COMPOSING YOUR SENIOR SCHEDULE

Elective Lottery Process and General Information

Class of 2008

April 2007
Overview

At this point in time you may consider yourself to be in one of the following categories:

- You may know what field of residency you want to go into.
- You may still be in the process of making a decision between two fields.
- You may be feeling completely unsure about what field of medicine is for you.

Late third year and early fourth year will be the time to do some exploring and important decision making.
Resources to Assist You

- Speak to faculty who are in the field(s) you are considering - check the specialty advisor list on the web.
- Attend Departmental Residency Info Meetings
- Meet with your Clinical Assistant Dean
- Speak to upper-class students who applied to the field(s) you are considering - Student-Student Residency Forum Tuesday, April 24th.
Specialty Advisors

Faculty in the clinical departments who advise students on:

- Their individual competitiveness
- Suggested senior electives
- Career options in their field
- List of programs to apply to
- Program quality both locally and nationally
Departmental Residency Information Meetings

Throughout April

Topics to be covered:

- timetable for students applying to residency programs in the specialty
- how many “audition” electives should be taken in the specialty?
- is research needed to apply to the specialty? If yes, how much?
Departmental Residency Information Meetings

- what is a desirable fourth year program of study for students entering the specialty?
  - should it be broad based?
  - what electives are recommended?
- how competitive is the specialty?
- what kind of credentials are programs looking for?
Departmental Residency
Information Meetings

- Information about the Downstate residency program
- what residency advising assistance is provided by faculty
- how do students evaluate which programs are “good” and what should students look for in programs?
Student-to-Student Residency Forum

Tuesday April 24th  Student Center Gym
4 - 7 pm

Questions to ask:

✓ Which electives did they take in preparation for the field they are entering?
✓ Did they do “audition” electives and how did they decide where?
✓ Is research strongly recommended and do they know of any interesting research going on?
Student-to-Student Residency Forum

✓ Do they have a sense of competitiveness of programs in New York or other places?
✓ When are most of the program deadlines and when do they suggest getting ERAS in?
✓ What month did they have the majority of their interviews?
✓ Letters of Recommendation - who? how many? Other advice?
Composing Your Senior Schedule

- **Clinical Schedule Planner**
  - *Purpose:* To compose your schedule in a complete and thought out way with the guidance of your clinical assistant dean.
  - Checklist for completion of Graduation Requirements

- ✔ List of your schedule for the year, including Primary Care II and remaining core clerkships - You will be canvassed for hospital site preferences in late April/early May for remaining core clerkships
  - ✶ Needs Clinical Assistant Dean signature!
Composing Your Senior Schedule

✓ Overall tentative plan - not written in stone
✓ If you are undecided:
  ✓ Schedule electives in fields you are considering
  ✓ Use summer/early months to help decision
✓ You can change your elective schedule as long as it is in a timely fashion
  ✓ at least 4 weeks prior to start date
  ✓ Check add/drop deadlines for signature and fee requirement.
✓ Does not register you for the courses you list
Composing Your Senior Schedule

- Downstate electives in field(s) you are considering
- Possible off-campus electives dates
- Electives of interest
- Research electives?
- Subinternship – Fall or Spring?
- Summer Reexaminations
- When to take Step 2CK and CS
- Interviews usually require one month off
- Early Match - November or December
- Regular Match - December or January
- Health Care in Dev Countries - April/May
Composition of Electives Program

- No more than 8 weeks of clinical electives in any one subspecialty discipline will count toward the 20 week graduation requirement.
  - List of subspecialties in your packet
- No more than 8 weeks of clinical extramural (away) electives will count toward the 20 week graduation requirement.
Composition of Electives Program

- No more than 8 weeks of research electives will count toward the 20 week graduation requirement. Research credits do NOT count toward subspecialty or off campus maximums.

- No more than 4 weeks of senior credit will be granted for non-clinical based electives. Specifically, students may not exceed taking 4 weeks of History of Med, Literature in Med, CBL Case Development, Medical Toxicology, Biomedical Ethics, etc…

- Check website for “Course Type”
Composing Your Senior Schedule

- Key Months - July, Aug, Sept, Oct
  - Exploring and Decision Making
  - Letters of recommendation - 3 required
  - Take subinternship or electives departmental advisors have suggested completing before the residency application process is complete.
  - Submitting residency applications, writing personal statement, creating CV
Extramural (Away) Electives

- Should start planning now, if haven’t already
- What if you’re undecided?
- Sample form and procedure in your packet
- Timely notification of cancellation is critical - a minimum of 4 weeks prior is REQUIRED.
- **To get credit - need chair and CAD signature, prior to starting the elective!**
Clerkship Reexaminations

- Not permitted to do any course work while studying (minimum 2 weeks) or during scheduled date of examination

- Need to notify the clerkship director or student coordinator of which of the published dates you would like to take reexamination so that an exam can be ordered for you.

- Reexaminations will ONLY be given on published July, August dates.
USMLE Step 2

- Taking Step 2 CK & CS is a graduation requirement for the Class 2008.
- All students are required to take both Step 2 CK & Step 2 CS by January 31, 2008.
- Cost can be included in the senior year Financial Aid/Student Loan package - once.
Students who are not satisfied with their performance on Step 1 should take Step 2 early.

Students generally take 2 weeks to 1 month off to study, or study during a light elective or clerkship.

