

GENERAL INFORMATION
CLASS OF 2009
THE ELECTIVE CURRICULUM 2008 – 2009

The enclosed information pertains to the **ten** months of the elective curriculum from July 1, 2008 – April 30, 2009.

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APPROVAL OF ELECTIVE SCHEDULES

The Clinical Faculty Committee of the College, constituted of Third Year Clerkship Directors, oversees the academic progress of all P&S students in the third and fourth years, including approval of schedules and graduation. Students should arrange appointments to discuss their plans with their advisory deans and faculty well in advance of the elective scheduling process, which will begin in April.

FOURTH YEAR REQUIREMENTS

Students are required to complete a total of eight electives. **Five** of the eight electives must be clinical and **five** must be completed at Columbia and/or its affiliated hospitals. The five clinical electives do not, however, have to be the five at Columbia and vice versa. Two electives are mandatory:

- An intensive **advanced clinical clerkship/subinternship**, or equivalent, which will demonstrate your ability as a sub-intern to safely care for acutely ill patients 24 hours a day. Electives fulfilling this requirement are denoted with an asterisk (*) in the elective catalogue.
- **"Back to the Classroom"** selectives. Students must take one of the three following lecture/seminar format selectives with accompanying Biomedical Informatics and Clinical Practice IV components:

PA06P: Advanced Clinical Pathology (October)

MD02P: Advanced Medical Pathophysiology and Therapeutics (February)

PH01P: Clinical Pharmacology and Therapeutics (March)

Back to the Classroom electives count as clinical electives.

SPECIALTIES

No more than **two months** of clinical electives in a particular specialty are permitted. **Three months may be done if one or two of them are research with the PRIOR approval of the Clinical Faculty Committee.** Additional elective months in the specialty may be done during your vacation/interview months, **not taken for credit**. Students may take an unlimited number of electives in medicine and pediatrics subspecialties, but only **one** month total per subspecialty.

Examples of electives that count as the same field:

Plastics = Hand Surgery = Orthopedics

Rheumatology @ HSS = Bone/Orthopedics

Surgery = Orthopedics = Plastics = Urology = NS = ENT

Dermatology = Dermopathology

Interventional Neuroradiology = Neurosurgery = Neurology = Radiology

SICU = Medicine

Pediatric Emergency Medicine = Emergency Medicine

OB/Ultrasound = Gynecology

All surgical subspecialties count as surgery.

The Clinical Faculty Committee may **not** approve several electives in similar fields. All elective schedules must follow these guidelines. Those schedules that do not will be rearranged by the Clinical Faculty Committee to provide a broad education.

VACATION TIME AND RESIDENCY TRAVEL TIME

Students are allowed two months total for vacation and interviewing. The two months of vacation may be taken at any time during the ten months of the elective curriculum. One or both of them should be taken for residency interviews during the period November to February.

First year residency programs (Surgery, Medicine, Pediatrics, Family Medicine, Obstetrics and Gynecology, etc.) usually schedule interviews in December, January, and February. For most members of the class, a full month for travel is essential. Students planning applications in many states should strongly consider taking a two-month block of time by arranging consecutive vacation and interview months. Once engaged in the postgraduate application process, some students regret having taken a vacation month during July and August. **Therefore, the timing of your vacation month should be given careful consideration.**

ARRANGEMENTS FOR EXTRAMURAL ELECTIVES

Students may spend **three** months of the elective curriculum in **extramural electives**, that is, in institutions **not** affiliated with the College of Physicians and Surgeons. Major P&S affiliates currently listed in the Fourth Year Elective Catalogue are as follows: Allen Pavilion, Bassett Health Care, Columbia University Medical Center, Harlem Hospital Center, Helen Hayes, Indian Health Service in Whiteriver and Zuni, NH/Dartmouth, St. Francis, St. Luke's-Roosevelt, and Stamford.

Enrollment in electives at Bassett Health Care must have prior approval from that program before phone/web registration. Contact the Office of Medical Education at Bassett Health Care at (888) 547-6349.

