from Student Evaluation and Promotion Committee on the recommendation by the Campus Dean.

- Step 2 Clinical Skills exam must be taken no later than 9/15/2018
- Step 2 Clinical Knowledge exam must be taken no later than 9/15/2018

### Letters of Recommendation

Students should begin to ask/notify faculty regarding the need for letters of recommendation as early as possible, especially as they excel in clerkships. Formal requests should be made early in the summer, with a deadline of September 15. These must be uploaded directly by the recommender or their

designee to the AAMC [Letter of Recommendation Portal](#) (LoRP).

### **Applying for Residency**

[ERAS](#) opens on September 15, so your application should be complete by that date. Residency programs will immediately begin to download applications and invite applicants for interviews. Be sure your own materials are complete, and as many letters as possible have been uploaded. Special rules apply to the [Military](#) and [San Francisco Match](#) programs.

### **Medical Student Performance Evaluation (MSPE or Dean’s Letter)**

This document is created by the Campus Dean in conjunction with the Student Support Coordinator, with input from the student. It is released to ERAS on October 1, 2018.

### **Interviews**

Residency interviews typically occur during blocks 6, 7, 8 and 9, although some programs/specialties interview earlier.

### **Match Day Activities**

Students participating in Match Day ceremonies are excused from educational activities on the day before (Thursday, 3/14/19) and day of Match (Friday, 3/15/19). Students are expected to resume educational activities on Saturday, March 16, 2019.

### **Awards Ceremonies**

The Senior Awards Ceremony occurs on Friday, May 17, 2019. GHHS and AOA have special ceremonies as well, and those students will be notified individually.

### **Graduation**

Students must be in Tallahassee for regalia pickup on Thursday, May 16, and for rehearsal on Friday, May 17, 2019. Graduation is Saturday, May 18, 2019 at Ruby Diamond Auditorium.

## **II. Curriculum Overview**

The fourth year begins after successful completion of all third year required clerkships and courses. A typical fourth year schedule at the FSU COM contains time for required clerkships, electives, Residency Preparation Boot Camp and time off for residency interviews, USMLE studying and/or vacation.

<b>Required Course &amp; Clerkships</b> 15 weeks					<b>Electives</b> 16-28 weeks		<b>Time Off</b> 0-8 weeks
BCC 7176 Family Medicine Sub- Internship 4 weeks	BCC 7113 Internal Medicine Sub- Internship	BCC 7180 Emergency Medicine 4 weeks	BCC 7174 Primary Care Geriatrics 4 weeks	BCC 7201 Residency Preparation Boot Camp 3 weeks	<b>Internal Electives</b> Min. 8 weeks at any FSU COM Regional Campus	<b>Other Electives</b> Students must take at least 8 weeks	<i>Maximum of 8 weeks</i>

The goal of the FSU COM is to provide a “general medical education” to students; fourth year should

not be used to begin specializing in one's chosen specialty. Electives during the fourth year enable the student to select educational experiences in areas of medicine outside required clerkships to:

- Explore specialty options: electives scheduled early in Year 4 may assist in determining specialty choice.
- Explore residency programs; externships provide a close look at specific residency programs.
- Strengthen knowledge and skills in areas of medicine in which improvement is desired.
- Take advantage of unique educational experiences, such as research, international experiences, intensive self-study, etc.

Following Block 12, the **required Residency Preparation Boot Camp** will begin at the student's home campus.

### **III. Required 4th Year Clerkships & Courses**

Every student is required to complete three 4-week clerkships and the Residency Preparation Boot Camp, as listed below. Scheduling required clerkships is coordinated at the regional campus. Students with preferences for enrolling in required clerkships at a specific time should discuss with Clinical Support Coordinator, Academic Advisor and Campus Dean.

#### ***Emergency Medicine BCC 7180***

This clerkship introduces students to the role Emergency Medicine (EM) plays in the management of acute disease. The Emergency Department (ED) provides an opportunity for significant clinical exposure and skill development. Such skills include appropriately directed patient history and physical exams, differential diagnoses, medical decision making and acquisition of procedural skills. The ED will expose students to a broad base of undifferentiated patients with a wide variety of personal, social, and cultural issues that influence patient care. This environment places a premium on physical exam skills and diagnostic reasoning, emphasizing the ability to recognize life-threatening situations and initiate resuscitation in a wide range of diseases with varying degrees of urgency. Students will learn to appreciate the broad-based knowledge and the unique skill sets needed to succeed in the dynamic state of emergency medicine.

