



Instructions: This form should be used in order to prepare for creating your Preparation for Residency (4th year) schedule. It is solely for planning purposes and this schedule is not guaranteed.

- Review definitions to familiarize yourself with the types of fourth year courses you are allowed to take.
- Review the requirements and policies that go with them.
- Plot out your 4th year schedule based on what you think you are interested in taking. This is a rough draft and does not need to be perfect!
- Make an appointment with your Career Advisor to discuss your planned schedule if you wish.
- Scheduling is managed through the Office of Curriculum Support. Questions should be directed to SOMPrepRes@hofstra.edu.

Section 1: Definitions

Acting Internships

Acting Internship (AI) –an acting internship is a one month experience, in which a student is afforded more clinical responsibility. The four weeks must be contiguous; AIs cannot be broken up into smaller blocks of time. Students are awarded a grade (Honors, High Pass, Pass or Fail) based on the AI grading policy (http://medicine.hofstra.edu/about/policies/policies_grading_subinternships.html). You may hear them referred to as “sub-internships or sub-Is”.

There are two types of AIs that are included in the AI lottery:

Core – a core AI is a required component. You must complete three required core AIs. One must be completed in Medicine, Pediatrics, Surgery, or Ambulatory Care (in Medicine or Family Practice), one in Critical Care, and one in Emergency Medicine. One core AI must be completed in the fall semester.

Optional AI – if a course is not part of the required three core-AIs, yet still described as an acting internship, it is considered an optional AI. This course may be taken for a grade of Honors, High Pass, Pass or Fail, but it will not count toward the required AIs; optional AIs count toward required elective time.

Electives

Elective (EL) – an elective is a 4 week experience that is graded on a pass/fail basis. In some cases, electives can be broken up into two smaller segments; two 2-week blocks or into a 1-week and 3-week blocks.

Electives are graded as pass or fail and can be selected from our internal elective catalog (all electives from a Northwell Health System-affiliated medical center) or you may apply for electives at outside institutions.

The following options all count as electives:

Visiting elective – a visiting elective is an elective taken for credit outside of our institution. You may apply for them through the AAMC’s Visiting Student Application Service (VSAS) or through the institution directly, see institution’s website for information.

Research elective – All submissions must be made at least eight weeks prior to the start date of the proposed elective and be approved through the Research Advisory Committee. Please note that your research must have IRB approval and you must be listed on the approval prior to submission. The application form can be found here:

<http://medicine.hofstra.edu/pdf/students/research-elective-application.pdf>

Preceptorship – A preceptorship is an experience, clinical or non-clinical, that is different from any listed electives. A student can design this experience with an individual preceptor and all submissions must be made at least 8 weeks prior to the start date of the proposed elective and approved through the Office of Career Advisement. The application can be found here:

<http://medicine.hofstra.edu/pdf/students/forms/students-preceptorship-proposal-2016.pdf>

All available School of Medicine courses can be found in our course catalog:

http://medicine.hofstra.edu/education/md/second100/second100_preparation_residency.html

Coordinators:

Internal (Northwell) AIs or Electives	External Electives
Bennett Mahler, Program Coordinator, 2 nd 100 Weeks Office: SOM, Room 234A Email: SOMPrepRes@hofstra.edu	Vanessa Fyfe, Program Coordinator, Student Records Office: SOM, Room 106 Email: SOMRegistrar@hofstra.edu

Section 2: Schedule Requirements, Dates and Policies

Requirements:

- 3 blocks of core acting internships. Options include:
 - 1 Medicine, Pediatrics, Surgery, or Ambulatory Care (Family Practice) AI
 - 1 Emergency Medicine AI
 - 1 Critical Care AI
- 5 blocks of electives (internal-preceptorships, approved research, home elective, optional AI, or an external elective)
- 3 blocks of professional development (most often used for interviews or to study for Step 2)
- Recommended that you take Step 2 CK and CS by December 31. It is required that you take both Step 2 exams prior to graduation.
- All students must follow the attendance policy, found here:
http://medicine.hofstra.edu/about/policies/policies_attendance_required_clinicalexperience_2_100weeks.html
- Change requests must be made using the change request form. Please note, no change request forms can be submitted prior to the release of the final schedule results.
- There will be a meeting with representatives from the Office of Curriculum Support and Office of Career Advisement to create your schedule. You will be given a meeting time based on your lottery number during the date range listed. If you have to reschedule your meeting you forfeit your place in the lottery.

Section 3: Draft of 4th Year Schedule (example provided in separate document)

Name of Student _____ 700# _____

Specialty Choice* _____ Back-up Choice _____

*This is for informational purposes only. You are not required to apply in this specialty.

Things to keep in mind:

- Preceptorship and Research proposals must be submitted no later than 8 weeks prior to start date
- Schedule change requests must be submitted no later than 6 weeks prior to start date
- Your interviews will occur October – January (timing is specialty specific)
- October 23, 2017 - January 1, 2018 – NO AIs can be taken during these blocks
- January 2, 2018 - January 28, 2018 – open to Emergency Medicine AIs, no other AIs are allowed
- You must complete one AI in your Fall semester
- June, July, August, September and October are all popular months for away electives
- Electives can be broken up into smaller segments with approval of the department
- You will not be able to submit a change request form until your schedule is finalized by the Office of Curriculum Support
- If you plan to take an external/away rotation, please attend the workshop taking place on Thursday, February 16th at 6:00 PM at CLI, or send an email to SOMRegistrar@hofstra.edu.

Rotation Blocks – 2017-2018

Block 1: June 5, 2017 – July 2, 2017	December 16, 2017 - January 1, 2018 Winter Break - No Instruction
Block 2: July 3, 2017 – July 30, 2017	Block 8: January 2, 2018 – January 28, 2018
Block 3: July 31, 2017 – August 27, 2017	Block 9: January 29, 2018 – February 25, 2018
Block 4: August 28, 2017 – September 24, 2017	Block 10: February 26, 2018 – March 25, 2018
Block 5: September 25, 2017 – October 22, 2017	Block 11: March 26, 2018 – April 22, 2018
Block 6: October 23, 2017 – November 19, 2017	
Block 7: November 20, 2017 – December 15, 2017	

Fall Semester (June 5 - December 15)

Dates	Rotation Name	Location	Number of Weeks

Spring Semester (January 2 – April 22)

Dates	Rotation Name	Location	Number of Weeks