Elective Credit in Years 3 and 4

General Information

For students in the class of 2016, they must successfully complete a total of 21 weeks of elective credit in order to graduate.

Starting with the Class of 2017 and beyond students must successfully complete a total of 28 weeks of elective credit in order to graduate.

Students may take clinical electives during the third and fourth years at Icahn School of Medicine at Mount Sinai, our affiliates, or at off-campus scholarly institutions. Students may also design clinical or research electives or seek out international experiences.

The following guidelines apply to all types of electives:

- 40 hours are required to receive one week of elective credit
- You are only permitted to take one 1-week elective (40 hours completed within a consecutive 7-day time period); you also are permitted one additional 1-week elective in the form of a longitudinal elective (40 hours of elective time completed over a period of weeks or months; must be one of the longitudinal electives listed in the Icahn electives catalog). All other electives must fall between 2-4 weeks in length.
- You cannot take an elective concurrently with a required clerkship. Longitudinal electives may be taken concurrently with another non-required rotation (e.g. another elective) as long as the hours do not conflict.
- Elective application forms must be submitted to the Assistant Registrar, with all required signatures, no less than 2 weeks prior to the desired start date of the elective.
- No retroactive credit will be granted for an elective.
- If a student wishes to repeat an elective that has already been taken, it is possible to do so, however, elective credit will not be given for the subsequent course(s)
- Any request for an elective greater than 4 weeks in length requires additional approval by the Senior Associate Dean of Student Affairs
- Preparation for USMLE Step 2 CK is built into the Year Four schedule with a Step 2 CK Board Review course that, if attended in its entirety, counts as two (2) weeks of elective credit
- Work completed for remediation (including remediation for Step 1 and/or Step 2) is not eligible for elective credit

To receive full credit for an elective you must complete each step of the elective process:

1. Select and register for the elective
2. Complete the elective
3. Ensure that your mentor/preceptor has submitted an evaluation of your performance
4. Complete your evaluation of the elective through E*Value

Selecting and Registering for an Elective

Icahn School of Medicine Electives

- Browse the electives catalog online (https://sap.mssm.edu/elective/courses/courses_3_4.cfm)
- Select the elective for which you wish to apply and click the “Register for Elective” button on the detailed view screen
You will receive 3 emails generated from the system during the registration process:

- An email informing you that you have requested the elective and it is PENDING DEPARTMENTAL APPROVAL.
- Next, an email informing you that the department has approved the elective and it is PENDING REGISTRAR APPROVAL.
- A final email informing you that your request to add the elective has been APPROVED BY THE REGISTRAR.
- You must receive the final email to be fully registered for the elective and receive credit; no retroactive credit will be applied.

Your login is your student e-mail address and your password is your life number. You should change your password once you have successfully logged into the EMS under Account Management.

You may access your account anytime at: https://sap.mssm.edu/elective/submit/login.cfm

If you have any issues with the approval process, contact the Assistant Registrar or the Director of Student Electives.

Clinical Tailor-Made Electives

- Students wishing to design their own clinical elective(s) with a specific Icahn School of Medicine faculty member or a faculty member from an outside institution may do so by submitting a Clinical Tailor-Made form to the Assistant Registrar. The form can be accessed at: http://icahn.mssm.edu/education/student-resources/registrar/academic-forms.
- Once you have completed the form, it needs to be reviewed and approved by the following: Assistant Registrar, Mentor/Preceptor, and the Director of Student Electives.

