

THIRD AND FOURTH YEAR ELECTIVE COURSE ATTENDANCE

Fourth year students are reminded to maintain standards of professionalism, courtesy, and common sense when scheduling residency interviews that take place during fourth year rotations.

Some rotation directors have established policies pertaining to absences from rotations, including absences related to interviewing. While a student is completing a rotation, he or she must adhere to the policies of that rotation. In general, when a **core clerkship** or **acting internship** is scheduled, the student must not plan interview or second look appointments during that time. With advance permission from the responsible faculty, time away from an elective may be arranged for no more than five days. A course director may stipulate an absence of fewer days, which supersede the five-day general guideline.

Please observe the following guidelines pertaining to absences from rotations, particularly internship/residency interviewing.

- Schedule your interviews during vacation blocks whenever possible.
- Use common sense in travel and scheduling. If you are doing an away rotation in Chicago, try to schedule your Chicago interviews during that block.
- Some rotations allow limited, **pre-approved** time off during the rotations for residency interviews. These rotations may require you to complete a form requesting the time off.
- It is expected that all students will have already planned at least a month for interviews. Students who plan to do a large number of interviews or whose interviews demand a more rigid schedule may need to take two unscheduled months to complete them.
- Always obtain permission **in advance** from your rotation director, as well as, our immediate preceptor, or her/ his designee prior to finalizing interview schedules during your rotation. Most rotations will require you to request days of prior to the start of the rotation.
- It is expected that students make up time or assignments for missed days, particularly when more than two days are missed, in same class, this make up time may be required during the April week. (as it may be difficult to identify a site during busy clerkship times) Some rotation directors may require you to submit a supplemental assignment in lieu of making up missed days. Make up work is to be completed at the discretion of the rotation director and must be completed in a timely fashion.
- Be professional and courteous in your interactions

Discussed at Retention Committee meeting March 31, 2008; distributed to students