#### ***Primary Care Geriatrics BCC 7174***

The learner participates in the care of older patients in a variety of care settings including ambulatory, acute inpatient, and nursing or rehabilitation facility sites. The student follows a patient through at least one transition between sites of service. Student involvement in patient care is preparatory for residency involving significant self-directed and independent learning activities. The student performs as a member of the multidisciplinary team caring for older adults with geriatric syndromes and common geriatric problems. Learners are expected to improve their competency and comfort in caring for older patients in community settings and to perform basic geriatric assessments. The learner has opportunities to become familiar with the healthcare system beyond the hospital and ambulatory office. The local faculty and Campus Clerkship Director coordinate assignments and monitor student activity with input from the Education Director. Every student is expected to demonstrate increased proficiency in utilizing skills already acquired as well as increasing their fund of geriatric specific knowledge.

#### ***Family Medicine Sub-Internship BCC 7176***

The Sub-Internship in Family Medicine is designed to allow students the opportunity to participate in the management of patients with common clinical presentations encountered in the practice of hospital-based medicine, including adults, children and maternity care. This clinical experience will occur in a setting congruent with the mission of our school, allowing the student to participate in the care of patients who are medically underserved. There are two options available, and the student may choose either an affiliated Family Medicine Residency Program or an approved rural or underserved Family Medicine site. This clerkship emphasizes the evaluation and management of patients in the hospital setting, allowing the student to advance their diagnostic and management skills, and to care for patients from admission through discharge.

#### ***Internal Medicine Sub-Internship BCC 7113***

The Sub-Internship in Internal Medicine is designed to allow students the opportunity to participate in the management of patients with common clinical presentations encountered in the practice of hospital-based internal medicine. Each student will have the opportunity to experience a broad range of illness severity ranging from acute care upon presentation to the emergency department to life threatening processes in the intensive care unit. Students will also have the opportunity to improve their basic clinical skills, learn new inpatient procedures and examination techniques, and assess the effectiveness of their clinical interventions.

#### ***Residency Preparation Boot Camp BCC 7201***

The Residency Preparation Boot Camp is the final capstone to the undergraduate medical curriculum. The course provides an integrative experience that reinforces clinical skills, consolidates experiential learning, emphasizes team-based activities, and provides a solid foundation for entry into residency in the student's desired specialty. The course will emphasize select Core Entrustable Professional Activities (EPAs) for Entering Residency, descriptions of patient-care activities every medical school graduate should be expected to be able to perform without direct supervision on the first day of residency as fundamental expectations. Skills emphasized align with the Accreditation Council for Graduate Medical Education (ACGME) competencies.

## **IV. Electives**

#### ***Internal Electives***

Students must complete at least **16 weeks of electives**; at least 8 of which must be scheduled within the FSU COM system. Most electives are four weeks in duration, and students cannot schedule more than three (3) two-week electives unless there are extremely compelling circumstances. These short electives are designed to teach a limited amount of material and are sometimes used to introduce a student to a topic or to help "fill-in" schedule gaps due to remediation, externships or other absences.

If a student requests a "Special Topic" elective in an area not currently addressed by an existing elective, the student works with the Clerkship Director, Education Director or the Campus Dean to develop the course objectives and a course description. Once the course objectives and description are outlined, the Education Director that oversees that discipline must approve the Special Topics elective. After the Education Director approves the Special Topics elective, the student must obtain final approval from the Campus Dean before registering for that elective.

#### ***External Electives (Externships & International)***

With the appropriate approvals, the remaining fourth year electives and externships (together called external electives) may be scheduled at accredited, non-affiliated institutions within and/or outside Florida. An elective taken outside the FSU COM campus system must be at an LCME-accredited medical school or an ACGME-approved residency program. When completed at an ACGME-approved residency program, these electives are often called “externships.” International electives not sponsored by FSU COM are also considered External Electives.

Each scheduling block will be either two (2) or four (4) weeks in duration. If a student is participating in an externship that conflicts with the FSU Com schedule, then arrangements to promptly get back “in cycle” are essential and should be scheduled prior to the externship. External electives must conform to all of the applicable FSU COM policies. The FSU COM is a member of the American Association of Medical Colleges (AAMC), and, as such, FSU COM students have access to all electives at all AAMC approved schools via the [On-Line Extramural Electives Compendium](#). Complete descriptions of each elective at each school, as well as application forms, are available in this Compendium. Additional options may be found by checking directly with accredited residency programs at [www.acgme.org](http://www.acgme.org) and calling the listed program coordinators for information.