Tailor-Made Research Electives

- Students wishing to design a research elective with a specific Icahn School of Medicine faculty member or mentor from an outside institution may do so by submitting a Tailor-Made Research Elective to the Assistant Registrar. The form can be accessed at: http://icahn.mssm.edu/education/student-resources/registrar/academic-forms.
- Once you have completed the form, it needs to be reviewed and approved by the following people: Assistant Registrar, Mentor/Preceptor, and the Associate Dean for Medical Student Research
  - MD/MPH students also require the approval of the MD/MPH Program Director
  - MD/PHD students also require the approval of the MD/PHD Program Director
- The maximum amount of time permitted for research electives is 12 weeks total in Years 3 and 4

Electives at Other Schools and Institutions

Visiting Student Application Service (VSAS)

- Students are required to use the AAMC’s Visiting Student Application Service (VSAS) to register for electives offered at schools that are VSAS Host Institutions.
- To view a list of VSAS Host Institutions: https://www.aamc.org/students/medstudents/vsas/119290/article_for_host_institutions.html
- Once registered through VSAS, students will need to complete the form.
- Electives: Registration for Electives at Other Schools (REQUIRED FOR ALL AWAY ELECTIVES, VSAS and non-VSAS) (http://icahn.mssm.edu/education/student-resources/registrar/academic-forms).

For supporting documentation required by the host institution please contact the Assistant Registrar.

- To complete your registration for the elective, submit to the Assistant Registrar the following: a description of the elective, a confirmation of your acceptance from the host institution, and the completed Icahn School of Medicine form (Electives: Registration for Electives at Other Schools (Required for all away electives and non-VSAS)).
Non-VSAS

- Contact the host institution directly to request the elective
- Students will need to complete the Electives: Registration for Electives at Other Schools (Required for all away electives, VSAS and non-VSAS) (http://icahn.mssm.edu/education/student-resources/registrar/academic-forms)
- For supporting documentation required by the host institution please contact the Assistant Registrar
- To complete your registration for the elective, submit to the Assistant Registrar the following: a description of the elective, a confirmation of your acceptance from the host institution, and the completed Icahn School of Medicine form (Electives: Registration for Electives at Other Schools (REQUIRED FOR ALL AWAY ELECTIVES, VSAS and non-VSAS)

Tailor-Made Electives at Other Schools

- Students can also request to complete Tailor-Made Electives at other schools. Students must have a mentor at the site responsible for awarding the grade. The student must complete and submit the appropriate form (Clinical Tailor-Made or Tailor-Made Research) to the Assistant Registrar and to the Director of Student Elective or the Associate Dean for Medical Student Research at Icahn School of Medicine for approval. The forms can be accessed at: http://icahn.mssm.edu/education/student-resources/registrar/academic-forms.

Please Note: Medical Schools in different US states may require students to pay for a background check and toxicology screening. As of June 2012, medical schools in Florida and Tennessee require this documentation. Please check with the school to which you are applying to make sure you have met any updated requirements.

International Electives

Students may take electives offered by non-U.S. medical schools or other well-known international organizations. All such electives must be discussed and pre-approved by Mount Sinai Global Health (MSGH). Some electives can be found on the MSGH website: http://www.gh-training.org/training/students/clinical-electives/. MSGH funding for international electives is limited and preference is given to students who are doing research or a public health project at a Mount Sinai Global Health partner site. No funding will be given for electives that are less than 4 weeks long.

The first step in applying for an international elective is completion of the online Global Health Clinical Electives Application form (http://www.gh-training.org/training/students/clinical-electives/global-health-clinical-electives-application/). Students will upload a signed letter of acceptance by the international institution directly onto the application form. All applications and requests for funding are reviewed by MSGH faculty and students are notified by email once a decision has been reached. Students must complete all pre-travel requirements including the health and safety briefings before departure: http://www.gh-training.org/training/mount-sinai-global-health-travel-requirements/. Once all pre-travel requirements have been fulfilled, MSGH will forward the student's signed application form to the Registrar's office. Students should apply for international electives at least 4 weeks prior to their planned departure date. Students should be aware that they are not automatically covered by malpractice insurance outside of the United States. Once an elective has been approved, MSGH must refer the student's name and project to the Mount Sinai Office of Risk Management to extend malpractice insurance coverage. Students are discouraged from taking an Elective/Approved Experience in any country under U.S. Department of State or World Health Organization Traveler's Advisory status.
Additional Elective Opportunities

The School of Medicine has approved several structured programs that allow students to take electives off campus without specifically obtaining departmental approval. These include the following:

Bioethics Exchange Program at Oxford University/King's College London
Up to two fourth-year students may spend between 4-8 elective weeks at Oxford or King's College addressing ethical issues in medical practice and learning about medical practice in the UK. Applications for this program are distributed to students in the middle of the third year through the division of Biomedical Ethics in the Department of Medical Education. Fellowship support is provided to defray expenses are provided. Contact Rosamond Rhodes, PhD, at Rosamond.Rhodes@mssm.edu for details.

