



DONALD AND BARBARA
ZUCKER SCHOOL of MEDICINE
AT HOFSTRA/NORTHWELL

Acting Internships (AI)

Section 1: Introduction

This form should be used to prepare for your Acting Internship Scheduling Meeting.

- AI scheduling meetings will take place over the phone and will last approximately 10 minutes.
- All students will be given an Acting Internship Priority Rotation. A priority rotation ensures that one of your top three Acting Internship preferences will be scheduled prior to your meeting. You can indicate your top three Priority AI preferences in Section 5 of this worksheet.
- Team Prep will work with Team ACE to ensure you are not scheduled on nights prior to your schedule meetings.

Priority Worksheet: The AI priority worksheet (**Section 5**) must be submitted to the Office of Curriculum Support in advance, by **8AM on February 8, 2021** via SOMClinical@hofstra.edu.

- **AI Scheduling Dates: March 4, 2021 - March 12, 2021**

TO DO:

- **Put your AI Scheduling Meeting Date on your calendar.**
- Review the definitions below to familiarize yourself with the types of 4th year courses you are allowed to take.
- Review the requirements below and policies that go with them.
- Plot out your 4th year Core AIs and Optional AIs based on what you think you are interested in taking.
- If you need help, make an appointment with your Career Advisor (school and or/departmental), Student Affairs, and/or speak with upperclassmen.
- Submit **Section 5** to SOMClinical@hofstra.edu by **8AM on February 8, 2021**.
- Reference **Section 6** during your AI scheduling meeting.
- Scheduling is managed through the Office of Curriculum Support. Questions should be directed to SOMClinical@hofstra.edu.



Section 2: 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 (<https://medicine.hofstra.edu/policy/policy-grading-acting-internships.html>). You may also hear them referred to as “sub-internships or sub-Is”.

- Some AIs can be frame-shifted; however, approval is at the department’s discretion. For example, the General Pediatrics rotation does not allow frame-shifting.

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

Core AI – 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 -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.

All available School of Medicine courses can be found in our course catalog:
<https://medicine.hofstra.edu/pdf/education/md/education-ms4-course-catalog.pdf>

Review the Acting Internship Catalogue and the Evaluations of the various AIs offered

- You can find student Acting Internship evaluations under the Blackboard course [202104 MED 4989 001 AI Reviews](#)

Coordinators:

Internal (Northwell) AIs	Internal (Northwell) Electives	External Electives
Vittoria Minolfo, Program Coordinator, 2 nd 100 Weeks Office: SOM, Room 234A Email: SOMClinical@hofstra.edu	Josefa Forcina, Program Coordinator, 2 nd 100 Weeks Office: SOM, Room 234A Email: SOMClinical@hofstra.edu	Vanessa Gonzalez, Program Coordinator, Student Records Office: SOM, Room 106 Email: SOMRegistrar@hofstra.edu

Section 3: 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 and/or external electives and approved preceptorships, approved research, and optional AIs).
- 3 blocks of professional development (most often used for interviews or to study for Step 2).
- It is recommended that you take Step 2 CK and CS no later than December 31st. It is required that you take both Step 2 exams prior to graduation.
 - All students must follow the attendance policy, found here:
<https://medicine.hofstra.edu/policy/policy-attendance.html>
- Schedule change requests must be made using the change request form. Please note, **no change request forms can be submitted prior to May 10, 2021.**
- Representatives from the Office of Curriculum Support and Career Advisement will assist you over the phone to create your AI schedule. You will be given a meeting time based on your lottery number during the date range listed. Please note, this will be different from your Elective lottery number. If you have to reschedule your meeting, **you automatically forfeit your place in the lottery.**
 - Students who forfeit their place in the lottery will automatically be scheduled for the next available slot in the AI scheduling meetings.
 - If you miss your meeting, Team Prep will email you with your new meeting date and time.

Section 4: Planning Your 4th Year AI Schedule

Things to keep in mind:

- Your AI preferences will be discussed in your scheduling meeting; it is best to have a backup plan prior to your meeting in the event your choices are already at capacity.
 - A live Google Doc will be updated at the end of each student’s scheduling meeting. The Google doc will be shared with the class and you can view what rotations have closed prior to your meeting. If you see a rotation is closed, you should adjust your scheduling worksheet prior to your meeting.
- Your residency interviews will occur October – January (timing is specialty specific).
- October 25, 2021 – January 30, 2022: **NO Core AIs can be taken during Blocks 6-8.**
- You must complete one Core AI in your Fall semester.
- June, July, August, September and October are all popular months for away electives, if they are available.
- You will not be able to submit a change request form until **May 10, 2021.**
- Schedule change requests must be submitted no later than 4 weeks prior to start date.
- If you plan to take an external/away rotation, please email SOMRegistrar@hofstra.edu for more information.

