



DONALD AND BARBARA
ZUCKER SCHOOL of MEDICINE
AT HOFSTRA/NORTHWELL.



Electives (EL) Section 1: Introduction

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

- Elective scheduling meetings will take place over the phone and will last approximately 10 minutes.
- This form is solely for planning purposes and this schedule is not guaranteed. At the Zucker SOM, we offer all of the Electives at Northwell to our students first before we open them to visiting students.
- Team Prep will work with Team ACE to ensure you are not scheduled on nights prior to your schedule meetings.

- **Elective Scheduling Dates: March 22, 2021 - March 30, 2021**

TO DO:

- **Mark your Elective Scheduling Meeting 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 electives based on your AI schedule and what you are interested in taking.
- **MOST IMPORTANT:** Have **Section 5** readily available during your elective scheduling meeting.



Section 2: Definitions

Electives

Elective (EL) – an elective is a 2-week or 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 block. 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. Please note that some departments offer Acting Internships that do not count toward your required or “core” AIs. These AIs count towards elective credit, cannot be broken up into smaller segments (ie must be 4 contiguous weeks) and are graded Honors, High Pass, Pass or Fail.

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 Learning Opportunities website (VSLO) or through the institution directly (see institution’s website for information).

At this time, the [Policy on Extramural Electives](#) is still in effect. If this policy changes for the upcoming academic year, you will be notified immediately. If you have specific questions, please contact Vanessa Gonzalez at somregistrar@hofstra.edu.

Research elective (requires approval) – All submissions must be made at least **8 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 (requires approval)– 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 **4 weeks** prior to the start date of the proposed elective and approved through the Office of Career Advising. The application can be found here:

<https://medicine.hofstra.edu/pdf/students/preceptorship-proposal-form.pdf>.

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 Elective Catalogue and the Evaluations of the various electives offered

- You can find student elective evaluations under the Blackboard course
 - [202104 MED 4990 001 Elective Reviews](#)

Coordinators:

Internal (Northwell) Electives	External Electives
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 preceptorships, approved research, and optional AIs).
To Note: Optional AIs are to be requested in your AI scheduling meeting, but count towards your Elective time.
- 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 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>
- Change requests must be made using the change request form. Please note, **no schedule 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 Elective 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 Acting Internship 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 Elective 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 Elective Schedule

Things to keep in mind:

- Your Elective 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.
- Preceptorship proposals must be submitted no later than 4 weeks prior to start date
- 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
- You will not be able to submit a change request form until **May 10, 2021**.
- Your interviews will occur October – January (timing is specialty specific).
- June, July, August, September and October are all popular months for away electives if they are available.
- Electives can be broken up into smaller segments or frame-shifted with approval of the department.
- If you plan to take an external/away rotation, and they are available, 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: Proposed Elective Schedule

Please have this worksheet readily available during your Elective schedule meeting.

Block/Dates	Rotation Name	Site	Number of Weeks