PLANNING EXTRAMURAL ELECTIVES

Since students **may not** drop P&S electives once scheduled, they should **not** schedule a P&S elective for a month in which they are trying to arrange an extramural elective. **Students should set aside two to three months for an away elective, in hopes that at least one month will be approved.** Students may add P&S electives if the extramural ones do not materialize. Students should seek advice on extramural programs from advisory deans, faculty members, the house staff, and Fourth Year students knowledgeable about the discipline they wish to study. **ALL EXTRAMURAL ELECTIVES MUST BE AT LEAST FOUR WEEKS LONG. ELECTIVES THAT ARE LESS THAN FOUR WEEKS CANNOT BE TAKEN FOR CREDIT, WITH THE EXCEPTION OF ELECTIVES AT UNIVERSITY OF CALIFORNIA SCHOOLS THAT ARE ONLY THREE WEEKS IN DURATION.** The student initiates correspondence with the institution recommended. At the time the student decides to apply, he/she should bring copies of the correspondence to the Office of Student Affairs. The student then completes an *Extramural Elective Request* form (which can be downloaded from our website: <http://cpmcnet.columbia.edu/dept/ps/affairs/evaluationform.html>); this form **must be** submitted **AT LEAST ONE WEEK** prior to the date that it is needed. The Office of Student Affairs will send to the host institution verification of the student's registration and a letter of good standing. **Transcripts, school seals, and health/immunization records may also be required and are the responsibility of the student.**

Registration for extramural electives will not be complete until a letter of acceptance from the institution is forwarded to the Office of Student Affairs together with the Permission to Add Form. Evaluation forms are sent to host institutions for all extramural electives, but it is the responsibility of the student to be sure evaluations are returned promptly to the Office of Student Affairs. **If a student leaves for an extramural program without completing all steps in the process, the student will be placed on vacation.**

Do NOT schedule a P&S elective with the hope of getting an extramural/away elective to replace it. Away electives may NOT be substituted for P&S electives once the P&S schedule is finalized. Set aside two to three months for away electives. Do NOT schedule P&S electives for these months. You will NOT be permitted to drop a P&S elective to take an extramural one. You may only add P&S electives if the away ones do not materialize.

Extramural electives should be planned well in advance, as many programs are highly competitive. You should apply as early as possible. Planning for extramural electives should include considerations of costs and housing. In the past some students have been forced to cancel arrangements because they were unable to meet transportation and living costs or secure housing. Students should carefully consider such matters before extramural

arrangements are final. Once arrangements have been finalized, students will be expected to undertake scheduled extramural electives unless prevented from doing so by illness or family emergency.

ALL EXTRAMURAL ELECTIVES ARE RATED ON A PASS/FAIL SYSTEM AND WILL APPEAR ON YOUR TRANSCRIPT AS SUCH. YOUR DEAN'S LETTER WILL EXPLAIN THIS.

The following website is an invaluable resource to assist in planning away electives:

<http://services.aamc.org/eec/student.cfm>

ELECTIVES IN THE US & CANADA

For information on applying for extramural electives at medical schools in the US and Canada, see the AAMC web site: <http://www.aamc.org/students/medstudents/electives/start.htm>

INTERNATIONAL ELECTIVES

In 2001, a Faculty Committee in International Education developed background information including basic requirements for all students who are planning international electives, regardless of their location and/or affiliation with P&S:

All students are REQUIRED to receive permission from the Office of Student Affairs in order to participate in international electives.

Emergency health and evacuation insurance is included in the new Student Health Services program at P&S. An informational packet detailing further requirements is available in the Office of Student Affairs.

INTERNATIONAL AFFILIATES

P&S currently has formalized **exchange programs** with international medical institutions. You must apply through the P&S Office of Student Affairs. The deadline for the applications is August 1, 2008. These electives count as “**time away.**” They are as follows:

Armenia

Yerevan State Medical University – Two to four students per year for a one- to two-month elective period. Room and board provided. Students must provide own airfare but can apply for a grant from FAR.

Australia

Flinders University – Five to six students per year for a one- to two-month elective period (February-April).

University of Sydney – Two to four students per year for a one-month elective period (February-April).

Chile

Clinica Indisa – Two to four students per year for a one-month elective period (February-April).