External electives and externships require advance planning. Students should apply for several external electives in a given block; this is necessary because acceptance at any given outside institution is not guaranteed. At some programs, rotations are available on a first-come, first-served basis, while others may be very selective and ask for a letter of recommendation and academic transcript. If accepted at more than one site during the same period of time, quickly decide on a preference and promptly and politely decline other site(s). This is common practice and will not jeopardize opportunity for getting into declined program in the future. It is **essential** that you notify the program as soon as the decision is made not to attend. **Failure to do so is viewed as highly unprofessional behavior.**

A few programs accept externship applications early in the calendar year, yet most start accepting them in late spring (May/June). Before applying for any externship, the student should discuss it with the Campus Dean. Most externships require applications through the AAMC Visiting Student Application Service (VSAS).

The primary faculty member at the externship site must complete and submit an “Evaluation of Student Performance: Elective Rotation” after the student completes the external elective. The evaluations for all external electives are to be submitted to the Regional Campus in the same manner as internal elective evaluations. It is the student’s responsibility to make sure the evaluation is completed and submitted to the Regional Campus. The student should have several copies of the blank evaluation form, and provide necessary information to primary faculty member.

External and international electives are discouraged in Block 12. However, if a student decides to take one of these electives during the final elective block, all paperwork and processes for meeting graduation requirements must be completed prior to the student leaving the Regional Campus. In addition, the student must ensure that the evaluation for the elective is received by the COM in sufficient time for processing. If not completed, the student will be at risk for not receiving a diploma at graduation.

**NOTE:** Keep your Student Support Coordinator and Clinical Coordinator informed regarding

applications and timing for external electives. Some sites require additional paperwork with the FSU COM, which is a process that can take considerable time, and in some cases may not be possible. It is important that the Campus Dean, Student Support Coordinator and Clinical Coordinator are informed immediately if this is a requirement.

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

The [AAMC Visiting Student Learning Opportunities](#) (VSLO) program merged two existing visiting student programs: the Visiting Student Application Service (VSAS) program that focused exclusively on U.S. domestic away electives and the Global Health Learning Opportunities (GHLO) program that facilitated international mobility into the United States, from the United States to electives abroad, and from one non-U.S. location to another. The VSAS service includes a [searchable database of electives](#) at other institutions, common application, online payment processing, and tracking of elective schedules and offers. The Student Support Coordinator at each Regional Campus will assist students with applications in VSAS, and also with paper-based applications at institutions not yet using VSAS. It is the student's responsibility to complete externship applications and submit them to host institutions.

Application requirements vary among institutions, and some may require additional documentation. To begin the application process, students will be issued VSAS Authorizations by the Division of Student Affairs, usually in early February. Students may submit applications only when a VSAS Host Institution makes its electives available for applicants. Those application dates vary, and will be listed in VSAS.

The VSAS application process includes the following steps:

1. Receive VSAS authorization from FSU COM Department of Student Affairs (via Student Support Coordinator).
2. Complete and certify your VSAS profile.
3. Search for and apply to electives.
4. FSU COM verifies your data, uploads documents and releases applications to VSAS host institutions.
5. Host institutions process applications.
6. Track your application statuses and decisions.

For students interested in applying to external electives at institutions that will not be participating in the VSAS, please use the Extramural Elective Compendium for visiting student application information or visit the institution's website. Additional information on how to use the VSAS System will be presented by your Student Support Coordinator in February.

## **V. General Scheduling Policies and Procedures**

### ***Scheduling Order***

The order of fourth year clerkships and electives is often important; students interested in applying to Family Medicine, Internal Medicine or Emergency Medicine residency programs may wish to complete the required sub-internship in the appropriate specialty before completing an externship at a top choice residency program. This also applies to other, non-required, sub-internships and electives.

### ***Schedule Deviations***

#### *Holidays Work Schedule*

If a block starts on a Monday holiday, students should check with the supervising faculty or Clinical Coordinator to determine when and where the student should report. A student's schedule for both holidays and weekends is determined by the supervising physician's schedule (i.e. if the physician is working, the student is working.)

