

## **2010-2011 OVERVIEW OF FOURTH YEAR REQUIREMENTS**

All required, third year clerkships must be completed before either required fourth year courses or electives are to begin. There are required clerkships in Ambulatory Medicine, Critical Care, Emergency Medicine, and Neurology as graduation requirements. All students must be certified as Advanced Cardiac Life Support Providers in order to graduate. One block should be scheduled as Independent Study at the time the student will take the USMLE Step 2 CK and Step 2 CS. You will also be required to complete a subinternship during your fourth year. Electives encompass a variety of experiences from which you may freely choose. No student will be formally admitted to the fourth year until remedial work generated during the third year is successfully completed. This remedial work must be taken prior to, or at the beginning of, the scheduled fourth year. Before graduation you will be asked to complete the AAMC Graduation Questionnaire. Although it is a voluntary survey, your responses are important for the accurate collection of local and national data.

### **FOURTH YEAR REQUIREMENTS**

#### **AMBULATORY SPECIALTY OUTPATIENT COURSE**

Three weeks of clinical experience in an outpatient office setting are required. Students must submit their top preferences and backup preferences for one of the approved selective elements through the campus registrar. This clerkship must be completed at a RWJMS-Camden clinical site.

#### **NEUROLOGY CLERKSHIP (NEUR 8902)**

Three weeks of Neurology are required during the fourth year. Camden students have 1.5 weeks of ambulatory neurology and 1.5 weeks of inpatient neurology. Neurology may be subscribed during the third year as well.

#### **ADVANCED CLERKSHIP IN CRITICAL CARE (MDC 8901, 8902, 8903)**

Four weeks of Critical Care are required of all students in their fourth year. Students may choose either the Medicine, Surgery or Pediatrics selective through the registrar. This clerkship must be completed at Cooper Hospital/University Medical Center.

#### **CLERKSHIP IN EMERGENCY MEDICINE (EMED 8902)**

Four weeks of Emergency Medicine are required of all students in their fourth year. This Clerkship in Emergency Medicine must be completed at Cooper Hospital/University Medical Center.

#### **SUBINTERNSHIP**

A four-week subinternship is required of all fourth year students. Students may select from a variety of subinternships from this catalog. Additional subinternships may be selected by individual students at other medical schools which will count towards their elective schedule.

## **ELECTIVES**

Twenty weeks of electives are required for graduation during the third and fourth year. It is permissible to take up to twenty four weeks of elective time. Eight weeks of the year are available either as additional elective time or vacation time. Electives may be taken at other U.S. medical schools. No two, full-time electives may be taken concurrently.

### **INDIVIDUALLY DESIGNED ELECTIVE OPTION (MDC 9800)**

Students wishing to do an elective not listed in this elective book, may do so after the necessary course descriptions and approvals are submitted. Students may develop an individually designed elective in concert with a faculty member or the Associate Dean for Academic and Student Affairs in order to participate in an experience that is **clearly different from any preclinical or clinical elective currently offered by Robert Wood Johnson Medical School**. Written approval must be given first by the proposed elective director, Dean for Student Affairs and by the Assistant Registrar. If on **Academic Warning**, a student must acquire written permission of the Associate Dean for Academic and Student Affairs **before** applying for an individually designed elective. **All documentation must be submitted to the Office of Academic and Student Affairs at least one month prior to the projected start date of the elective**. The required form must be completed for all individually designed electives. Copies of the form may be obtained in Academic and Student Affairs, ERB 154 or on the Campus website: [http://rarwjms03.umdnj.edu/education/documents/pdf/visiting\\_students/Individually Design ed Elective Form 200901.pdf](http://rarwjms03.umdnj.edu/education/documents/pdf/visiting_students/Individually_Design ed_Elective_Form_200901.pdf)

**Any Individualized Elective begun without signed, approved documents on file in the Registrar's Office WILL NOT EARN CREDIT toward graduation. It is the student's responsibility to ensure that all documents are on file.**

**Travel Advisory Note:** Students traveling to other countries need to be aware of the US Department of State [Travel Warnings](#). Any student traveling to a country listed on this site will NOT have that activity authorized as a University-approved activity. This can be found in the "Students Participating in Educational Activities outside UMDNJ or any of its Affiliates" policy, #00-01-25-55.00.

### **FOURTH YEAR SCHEDULE OF COURSE WORK 32 REQUIRED WEEKS\***

Required Clerkships/Courses (14 Weeks)	Independent Study (4 Weeks)	Vacation (8 Weeks)	Break (2 Weeks)	Subinternship (4 Weeks)	Electives (20 Weeks)
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\* Subject to change.

## 2010-2011 STUDENT GUIDELINES FOR PLANNING YOUR ELECTIVE YEAR

During your senior year, you should plan to take electives which offer a variety of experiences. This year can be used to confirm various career interests and can also be used to gain experience at institutions which you are considering for residency. The fourth year should not contain more than eight weeks in specific areas of expected specialization. Students may wish to schedule outside electives at hospitals they are considering for residency early in the fall of their fourth year.

