

### **Additional Important Dates**

Independence Day	Friday, July 4, 2003
Labor Day	Monday, September 1, 2003
Veterans Day	Tuesday, November 11, 2003
Thanksgiving Day	Thursday, November 27, 2003
Winter Recess	Saturday, December 20, 2003-Sunday, January 4, 2004
Martin Luther King Day	Monday, January 19, 2004
NRMP (Match) Day	Thursday, March 18, 2004
Convocation	Friday, May 14, 2004
Graduation	Saturday, May 15, 2004

### **Classification of Electives**

An electives classification method is in use that clarifies the policies and graduation requirements.

**Patient care vs. Non-patient care Electives.** Each elective in this Electives Manual is classified as to whether it is "patient care." Electives that are not patient care include research, independent study and seminars; that is, anything that is not the direct care of patients.

**Seminar electives** are a special kind of academic experience. Most seminars are offered during a six-week period in the spring (Period 6P1, 3/29/04-05/07/04), although some are offered at other times. *You may register for several of these seminars as your entire course of study for this six-week period or combine one or two seminars with part-time vacation.* It is generally not feasible for seminars to be taken simultaneously with other electives.

**Directly Supervised vs. Not Directly Supervised Electives.** Of the 33 required electives units, at least 18 must be directly supervised by a University of Arizona College of Medicine faculty member. Under each course listing in this Electives Manual, the department has classified each elective as being either "directly supervised" or "not directly supervised."

**Not Directly Supervised. Prior Approval vs. Approval Needed Electives.** Electives that are not directly supervised by University of Arizona faculty, but about which our faculty has a great deal of information based on a long history of positive interaction, have been established as "Prior Approval" electives. These are experiences for which no approvals are necessary other than your advisor's signature. Other electives not supervised by our faculty are designated in this Electives Manual as "Approval Needed" electives. These require a University of Arizona faculty sponsor. That sponsor must belong to The University of Arizona department parallel to the department in which the elective is to be taken. This requirement insures departmental review of these electives, because the department must attest to the educational worth of the experience and award the student elective credit for it.

### **Schedule Changes**

Due to the number of students involved in electives and the numerical limits on participants, changes after schedules are finalized in the Dean's Office will be *extremely difficult* to make and sometimes impossible. If a change becomes necessary after the academic year has begun, students must adhere to the following rules:

1. All schedule changes must be completed *three weeks prior to the start of the elective*. The Change of Schedule form must be used both to drop and add any elective and should be returned to the Student Records Office. This form requires the personal signatures of your clinical advisor, the Associate Dean for Student Affairs and all preceptors involved and, in some cases, Departmental Electives Coordinators. **Although schedule changes are not encouraged, if a change is necessary, students should begin the process well in advance.**

2. In order to maintain the credibility of our students at external sites, College of Medicine students must have a history of honoring their commitments. Therefore, electives not directly supervised by our faculty may not be dropped once final arrangements have been made except with the written permission of both the external institution and The University of Arizona sponsoring department. **Electives that involve primary patient responsibility, such as the Medicine subinternship at the VAH, may not be changed after schedules have been finalized unless a student finds a suitable student to take one's place.** These electives rely on students to assist in patient care and each student's participation is necessary. (Most Phoenix electives involve patient care.)

3. Unless the number of students who register for a given seminar is well over the minimum number required, no drops will be allowed since this might lead to cancellation of the seminar and disruption of the schedules of other students.

4. All enrollment paperwork must be in order *before* a student participates in that elective. *If students are not registered for electives, they will not get credit for them* even if they had the preceptor's approval and have completed the work. **Do not participate in an elective before getting it approved and formally registering for it.**

### **Evaluation of Students in Electives**

In order to maximize your learning, it is important that you receive feedback on your performance during the elective as well as at the end. While this feedback generally is forthcoming, occasionally you must make a specific request.

At the completion of each elective taken in the College of Medicine, the instructor responsible for the elective writes a narrative description of your performance and assigns a grade. These become part of your academic file. Please review the assessment written by your instructor and discuss it with him/her, a process intended to help you develop the self-assessment skills that will be vital to your continuing medical education. The "Evaluation of Student Progress" form has a space for your signature, which indicates only that you have seen the assessment, not that you necessarily agree with it. You should also expect to receive a copy of the assessment. If it is not offered, feel free to ask.