China

Fudan University – Three students per year for a one- to two-month elective period (January-April).

Guangzhou Medical College – Two to four students per year for a one-month elective period (February-April).

Peking University Health Sciences Center - Two to four students per year for a one-month elective period (February-April).

France

University of Marseille – Five students per year for a one- or two-month period during the spring. Fluency in French required.

University of Paris – Five students per year for a two-month elective period during the spring. Fluency in French required.

Germany

University of Heidelberg – Five students per year for a one- to two-month period during the spring. Fluency in German required.

Ireland

Trinity University – Five to eight students per year for a one-month period during the spring (February-April).

Royal College of Surgeons in Ireland – Five to eight students per year for a one-month period during the spring.

Israel

Ben Gurion University of the Negev – Information available in the Office of Student Affairs.

Italy

University of Padua – Four to six students per year for a one-month period during the spring for six to twelve weeks.

Japan

Keio University – Two to four students per year for a one-month period (All year).

Tokyo Women's Medical University – Two per year for a one-month period (September through July).

Korea

Seoul National University – Two to four students for a one-month period during the spring.

Hallym University – Two to four students for a one-month period (September through December; March through June).

Lebanon

American University of Beirut – Three students per year for a one- to two-month period during the spring.

Romania

Bucharest – Two to four students per year for a one-month elective period (February-April).

South Africa

University of the Witwatersrand – Two to four students per year for a one-month elective period (February-April).

Sweden

Göteborg University – Two to four students per year for a one- to two-month period (September-May).

Thailand

Chiang Mai University - Two to four students per year for a one-month elective period (February-April).

United Kingdom

St. Bartholomew's (London) – Four students per year for a one- to two-month period during the spring (February-May).

University of Edinburgh (Scotland) – Three to four students per year for a one-month period during the spring.

Venezuela

University of Zulia – Two to four students for a one-month period during the spring.

OTHER OPPORTUNITIES

P&S students may also participate in an elective sponsored by **the American Hospital in Paris** and Cornell. This elective is offered to two P&S students a month from November to May, excluding December. Airfare is paid by program. Interested students should contact the Office of Student Affairs for further information. The application deadline is August 1, 2007. This elective counts as “**time away.**”

P&S students may also participate in an elective sponsored by the Millennium Villages Project in sub Sahara Africa. Interested students should contact Dr. Sonia Sachs ssachs@ei.columbia.edu and must be approved by Earth Institute staff in order to go. This elective counts as “**time here.**”

Additional opportunities are offered through Medicine in the Tropics, PB02P—Medicine in the Tropics, PB90P—Research in Tropical Medicine. PB02P and PB90P count as “**time here.**” Contact Dr. Dickson Despommier (781-6670) for more information on electives in Tropical Medicine.

Additional opportunities in the Dominican Republic (PE16P) and South Africa may be arranged with the permission of Dr. Stephen Nicholas (swn2@columbia.edu). Contact Dr. Nicholas for more information on these electives. These electives count as “**time here**”.

INTERNATIONAL ELECTIVES (NON-AFFILIATED PROGRAMS)

Any P&S students wishing to arrange an international elective with an unaffiliated program must get prior approval from the Office of Student Affairs. To be considered for approval, the student must submit a brief proposal describing the elective (in a format similar to descriptions in the Fourth Year Elective Catalogue). Students must be involved in full-time patient care for at least 6 hours per day, five days per week for at least 4 full weeks, not including travel time, and be under the supervision of a local M.D. All elective proposals and applications are subject to the approval of the Senior Associate Dean for Student Affairs. Further information can be found in the Office of Student Affairs. The International Health Medical Education Consortium (IHMEC) is an excellent resource for planning international electives: <http://www.ihmec.org>. A new Faculty Directory of International Activities is available on the web: <http://cpmcnet.columbia.edu/international>.

Students are advised to begin planning international electives up to twelve months in advance of the date they wish to travel. **The deadline for all programs is October 31, 2008.** You will need to fill out a permission to participate in an international elective form.

An informational packet detailing further requirements and resources for international electives is available in the Office of Student Affairs.