### *Time Off*

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

### *Absence Policy*

Absence requests are initiated via the on-line absence approval system, and should be initiated well in advance of the anticipated absence. **Unapproved absences are considered unprofessional behavior and may result in clerkship/elective failure.** Any approved absence from a required clerkship may result in the student receiving an "IR" grade, having to make up missed time and/or complete alternative/additional assignments. Any planned student absence from a required clerkship must be 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.**

### *Residency Interviews*

Requests to attend residency interviews during required clerkships must be discussed with the Campus dean as soon as possible. The Campus Dean will communicate with the Education Director to identify the schedule adjustments and/or academic consequences of an absence from a required clerkship.

**It is strongly encouraged to schedule an interview block.** To the extent possible, residency interviews should be scheduled during time off, during elective blocks, or during unscheduled time during the Emergency Medicine Clerkship. They should not be scheduled during the Geriatrics Clerkship or the required Sub-Internship.

### ***Required Clerkship Scheduling***

Students are strongly encouraged to schedule required clerkships (especially the Sub-Internship and Geriatric clerkship) in early blocks 1, 2, 3, 4 and 5 so that there is minimal conflict when attempting to schedule residency interviews during blocks 6, 7, 8 and 9. Due to missed time secondary to Match Day activities, Block 11 is also discouraged.

### ***Clerkship Drop/Add***

Schedule changes (drop/add/other) for a required course or elective will be considered on a case-by-case basis by the Campus Dean. Whenever possible, drop/add requests should be completed and submitted to the Clinical Coordinator **at least 3 blocks prior** to the scheduled beginning of a clerkship or elective. Finalizing a drop/add request is a complex administrative procedure that has significant impact on our clinical faculty members. **Requests for schedule changes with less than 3 block notice must be discussed and approved by the Campus Dean. Compelling reasons for the late change must be present to receive approval from the Campus Dean.**

A student schedule **MUST** be complete and full at all times. Drops are only allowed if there is another course to be added in its place. Time not spent on a clerkship or elective should be indicated as "time

off” or “residency interviews” on the schedule.

Clerkships/electives that are available can be identified using the online course selection tool. Clinical Coordinators use the online course selection tool to modify student’s schedules. This will “lock in” the slot for the student (and may “lock out” other students). If the rotation is at a Regional Campus other than the student’s home campus, the Clinical Coordinator communicates with the Clinical Coordinator at the campus receiving the student notifying her/him of the selection. Clinical Coordinators use the FSU COM’s Student Scheduling application to submit changes, which are then forwarded electronically to Campus Deans, then to the FSU COM Senior Associate Dean for Medical Education and Academic Affairs. If approved, FSU COM Senior Associate Dean for Medical Education and Academic Affairs will send approval to Clinical Coordinator and to the FSU COM Registrar.

### ***Elective Subspecialty Policy***

Students may select only two (2) electives in the same subspecialty and no more than three (3) in the same discipline. For example, a student may not take all electives in any one specific discipline, but should consider electives that complement a chosen specialty area. For example, if interested in Pediatrics, consider Family Medicine, Allergy or Otolaryngology; if interested in Surgery, consider an ICU elective. The FSU COM Senior Associate Dean for Medical Education and Academic Affairs will decide whether a student schedule reflects an appropriately balanced and well-rounded general medical education.

### ***Family Medicine Sub-Internship Scheduling***

Much like the scheduling of externships, scheduling the Sub-Internship in Family Medicine requires careful coordination with affiliated Family Medicine Residency Programs in Florida. For example, if a student wishes to complete the Sub-Internship in Family Medicine at the Mayo Clinic (Jacksonville), a completed application including a personal statement and a letter of recommendation MUST be submitted at least three months in advance of the Sub-Internship. Additional costs (i.e. housing) and paperwork may be necessary at other sites away from the student’s home campus. These issues are handled uniquely by each Family Medicine Residency, and the student should talk with their Campus Dean and Clinical Coordinator.

### ***Scheduling Advice and Help***

Many individuals may be helpful during the scheduling process: consult your Campus Dean, Education Directors, Clerkship Directors and Faculty Advisor as needed. The Faculty Advisor’s signature is not required to initiate a schedule change, but students are encouraged to discuss schedule changes with their Faculty Advisor and Campus Dean.

### ***Remediation Information***

Time used for educational remediation (failed clerkship/elective or make-up for a prolonged absence for any reason) is taken from elective time. Educational remediation will be required of students who do not complete a clerkship/elective or who perform below expectations. When remediation is required, the content and duration of the remediation is determined by the appropriate Education Director in consultation with the Clerkship Director, Campus Dean and FSU COM Student Evaluation and Promotion Committee.