To include Step 2 CK with the screening of your application, take by August 15, August 1 for early match.
USMLE Step 2CK

- To have Step 2 considered during the residency program determinations (ranking) Step 2 must be taken by December 31, December 1 for early match.
- To be able to view your Step 2 score prior to sending to programs, do not take the exam prior to sending out your ERAS application. *(Usually around Sept 15-Oct 1)*
Step 2CS
(Clinical Skills Exam)

- Registration should be done as early as possible to secure desired date and site.
- Only 5 sites nationally so spots fill up quickly
- Possibly schedule during time Step 2CK studying
- After major clerkship or subinternship might be helpful
- Be cautious about scheduling during interview months
Standarized Patient Requirement

- Students are required to take and pass the standarized patient experience scheduled this year. **Review your H & P skills!**
- Very similar to the Step 2CS examination.
- Will receive e-mail re: date & location
- Need to pass the standardized patient exam in order to graduate.
- Dr. Mark Swartz will give overview in late May
Letters of Recommendation

- Letter file will be created for you in the Dean’s Office in June - will be discussed at June mtg.
- If you have faculty who want to write letters for you now, tell them to save them until further instructions.
- Most programs require 3 letters; we recommend requesting 4 letters.
- Preferably clinical: research letter can be sent as a fourth letter
Letters of Recommendation

- Letters are not generally used for the screening process
- Clinical experiences through October can be used to obtain letters of recommendation
- Subinternship letter vs. elective specialty
- Department Chair’s letter – process
- Do not all have to be from the same specialty
- November could be used as an “extra” letter
Electives Lottery

- Intramural electives and subinternships will be scheduled through an on-line lottery system.
- Students will enter up to 30 choices of subinternship/electives for the academic year.
- Entries will include course and time period requested.
Sample Student Entry (Already has: PCII Sept, Away Elective October, Emergency Medicine May)

- 1st Choice **July 4 weeks 91002** Orthopaedic Surgery Downstate
- 2nd Choice **Aug 4 weeks 91002** Orthopaedic Surgery Downstate
- 3rd Choice **July 4 weeks 91789** Orthopaedic Surgery Lenox Hill
- 4th Choice **Aug 4 weeks 91789** Orthopaedic Surgery Lenox Hill
- 5th Choice **Feb 4 weeks 90063** Medicine Subinternship
- 6th Choice **Nov First 2 weeks 90234** Surgical Intensive Care
- 7th Choice **Nov Second 2 weeks 90234** Surgical Intensive Care
- 8th Choice **Nov 4 weeks 90025** Diagnostic Radiology
- 9th Choice **April 4 weeks 90063** Medicine Subinternship
- 10th Choice **April 4 weeks 90025** Diagnostic Radiology
Electives Lottery - *Procedures*

- Beginning Mon. April 30th, students will enter their lottery selections on the web.
  - [www.sls.downstate.edu/registrar](http://www.sls.downstate.edu/registrar)
    - See icon for Senior Electives Lottery
- Enter your SID & password *(date of birth)*
- Elective preferences
  - Computer Code from Course Selection link.
  - Elective title & site will come up
Elective Lottery - Procedures

- Print confirmation copy
- You may go back to make changes
- Deadline to enter choices and changes - AND submit your signed Clinical Schedule Planner to the Office of the Registrar:

  Wednesday, May 9th
Electives Lottery - *Procedures*

- Some electives cannot be registered through the lottery - require prior faculty approval
- 6 or 8 week electives - use add/drop form
- 2 week electives
  - Make sure you choose the Scheduling Option
Elective Lottery - Procedures

- You will forfeit preferences if you attempt to enter choices which:
  - Conflict with your current schedule
  - Are not offered in the month you have selected
  - Are not offered in the scheduling option

  (e.g. you cannot register an elective for 2 weeks if it is only offered for 4 weeks.)
Electives Lottery

- Do not enter choices for months in which:
  - Primary Care II or Required Clerkship month
  - Vacation/Interviews (you can decide when-most take Dec off)
  - Extramural (off-campus) elective months
    - if you don’t know when you will get the off-campus elective, you can register for a Downstate elective and drop in a TIMELY manner to permit other students to register for the course.
  - Study period for Step 2 (you can decide when)
Timing of Courses

- **Electives**
  - Usually First Monday of the month to the last Friday of the month (*See Calendar for months that do not follow that rule*)
    - the elective instructor has the responsibility to notify students of any special dates.

- **Subinternships**
  - FULL month; they begin on the first of the month and end on the last day of the month. (*i.e. July 1 to July 31*)

- **Students who wish to take Diagnostic Radiology in July** - dates are 7/9-8/3/07.
  - Will not be able to take an August Subinternship.
Required Subinternship

- You MUST include a Medicine or Pediatric subinternship in your lottery choices - REQUIRED for graduation
- List more than once to maximize your chances
- If you do not secure a spot for a subinternship during the electives lottery:
  - MUST add during the Add/Drop period during a month when there is space available.
- Require 8-12 week notice to drop
If you wish to discuss any matter of concern or create your individual senior schedule, two other resources are:

- **Sophie Christoforou**
  Associate Dean for Student Affairs

- **Anne Shonbrun**
  Associate Registrar
Important Dates to Remember

- **April 4 - April 26**
  - Attend Departmental Residency Information Meetings and Student Residency Forum

- **April 9 - May 4**
  - Meet with Clinical Assistant Dean to discuss and sign off on elective schedule.

- **April 30 - May 9**
  - Elective choice data entry on web
Important Dates to Remember

- **Wednesday, May 9**
  - Deadline for signed Clinical Schedule Planner to be submitted to the Office of the Registrar and elective preferences on the web.

- **Monday, May 21** Lottery Results

- **Monday, June 4**
  - On-Line Add-Drop period begins

- **Thursday, June 7**
  - Detailed Class Meeting re: Residency Application Process