FUNDING FOR INTERNATIONAL ELECTIVES

- The following programs are tentative for the 2008-2009 academic year. You will be notified at a later date regarding the status of these programs.
- **Lattes Fellowships** – Funded by P&S Alumni in honor of the late Conrad Lattes, P&S '63, Associate Professor of Surgery and Chief of the Renal Transplant Division at St. Luke's – Roosevelt Hospital Center. Covers travel and living expenses for one student per year for a two-month elective placement in a developing country. **The deadline for the Lattes Fellowship is October 31, 2008.**
- **Milton B. Rosenbluth Foundation Medical Student Travel Grants/Tropical Medicine** – Awards up to \$2,000 to meet travel costs in order to pursue an elective project of two to three months duration at a medical school, hospital, clinic or research facility in a developing country. One month electives may also be considered. The project must include a clinical or basic science research component. Applications are available in the Office of Student Affairs. Contact Dr. Dickson Despommier at (212) 781-6670 for more information on potential elective sites. **The deadline for the Rosenbluth Foundation is October 31, 2008.**
- **Dr. Harold Brown Medical Student Travel Grants** – Awards up to \$1,000 to P&S students to meet the travel costs for an elective in a developing country. **The deadline for the Brown Travel Grant is November 28, 2008.**

You can find the application forms online at <http://cumc.columbia.edu/dept/ps/affairs/evaluationform.html>

RESEARCH TIME IN THE ELECTIVE CURRICULUM

Students are expected to spend five of the ten months of the elective curriculum in clinical programs. The remaining time may be devoted to research.

Students who arrange for one month of research should also assign the month that follows for additional research or completing the project. An elective may be scheduled later if the student finds the additional month is not necessary.

One month of fourth year elective credit will be given for one year of approved full-time research during medical school. Students must petition the Clinical Faculty Committee in order to be granted this credit.

Students who have completed a Ph.D. outside the Columbia University joint degree program, may request one month fourth year credit for their Ph.D.

Students who participate in research electives must submit a 2 page paper at the end of your project to the 4th Year Electives Coordinator to receive elective credit.

PROGRAM ARRANGEMENTS FOR MAY 2009

All academic requirements should be completed by April 30, 2009. However, with faculty permission, students may continue research or special programs during the weeks preceding graduation.

CHANGES IN THE ELECTIVE SCHEDULE

Once finalized, changes in the elective process may be made **only with the permission of the Senior Associate Dean for Student Affairs**. Changes are permitted in a limited number of situations: 1) illness of the student; 2) inability of the faculty to offer a program as described; 3) change of career plans, and 4) a significant academic matter. The latter could be the need to offset a poor academic performance or the need to substitute an elective necessary for a career decision. The Clinical Faculty Committee approves and oversees all fourth year elective programs.

ELECTIVES, HOUSING, AND FINANCIAL ASSISTANCE AT BASSETT HEALTH CARE

The office of Student Affairs does not schedule electives at Bassett Health Care. You need to apply for electives starting January 1st. Applications are due by February 1st. Once you have been granted a space at Bassett, you will then add the elective to your schedule during registration.

Single and double rooms are available in the Bassett Residence buildings at no charge to the students. For single/double room reservations, contact the Office of Medical Education at (888) 547-6349 and they will send you additional information regarding arrival procedures approximately one month in advance of your elective. Listings are available, at students' expense, for outside housing.

There is a special scholarship fund in the Dean's Office to help students to meet expenses at Cooperstown specifically and reimbursement for travel costs and couple student housing. To apply, a letter of request should be sent to the Office of Student Financial Planning (Black Building 1-139) six weeks in advance of the elective. Other financial aid applications are not required.

FOURTH YEAR STUDENT EVALUATIONS

Course directors are sent a copy of the Fourth Year Student Evaluation form at the beginning of the year. For both home and away electives, it is the responsibility of the students to provide faculty members with a copy (including the student's name, month of the elective, elective course code, and elective name on the form) prior to the end of the elective. The course director should return evaluations to the Office of Student Affairs within two weeks of the completion of the elective. **Students are responsible for making sure their evaluations are returned in a timely manner.** Evaluations may be faxed to the Office of Student Affairs: (212) 305-1343. Under extreme circumstances, the Office of Student Affairs may intervene to assist in obtaining an evaluation.