### ***Scheduling Priorities***

### Electives

Fourth year students have priority in early scheduling of electives over third year students scheduling Flex Time electives. However, after the early scheduling period, there will no longer be a priority for fourth year students.

### FSU COM Affiliated Residencies

FSU COM students have priority in early scheduling of fourth year clerkships at FSU COM affiliated residencies. However, after the initial scheduling period, there will no longer be a priority for FSU COM students over students from other institutions.

## VI. Schedule Building Instructions

### Login and Troubleshooting

To begin working with the course selection tool, go to <https://apps.med.fsu.edu/year4scheduling>. You can use any web browser and if you are connected to the FSU COM Network (on campus) you will not have to login. From remote locations you should only have to login once. If asked to login, use your College of Medicine login and you'll be directed to the first screen below. You will be asked to verify the curriculum year. The default year should be set for the current year which you should not need to change, then click continue.

### Building a Schedule

This screenshot shows your schedule template as you build it by adding and deleting your required clerkships, interviews, vacation and electives. At any time you may export your schedule to a Word document and either print, save or email. Please note that Residency Preparation Boot Camp is pre-populated and cannot be changed.

The screenshot displays a web application interface for building a schedule. At the top, there are navigation tabs: "Master Course List", "Student Schedules", and "Elective Search". The current page is titled "2017-18 Schedule for \*Test M3-student (ORL)" with a selection status of "open for student trial" and an advisor listed as "TBA".

Below the header, there are dropdown menus for "Class Of:" (set to 2018), "Campus:" (set to Orlando), and "Student:" (set to \*Test M3-student (ORL)). An "Export to Word" button is located to the right of these dropdowns.

A note states: "\*Students may select and update electives on a trial basis. Trial schedules should be printed or exported to Word for they will be wiped clean before the official selection date." Below this note is a table of course blocks.

Block	Campus	Title	Course #	Director	Modif
01C   4 hrs   05/08-06/02					12/22/1
02C   4 hrs   06/05-06/30					12/22/1
03C   4 hrs   07/03-07/28					12/22/1
04C   4 hrs   07/31-08/25					12/22/1
05C   4 hrs   08/28-09/22					12/22/1
06C   4 hrs   09/25-10/20					12/22/1
07C   4 hrs   10/23-11/17					12/22/1
08C   4 hrs   11/20-12/15					12/22/1
09C   4 hrs   01/02-01/26					12/22/1
10C   4 hrs   01/29-02/23					12/22/1
11C   4 hrs   02/26-03/23					12/22/1
12C   3 hrs   03/26-04/20					12/22/1
Delete 13C   4 hrs   04/23-05/11	ORL	Residency Preparation "Boot Camp" (required)	BCC7201	*TBA	12/21/1

Below the table, there is a section titled "Courses Offered (to change sort click on column heading)". A note says: "\*If you can not add a course move the cursor over the lock symbol to view reason why." Below this note are dropdown menus for "All Blocks", "All Specialties", "Orlando", and "Type: All Types", along with a "Display Courses" button.

To search for courses to add to your schedule use the "Courses Offered" list at the bottom of the page. You must select items in the block, specialty or campus filter dropdowns, then click "Display Courses".

You can't add two courses in the same block/section, and each block is 4 weeks.

- Block A is the first 2 weeks
- Block B is the last 2 weeks
- Block C is all the full 4 weeks

**Search Example**

Block: 04C (4 weeks) | Specialty: Psychiatry | Campus: Orlando | Type: Elective

This example displays 4 courses, if you see the "ADD" button on the far left, this course is available for adding to your schedule. If it's not available you will see a lock image which might indicate the blocks are full or already on your schedule.

- Click on add by your choice and it will show up in your schedule (see above example)
- Click on the title underlined in red to review the syllabus link

**Courses Offered (to change sort click on column heading)**

\*If you can not add a course move the cursor over the  (lock symbol) to view reason why.

04C | 4 hrs | 07/31-08/25 | Psychiatry | Orlando | Type: Elective |

	Block	Campus	Title	Course #	Director	enrolled
ADD	04C   4 hrs   07/31-08/25	ORL	<u>Geriatric Psychiatry</u>	MDE7883	Allen	0 of 1
ADD	04C   4 hrs   07/31-08/25	ORL	<u>Inpatient Psychiatry</u>	MDE7830	Allen	0 of 1
ADD	04C   4 hrs   07/31-08/25	ORL	<u>Outpatient Psychiatry</u>	MDE7831	Harding	0 of 1
ADD	04C   4 hrs   07/31-08/25	ORL	<u>Special Topics in Psychiatry</u>	MDT7840	Harding	0 of 1

**Course Lock Reminders**

You may view the reason you can't add a course by moving the cursor over the lock.