Thirty-eight weeks are required during your fourth year of medical school in order to graduate. Twenty weeks are elective [third and fourth year] and eighteen weeks are required. Elective time may be used to take electives which will enhance your performance in residency, to broaden your knowledge base, to experience areas of medicine which you will not have time for later in your residency programs, or to experience medical practice in another country.

### **PLANNING STRATEGY**

You will select a clinical advisor and start planning your elective year with her/his help. It is important to set priorities on how you will arrange the time blocks available to you (Refer to the Elective Block Table inside the front cover of this book). You will find the academic calendar on the campus web site at:

[http://rarwjms03.umdnj.edu/education/current\\_students/academics/cal\\_m4.html](http://rarwjms03.umdnj.edu/education/current_students/academics/cal_m4.html)

It is useful to divide the eleven four-week blocks of your fourth year. The first six blocks should be used for taking electives which you feel will be helpful preparing for residencies or for helping you to decide which career you wish to pursue. During the months prior to Match Day, students often schedule vacation time to be used for residency interviewing purposes. Please note that only **2½ days per scheduled rotation** are allowable for interviews. Interviewing days are not allowed during subinternships. It is expected that students will participate in all activities of required clerkships. Under unusual circumstances, students may petition the clerkship director for an interviewing day.

### **WHERE YOU WILL FIND ELECTIVE INFORMATION**

This elective book contains a listing of fourth year required experiences, and fourth year electives offered by Robert Wood Johnson Medical School faculty. You will find up-to-date listings of courses, required clerkships, and electives on the campus web site at

[http://rarwjms03.umdnj.edu/education/current\\_students/academics/fourth\\_year\\_electives/CamdenElectives.html](http://rarwjms03.umdnj.edu/education/current_students/academics/fourth_year_electives/CamdenElectives.html)

You may also download the elective book to your PDA. Contact Dan Titus ([titusda@umdnj.edu](mailto:titusda@umdnj.edu)) for instructions.

The AAMC Extramural Electives Compendium may be found at:

<http://www.aamc.org/students/medstudents/electives/start.htm>

This lists all LCME approved medical schools which allow outside students to do electives at their institutions.

When exploring electives, check with other fourth year students who have completed electives, talk to residents and attendings in different departments as you rotate through these services, and use the AMA Graduate Medical Education Directory (the "Green Book" located in the Student Office and in the Office of Academic and Student Affairs) for additional ideas. The FREIDA system, and other helpful resources may be found on the campus web site Career and Residency page:

[http://rarwjms03.umdnj.edu/education/current\\_students/student\\_support/career\\_res/index.html](http://rarwjms03.umdnj.edu/education/current_students/student_support/career_res/index.html)

### **VACATION & ABSENTEEISM:**

Up to eight weeks of vacation may be taken. Two and one-half days per **elective** rotation are allowable for interviews. No days may be taken from subinternships. It is expected that students will participate in **all activities of required clerkships**. Under unusual circumstances, students may petition the clerkship director for one day off to attend an interview.

### **HOLIDAY POLICY:**

All M3 and M4 students are excused from their Clerkship responsibilities at all sites on all University Holidays. When a University holiday is followed by a weekend (such as is the case with Thanksgiving), weekend time off is determined by individual clerkship directors. This policy also applies to students taking RWJMS-sponsored electives. Students on away electives should conform to the holiday policy of the sponsoring institution. **Students on subinternships are governed by the holiday schedule of the sponsoring residency program.**

### **FOURTH YEAR REGISTRATION PROCEDURES**

1. Registration for the required fourth year clerkships will be accomplished at the same time as elective registration this year. You will receive a Fourth Year Registration Form and instructions.
2. Use your pre-printed Fourth Year Registration Form to fill in your required course preferences, elective choices (minimum: 20 weeks) and your required qualifying subinternship choice.
3. Bring your completed Fourth Year Registration Form to your advisor for approval. **This form must be signed by your advisor prior to submission to the Assistant Registrar for final scheduling, and approval of the Associate Dean for Academic and Student Affairs. Students on Academic warning require the approval of the Associate Dean for Academic and Student Affairs to change their elective schedule.**
4. You will be assigned a random appointment date and time to meet with the Assistant Registrar to schedule your fourth year.
5. ***Required courses and electives will be available on a first-come, first-served basis. Different course times or locations may have to be chosen at your Fourth Year Scheduling Appointment if a particular elective has the maximum number of students enrolled at the time of your scheduling appointment. Please come prepared with second or third elective choices as well.***

6. The Office of Academic and Student Affairs will review the programs of all students and give approval or disapproval. If a program is disapproved, and the student wishes to pursue the program, the student may be asked to appear before the Elective Review Committee, composed of the Chair of the Camden Curriculum Subcommittee, and the Associate Dean for Academic and Student Affairs for further explanation. The Committee will give final approval or disapproval.
7. For students on an approved individualized or flexible curriculum, any changes in the scheduling of required portions of the fourth year program require approval of the Associate Dean for Academic and Student Affairs.
  