The Fourth Year Student Evaluation form may be downloaded from the Office of Student Affairs website: <http://cpmcnet.columbia.edu/dept/ps/affairs/evaluationform.html> .

ELECTIVE EVALUATIONS BY STUDENTS

P&S students and faculty need continuing feedback and evaluation of P&S and extramural electives. Evaluation forms are available in the Office of the Senior Associate Dean for Student Affairs. Completion of these evaluations is deeply appreciated. Completed forms are kept in a binder in the Office of Student Affairs and are available for review during office hours.

The Elective Evaluation form may be downloaded from the Office of Student Affairs website: <http://cpmcnet.columbia.edu/dept/ps/affairs/evaluationform.html> .

TIMELINE

Some dates and time periods to be kept in mind while planning your elective curriculum, extramural programs, and future career:

December-June

All students meet with Dean Mellman for career and residency planning. Students should also meet individually with advisory deans.

January-February

Dinner meetings with current fourth year students to help plan fourth year.

April

First phone/web registration period for July, August, September, and the Back to the Classroom selectives.

May

Class of 2009 meeting on the application process for postgraduate education. It is essential that all students attend this meeting.

Meetings with Residency Directors at CUMC to discuss the application process in detail.

United States Medical Licensing Examination (USMLE II—Clinical Knowledge) is a one-day exam on computer. You must take the exam no later than November 28, 2008. The new Part 2 CS-Clinical Skills exam is a one-day exam to which you must travel and must also be completed by November 28, 2008. Passing is required of ALL students for graduation from P&S.

July

Second phone/web registration period for October, November, December, and January.

October

Third phone/web registration period for February, March, and April.

December, January, February

Residency interviews and final phone registration "clean-up" period.

March

Distribution of residency match results.

OTHER IMPORTANT INFORMATION RELATED TO FOURTH YEAR

ELECTIVE CATALOGUE

The 2008-2009 Fourth Year Elective Catalogue will be viewable online by March 1, 2008 on the electives website: <http://cpmcnet.columbia.edu/dept/ps/electives/>.

ELECTIVE REGISTRATION

There are four periods of elective registration throughout the academic year. Students are assigned registration times and **MUST** register for electives over the phone or via the Internet. More information on registration will be sent via e-mail and campus mail throughout the year.

FIRST PHONE REGISTRATION PERIOD (APRIL)

During the first phone registration period you will be able to sign up for **five electives: July, August, September, and the three Back to the Classroom components**. Students are permitted to register for one elective on the first day, one on the second, and four on the third (one elective and the three Back to the Classroom components). Please make elective choices with care because once placed in certain electives, space limitations or other restrictions will make it exceedingly difficult, if not impossible, to change them later. More information on the first registration period will be sent via e-mail in March 2008. (Please see the Registration Appointment Letter included in this packet.)

Please be advised that you MUST register during your appointed times. There are no excuses for not registering; if you will not be available during your appointed times, you should have someone do it for you. If you miss your registration slot, then you will have to wait until after ALL of the visiting students are placed (and there is very limited elective availability).

PETITION TO ADD AN ELECTIVE AFTER REGISTRATION FORMS

If a student wishes to add an elective for any reason after the registration period for that month has passed, the student must complete a *Petition to Add an Elective after Registration* form. The written permission of both the course director and the Senior Associate Dean of Student Affairs is necessary to gain approval to add an elective after the registration period has passed. *Petition to Add an Elective after Registration* forms are available on the web: <http://cpmcnet.columbia.edu/dept/ps/affairs/evaluationform.html>.

PERMISSION TO ENROLL FORMS

In order to enroll in a self created preceptorship, research, international, or non-university affiliated hospital elective, students must complete the corresponding *Permission to Enroll* form that describes the proposed elective and has the signature of the preceptor or research coordinator. This is required for both home and away electives. To register for these electives, students must submit this form prior to registration. The *Permission to Enroll* forms are available on the web: <http://cpmcnet.columbia.edu/dept/ps/affairs/evaluationform.html>.