- The block is full (e.g. the block only allows one student and another student has already selected it.)
- The block already has a course on the student's schedule and must be cleared before adding another.
- Only home campus selections are accepted and the attempt is to add away campus courses.
- Adding a required clerkship that's already on the student's schedule.
- Adding a required clerkship from an away campus; only Family Medicine Sub-Internship can be at an away campus.
- The system status is set to only allow required clerkships and the ADD attempt is an elective.

**Using a Master Course List Search**

The Master Course List contains all the courses and syllabi organized by specialty.

- Expand each specialty by clicking on the plus (+) sign to the left of the specialty name.
- To view a syllabus click on the campus abbreviation link in that elective row.

**Course List for Curriculum Year 2017-18**

Click + in the left column to list electives in that specialty. "MC" is Main Campus.

 Family Medicine

Course #	Title	Type	TLH	ORL	PEN	SAR	DAY	FTP	TVL	IMM	MC
MDE7031	Health Plan and Medical Management	E	±	<u>ORL</u>	±	±	DAY	±	±	±	±
MDE7121	Family Medicine With Special Emphasis on Sports Medicine	E	TLH	ORL	PEN	SAR	DAY	FTP	±	±	±

## Abbreviations

Course Type	
R	Required
E	Elective
X	Elective-Externship
I	Interview
D	Directed Individual Study (DIS)

Campus or Site	
TLH	Tallahassee
ORL	Orlando
PEN	Pensacola
SAR	Sarasota
DAY	Daytona
FTP	Ft Pierce
TVL	Thomasville site
IMM	Immokalee site
MC	Main Campus

## Using Elective Search Method

The Elective Search is another way to find electives. Below is an example of searching for course titles the **Family Medicine** specialty at all campuses. Click the highlighted “Refresh” after adjusting the filter. The green Excel button can be used to export to Excel. To view the syllabus click on the underlined course title.

Master Course List	Student Schedules	Elective Search	Checklists	Reports	Change Curriculum Year		
<b>Available Electives List</b>							
<i>Optionally search with filters below and click refresh. Export to Excel by clicking on Excel icon next to refresh. To navigate to the elective syllabus click on the elective title.</i>							
Curriculum Year:	2017-18	Specialty:	Family Medicine	Course Type:	<input checked="" type="radio"/> All Electives <input type="radio"/> Externships Only <input type="radio"/> Non-Externships		
Course Campus:	All Campuses	Elective Title (full or partial):	<input type="text"/>				
<i>Click on a column heading to change the sort.</i>							
<a href="#">Refresh</a> 							
Specialty	Title	Course Number	Campus	Credit Hrs	Director	Offered Offsite	Location
Family Medicine	<a href="#">Family Medicine in a Setting of Medical Urgent Care</a>	MDE7125	Daytona	4	Le	no	Various sites depending on the community
Family Medicine	<a href="#">Family Medicine in a Setting of Medical Urgent Care</a>	MDE7125	Ft. Pierce	4	Adelberg	no	Jensen Beach and Okeechobee
Family Medicine	<a href="#">Family Medicine in a Setting of Medical Urgent Care</a>	MDE7125	Ft. Pierce	4	Badolato	no	Melbourne
Family Medicine	<a href="#">Family Medicine in Underserved Populations</a>	MDE7136	Ft. Pierce	4	Baker	no	Various family practice sites located in underserved areas around the Treasure Coast

## Course Syllabi Notes

Electives may have more than one instructor and different locations. Click on link to display course information, description, objectives, etc. (if available). The elective example provided has five different instructors listed.

Printable Syllabus		Close Window
Multiple electives found for this campus - please choose instructor below.		
<a href="#">Aurelio Duran M.D.</a>	<a href="#">Arnold M Einhorn M.D.</a>	<a href="#">Marcos Hazday M.D.</a>
<a href="#">Pradipkumar Jamnadas M.D.</a>	<a href="#">Neel Patel M.D.</a>	
Course Number:	<b>MDE7220</b>	<b>Orlando</b>
		<i>Elective</i>
		<input type="button" value="Available"/>