

Student Feedback to Faculty (Required)

The Curriculum Committee requires that students in electives return a completed course evaluation for each elective taken for credit. The rating data on the front of the feedback form will be compiled confidentially by the Office of Educational Development for the Curriculum Committee. The comments on the back of the form, which should not be considered confidential for electives with small enrollments, will be photocopied and returned to the course director. These feedback forms entitled "Electives Feedback from Students" are available from all Departmental Electives Coordinators, the Office of Educational Development and the Student Records Office. For your convenience, several forms have been included with this manual. This form must be completed in addition to any forms used by the department and returned to the Student Records Office, because the Curriculum Committee needs to receive comparable evaluation data for all electives.

Please legibly complete the course information at the top of the form and return forms immediately upon completion of the elective. This will allow feedback to reach the course faculty promptly. *A passing grade will not be recorded for you until the feedback form for the course, properly completed, has been received by the Student Records Office.*

National Resident Matching Program (NRMP)

During June, the College of Medicine will receive contracts for students wishing to enroll in the NRMP. Booklets explaining the program will be distributed to each student prior to the receipt of the contracts.

When the NRMP contracts become available, there will be a class meeting with representatives of each of the major disciplines, students who have just gone through the residency selection procedure and the Senior Associate Dean for Student Affairs. The general process, as well as the specifics, will be discussed at this meeting. If you have any specific questions before this meeting, contact your career advisor or the Associate Dean for Student Affairs.

You should start gathering materials from programs in which you may have an interest any time during the summer of 2004. You will find a wealth of information about programs in the Student Records Office, Room 2107, where a listing of faculty members and the programs with which they are familiar throughout the entire country, brochures sent by programs, and information from our graduates are maintained.

If a specific program seems very interesting to you and is also very competitive, it may be worthwhile to plan an elective at that institution prior to January 2005. This is not always essential but is recommended by some programs. It is not essential to take an elective at a specific program to obtain a residency in most specialties. Under all circumstances, discuss your plans with your career advisor and the head of the department in the area of your interest.

Since you will not be released from your electives for interviewing, you should plan to schedule vacation time for your interview trips between November 2004 and January 2005.

Completion of Electives Selection Forms

Before attempting to complete the Electives Selection Forms, carefully read the preceding Guidelines, discuss your career goals with your advisor and study this Electives Manual. With one of the forms in front of you, it is suggested you go through each item in order to learn to complete all the forms correctly.

Schedule Worksheet: A 'schedule worksheet' will serve as the top sheet for the request forms that you submit to the Student Affairs Office. Please write the name of each 'first choice' elective in the periods you wish to take them; also list vacation and interviewing time.

Name: Please *print* your name on each sheet turned in.

Course Number and Key to Course Listing: Course numbers are assigned according to the type of course being offered (800 = Research, 810 & 811 = Subinternships, etc.). The lowercase subscript in course numbers indicates the location of the elective. When selecting a course with two or more subscripts, it is important to use the lowercase subscript of the location where you wish to go. Locations associated with each lower case subscript and the Key to course numbers can be found in the Course Index.

For example, a medicine subspecialty at St. Joseph's Hospital in Phoenix would be MEDI 815Mf, while a medicine subspecialty at Maricopa Integrated Health System Phoenix would be MEDI 815Me.

First Choice: Please note that all electives that you would like to take in one period should be listed under the First Choice heading. This might include only one elective or three seminars.

Second Choice: Some electives will be over-subscribed, so please list an alternate in case you do not get your preferred elective. DO NOT list an elective for a second choice that you have previously listed as a first choice. Find an acceptable alternative in case you do not get your preferred choice.

Clinical Advisor's Signature: As stated previously, you must discuss your proposed schedule with your Clinical Advisor. Your advisor must approve your electives program; your advisor may refuse to do so if he/she believes the program is not in your best interest. When you have agreed on a program, your advisor's signature plus his/her printed name should be on each sheet turned in.

Electives not under the direct supervision of a University of Arizona Faculty Member: For electives that the department has categorized as not directly supervised by University of Arizona faculty, list the name and address of the preceptor (the person who will be supervising your work and completing your evaluation). If the elective was categorized as "approval needed," attach the completed "Faculty Sponsorship of Away Elective" and "Student Request for Away Elective" forms. If you are attempting to schedule an elective at another medical school and are waiting to see if they can accept you, please indicate your tentative dates/location and the fact that these plans are not complete. Be sure to finalize these plans as soon