Students may not approach course directors for permission to enroll until March 1, 2008, after which the Office of Student Affairs will accept *Permission to Enroll* Forms.

Students may not register over the phone or web for electives requiring permission to enroll unless a *Permission to Enroll* form has been submitted to the Office of Student Affairs prior to registration.

PERMISSION TO DROP FORMS

A *Permission to Drop* form is required anytime a student wants to drop an elective. Students must explain the nature of their decision to drop the elective in writing and are required to get the signature of the course director as well as the Senior Associate Dean for Student Affairs. These forms are on the web: <http://cpmcnet.columbia.edu/dept/ps/affairs/evaluationform.html>.

Requesting permission to drop any elective at the last minute is unprofessional and unacceptable. It is unfair to other P&S and/or visiting students who may have requested the elective.

Under no circumstances (with the exception of family or medical emergencies) may any student drop an elective after the elective has begun.

YOU MUST ENSURE THAT YOUR SCHEDULE IS ACCURATE

It is your responsibility to ensure that your schedule is up-to-date throughout the year. You have an opportunity during each of the last three phone registration periods to retroactively modify your schedule. **It is very important that our office have an accurate schedule for you as you need a correct transcript to be sent out with your residency applications.** It is also your responsibility to enter all of your electives via the pre-arranged phone registration periods. Leaving a *Permission to Enroll* Form in the Office of Student Affairs is not sufficient – students who neglect to add an elective over the phone or web for which they have received prior permission may forfeit their space in the elective.

LOCATION CODES AND CORRESPONDING CODE NUMBERS

Course codes consist of a two-letter prefix, a sequence number, and a one-letter suffix. The prefix indicates the specialty and the suffix indicates the location of the elective. For example, AS01P is an elective in Anesthesiology at New York Presbyterian Hospital at the Columbia University Medical Center. For telephone registration, students will use a five-digit call number (packets will be issued with the Fourth Year Elective Catalogue), which will generate both the elective title and the section (month) in which it is taken.

Code letter	Location	Code number
P	NY Presbyterian Hospital at CUMC	01 - 19
C	Mary I. Bassett Hospital	20 - 29
S	Stamford Hospital	30 - 39
H	Harlem Hospital	40 - 49
L	St. Luke's-Roosevelt Hospital, St. Luke's	50 - 59
R	St. Luke's-Roosevelt Hospital, Roosevelt	60 - 69
O	Overlook Hospital	80 - 89
RESEARCH		90 - 99

ELECTIVES THAT ARE NOT IN THE FOURTH YEAR ELECTIVE CATALOGUE

Preceptorships and research electives that are not listed in the Fourth Year Elective Catalogue have their own course codes and numbers. All preceptorships and research electives require Permission to Enroll form.

- Preceptorships not listed in the elective catalogue are all XX036. For example, an Orthopaedic Surgery Preceptorship is OR036 and a Surgery Preceptorship is SU036.
- Research that is not listed in the elective catalogue is XX950. For example, Immunology Research is IM950 and Dermatology Research is DR950.
- All away electives have the code number of 700. For example, Pediatrics Away is PE700 and OB/GYN Away is OB700.

FAQ's

1. I applied for an away elective in July but was accepted for the elective in August. I am already registered for an elective in August. Can I drop it for the away elective, or reschedule for a different month?

NO. Once you register for an elective you may not drop it for any reason.

2. I am applying for an extramural elective and the dates do not match up with the Columbia University dates. How do I schedule the elective without needing to take two Columbia University months off for the one elective?

Ask the away institution if the dates can be changed to accommodate your schedule. This is frequently done, but many times the requests are granted after you have been approved for an elective.

3. I completed the Extramural Request Form. Why isn't the elective showing up on my schedule?

Once approved for an away elective you need to complete the Permission to Add an Elective Form. The Extramural Request Forms are used to assist you with your application process and does not reflect your acceptance for the elective.

4. Can I switch my Back To The Classroom month?

Yes. This is the only elective month you may change.

5. How late can I turn in the Permission to Add Form?

All forms must be submitted no later than two weeks prior to the start day of the elective. If forms are received after this date you will not receive credit for the month.