8. **YOU MUST CONFIRM YOUR SCHEDULE WITH THE ELECTIVE CONTACT PERSON FOR EACH ELECTIVE ONE WEEK BEFORE THE START DATE – CONTACT INFORMATION IS ON THE WEBSITE ELECTIVE SECTION.**

## FOURTH YEAR REGISTRATION CALENDAR

February 17, 2010  
2:00 pm  
E&R 2<sup>nd</sup> Floor  
Classroom

M4 Planning Meeting #1, schedule and information packets distributed at the meeting.

To Be  
Announced

M4 Planning Meeting #2, Fourth Year Residency Planning

To Be  
Announced

Fourth year scheduling.

To Be  
Announced

All signed elective schedules in final form must be in the Office of the Registrar.

## **ELECTIVES OUTSIDE THE ROBERT WOOD JOHNSON MEDICAL SCHOOL SYSTEM**

Obtain and complete forms or applications from outside institutions. A student in **good academic standing** will obtain a letter from the RWJMS Academic and Student Affairs staff verifying that he/she is in good academic standing and has the school's permission to apply for the elective. This letter is sent to the program with the elective application. A student on **Academic Warning** requires signed permission from the Associate Dean and a letter stating that he/she is a student at this school and has permission to apply for the elective.

The student notifies the Assistant Registrar upon receipt of approval from the outside program at least 30 days prior to the beginning of the elective. The student secures the approval signature from the Assistant Registrar and the Associate Dean for a change of schedule. When the confirmation of an outside elective is received by the Assistant Registrar, it will be placed on the student's schedule. If the student receives confirmation of the proposed elective directly from the sponsoring school or hospital, **it is the student's responsibility to see that a copy of this confirmation is filed with the Assistant Registrar. No student may attend an outside elective without a confirmation letter on file in the Assistant Registrar's office.**

## **EVALUATIONS**

***Evaluation of Student by Course Directors - You will be given Evaluation of Student forms to bring with you to all of your electives. The elective sponsor will be required to return these evaluation forms to the Registrar within 10 days following the completion of the elective.***

## **WITHDRAWALS AND CHANGES**

All elective changes are done by the Registrar's office and student must give at least one month's notice for any changes. If notice is not received before the required one month prior to the beginning of the elective, credit may be withheld. The Assistant Registrar has the *Change of Elective* forms to be used to obtain signed permission of the sponsor of the new elective requested. You must also obtain your advisor's approval. **Subinternships for which students have registered become contracts after June 9, 2010.**

The faculty recognizes that special programs which do not conform to its general policies may be needed. Students who need special consideration should first contact the Office of Academic and Student Affairs. The faculty will give such programs careful consideration.

## WHAT TO DO WHEN

### .... YOU WISH TO TAKE AN ELECTIVE OUTSIDE UMDNJ-RWJMS (AND AFFILIATES)

1. Obtain and complete forms or applications from outside institution.
2. If you do not receive a copy of a letter confirming your elective within a reasonable time, you should contact the outside elective sponsor to return this letter to the Assistant Registrar. **You may not attend an outside elective without this letter in your file.**
3. A student must secure an approval signature from the Associate Dean for enrollment in an outside elective schedule.

### .... YOU HAVE TO CANCEL AN OUTSIDE ELECTIVE

1. Give at least one month's notice.
2. Write sponsor of canceled elective with **copy to the Assistant Registrar.**

### .... YOU HAVE TO CHANGE AN ELECTIVE WITHIN UMDNJ-RWJMS OR AFFILIATES

1. Allow at least one month.
2. Changing electives requires careful consideration and planning. It cannot be done efficiently by mail or telephone. Should an exceptional circumstance arise requiring a change, this must be **done in-person** with the Registrar's office.
3. If on **Academic Warning**, get approval from Associate Dean.
4. Complete a *Change of Elective* form and obtain the signatures of elective sponsors and your advisor.
5. When completed and returned to the Assistant Registrar, confirmation will be sent to the faculty sponsor.

### .... YOU PLAN TO TAKE USMLE STEP 2 Clinical Knowledge and USMLE Step 2 Clinical Skills (REQUIRED)

1. Obtain application forms on-line at <http://www.nbme.org>
2. Inform your elective sponsor of your expected absence.

### .... YOU ARE SICK

Please notify your elective sponsor, the Office of Academic and Student Affairs, and the Associate Dean **immediately** if you are unable to attend any portion of your elective because of illness.

### .... YOU WISH TO TAKE AN ELECTIVE AT UMDNJ-RWJMS-NEW BRUNSWICK OR UMDNJ-NJMS

The Assistant Registrar's office will arrange these for you.

**.... YOU NEED A DEAN'S LETTER CERTIFYING ACADEMIC STANDING AND MALPRACTICE COVERAGE**

Notify the Registrar's office of elective date, name of sponsor, etc. and an appropriate letter will be sent out.

UMDNJ-RWJMS at Camden Assistant Registrar  
401 Haddon Avenue, Room 154  
Camden, NJ 08103  
Hours: 8:00 am to 4:00 pm, Monday - Friday  
(856) 757-7859