Rotation Blocks: 2021-2022

Block 1: June 7, 2021 - July 4, 2021	December 18, 2021 - January 2, 2022 Winter Break - No Instruction
Block 2: July 5, 2021 - August 1, 2021	Block 7: November 22, 2021 - December 17, 2021
Block 3: August 2, 2021 - August 29, 2021	Block 8: January 3, 2022 - January 30, 2022
Block 4: August 30, 2021 - September 26, 2021	Block 9: January 31, 2022 - February 27, 2022
Block 5: September 27, 2021 - October 24, 2021	Block 10: February 28, 2022 - March 27, 2022
Block 6: October 25, 2021 - November 21, 2021	Block 11: March 28, 2022 - April 24, 2022

Section 5: AI Priority Rotation

This sheet must be submitted to SOMClinical (SOMClinical@hofstra.edu) by February 8th, 2021 at 8AM.

Acting Internship Priority Rotation

Instructions: Please provide your top three Priority AI choices with block dates which you feel will be most crucial for your residency application. We will do our best to accommodate one of your 3 choices based on capacity. **Please note, once your priority rotation is scheduled, you will not be able to change it until May 10, 2021.**

Below is a Sample Priority Worksheet for someone going into Pediatrics. Please use it as a reference when planning your priority rotations.

MS4 Sample Priority Rotation Worksheet			
Preference	Rotation	Site	Block
1	Peds General	CCMC	Block 2: July 5, 2021 - August 1, 2021
2	PICU	CCMC	Block 2: July 5, 2021 - August 1, 2021
3	Peds General	CCMC	Block 4: August 30, 2021 - September 26, 2021

Fill in the worksheet below with your top three Priority AI preferences.

MS4 Priority Rotation Worksheet			
Preference	Rotation	Site	Block
1			
2			
3			

Section 6: Proposed AI schedule

Have this worksheet readily available during your AI scheduling meeting. In this meeting you will schedule your other AIs (you will already have 1 Acting Internship rotation scheduled). Please note, this schedule is for planning purposes only and not guaranteed.

Below is a sample scheduling worksheet for someone going into Psychiatry. Please use it as a reference when planning your proposed 2020-2021 AI schedule.

MS4 Sample Scheduling Worksheet				
Medicine/Surgery/Peds/Ambulatory Care AI (choose one)	Preference	Rotation	Site	Block
	1	Medicine	LHH	Block 2: July 5, 2021 - August 1, 2021
	2	Medicine	LIJ	Block 2: July 5, 2021 - August 1, 2021
	3	Medicine	LHH	Block 3: August 2, 2021 - August 29, 2021
Critical Care AI	Preference	Rotation	Site	Block
	1	MICU	VS	Block 4: August 30, 2021 - September 26, 2021
	2	MICU	NSLIJ	Block 4: August 30, 2021 - September 26, 2021
	3	MICU	NSLIJ	Block 9: January 31, 2022 - February 27, 2022
Emergency Medicine AI	Preference	Rotation	Site	Block
	1	EM	NSLIJ	Block 5: September 27, 2021 - October 24, 2021
	2	EM	NSLIJ	Block 9: January 31, 2022 - February 27, 2022
	3	EM	NSLIJ	Block 10: February 28, 2022 - March 27, 2022
Optional AI (if any)	Preference	Rotation	Site	Block
	1	Psychiatry	ZHH	Block 1: June 7, 2021 - July 4, 2021
	2	Psychiatry	ZHH	Block 2: July 5, 2021 - August 1, 2021
	3	Psychiatry	ZHH	Block 3: August 2, 2021 - August 29, 2021

Fill in the worksheet below with your proposed AI schedule.

MS4 Scheduling Worksheet				
Medicine/Surgery/Peds/Ambulatory Care AI (choose one)	Preference	Rotation	Site	Block
	1			
	2			
	3			
Critical Care AI	Preference	Rotation	Site	Block
	1			
	2			
	3			
Emergency Medicine AI	Preference	Rotation	Site	Block
	1			
	2			
	3			
Optional AI (if any)	Preference	Rotation	Site	Block
	1			
	2			
	3			