Hadassah Medical School Hebrew University Exchange Program
The Department of Medical Education offers funding for up to two students in either Year 3 or 4 to pursue a four-week clinical elective at Hadassah University, in Israel. This funding will support travel and a modest stipend toward room and board. The clinical elective must be four weeks long, and the research elective can be up to twelve weeks. It is the student's responsibility to arrange the elective, although departmental advisors may have suggestions for suitable rotations.

In order to select a student for this opportunity, we ask that interested students submit a CV and a one-page statement that discusses a tentative plan for their time in Israel. This information must be submitted to the Office of Student Affairs by no later than December of Year 3.

Year 3 Students and Away Electives

In general Icahn School of Medicine students wishing to do away electives will do so in the fourth year. From time to time, a student may have a reason to do an away elective during elective time in Year three. The following should be considered:

- Students must meet the prerequisites set by the institution they are visiting
- Students should recognize that they may not be as prepared as they would be in year four with the benefit of all or most of the clinical clerkships. In general, assessments done at the away elective is set at a standard for a Year 4 student.
- Students may not know the “system” and logistics at an away location and with a shorter allotment time of elective in Year 3, it may be difficult to acclimate to new systems in time to be able to have an effective elective
- Any elective done outside of an LCME-approved school must have the approval of an Icahn School of Medicine at Mount Sinai Director of Student Electives and that approval must acknowledge that this mentor approves the elective for the student in Year 3
- If there are any questions or concerns, students are encouraged to meet with the Director for Student Electives or their Faculty Advisor to discuss

Ensuring that your Mentor/Preceptor has Submitted an Evaluation
Electives at Icahn School of Medicine

Towards the end of your elective, including away electives, you must deliver to the mentor/preceptor the Elective: Evaluation/Grade Form (http://icahn.mssm.edu/education/student-resources/registrar/academic-forms), which the mentor/preceptor will complete and return to the Registrar’s Office at the conclusion of the elective. It is the student’s responsibility to ensure that this form is completed and returned to the Registrar's Office (Email: registrar@mssm.edu or Fax: 212-369-6013) at the conclusion of the elective.

Electives at other schools

If you are doing an elective at another institution and they wish to use their own institution’s form for evaluation rather than the Icahn School of Medicine form, the mentor/preceptor may complete their institution’s form and submit that to the Assistant Registrar. It is the student's responsibility to follow-up with those schools to receive your grade and communicate that to the Assistant Registrar.

How Electives are Graded

All electives are graded Pass, Fail, or Honors. There is no High Pass.

Completing an Evaluation of the Elective

Electives at Icahn School of Medicine

All third- and fourth-year students are required to evaluate each elective experience AND the preceptor through the E* Value System using their existing login and password. Evaluations assist us in understanding and evaluating the effectiveness of the electives. Evaluations must be completed no later than 4 weeks after receiving an E* Value notification via email. If a student does not complete the mandatory evaluation four weeks after receiving notification, the student will receive an Incident report and no credit for the elective. Please refer to Student Conduct section of Handbook on Incident reports. If the MSPE has been submitted, it will be amended and re-uploaded to reflect this breach of professionalism. The evaluations must be filled out in order to receive credit for the elective.

Electives Review System

Students are encouraged to ensure that they are on track with meeting their elective requirements for graduation by logging in to the Electives Review System (https://register.mssm.edu/review/index.html) using their Icahn School of Medicine ID and life number.