

STONY BROOK **MEDICINE**  
SCHOOL OF MEDICINE

FACULTY ADVISOR HANDBOOK  
2012



Stony Brook **Medicine**



School of Medicine  
Office of Student Affairs

**Welcome!**

And thank you for sharing some of your valuable time by offering to serve as a Faculty Advisor for our medical students. The benefits of the program go both ways. Not only will the students benefit from your experience, knowledge and support; I hope that you will find the experience personally and professionally rewarding. I feel privileged to work with our students each and every day. They are an incredible group of young professionals.

The Faculty Advising program was established in 2004 to ensure that every medical student has access to advising, mentoring and career counseling opportunities. As the program has matured, some changes have been made to increase the level of student and faculty satisfaction with it. What has not changed is the level of commitment brought to it by the Advisors themselves, and the enthusiasm of the students.

This handbook should provide you with all of the source information you'll need as you guide the students through the basic sciences curriculum, the clinical years, and well beyond their time here as successful residents and physicians. More detailed information can be found in the School of Medicine Academic Policies and Procedures website:  
<http://medicine.stonybrookmedicine.edu/sompolicies>

Any suggestions you may have to improve the content of the handbook are always welcome. It will be updated at least annually.

Feel free to contact me at any time with any questions, suggestions or feedback on the program: [mary.allen@stonybrookmedicine.edu](mailto:mary.allen@stonybrookmedicine.edu). The rest of the Advising Team includes:

Dr. Aldustus Jordan, Associate Dean for Student Affairs  
([Aldustus.Jordan@stonybrookmedicine.edu](mailto:Aldustus.Jordan@stonybrookmedicine.edu))

Dr. Jack Fuhrer, Associate Dean for Admission ([Jack.Fuhrer@stonybrookmedicine.edu](mailto:Jack.Fuhrer@stonybrookmedicine.edu))

Ms. Linda DeMotta, Learning Specialist ([Linda.Demotta@stonybrookmedicine.edu](mailto:Linda.Demotta@stonybrookmedicine.edu))

Thank you again,

Mary Jean Allen  
Assistant Dean for  
Student Affairs

## **SCHOOL OF MEDICINE OVERVIEW**

As part of the Health Sciences Center (HSC), the School of Medicine (SOM) was conceived in 1963 and admitted its first class in 1971. It is comprised of 8 basic science and eighteen clinical departments that have the responsibility for pre-clinical and clinical instruction of students in all HSC schools; as well as university-wide responsibility to students in other schools on campus. The SOM also provides graduate, post-graduate and continuing medical education.

### **Office of the Dean**

Kenneth Kaushansky, M.D., MACP  
Senior Vice President, Health Sciences and  
Dean, School of Medicine  
HSC Level 4, Room 225  
(631) 444-2080  
(631) 444-6266 (fax)

The Dean for the School of Medicine is responsible for all the basic science and clinical departments that instruct the pre-clinical and clinical curriculum. Graduate studies in basic science are closely coordinated with those in the division of biological sciences and are conducted under the general regulations of the Graduate Council and the Dean for the Graduate School. The Dean has oversight for the academic affiliations with Winthrop University Hospital, Brookhaven National Laboratory Clinical Research Center, Veterans Affairs Medical Center at Northport, and Nassau County Medical Center. The Dean oversees a multi-million dollar budget consisting of state-supported programs, research grants and clinical practice income. The Dean is a non-voting member of the Board of the Clinical Practice Management Plan (CPMP).

### **Office of the Vice Dean for Undergraduate Medical Education**

Latha Chandran, M.D., MPH  
Vice Dean for Undergraduate Medical Education  
HSC Level 4, Room 157  
(631) 444-1030  
(631) 444-9521 (fax)

The Vice Dean is responsible for the planning, development, implementation and evaluation of the Undergraduate Medical Education and Faculty Development programs. The Vice Dean's duties include, but are not limited to: Develops, maintains and implements academic performance standards for undergraduate medical students and related teaching faculty; Ensures that the undergraduate medical education program conforms with the standards specified by the LCME/CACMS for maintaining accreditation; Oversees the development, implementation, evaluation and innovation of curriculum for the medical degree program in conjunction with the curriculum office; Oversees the academic calendar for all four years; Participates as an Ex-officio member of various committees such as the Didactic course directors committee, Clerkship Course Directors Committee, Curriculum Committee Academic Standing Committee.

### **Office of Medical Education**

Vice- Dean for Medical Education: Latha Chandran, MD, MPH  
Assistant Dean for Undergraduate Medical Education and Registrar: Marilyn London, Ed.D.  
Assistant Dean for Undergraduate Medical Education: Andrew Wackett, M.D.  
Assistant Dean for Curriculum: Howard Fleit, Ph.D.  
Health Sciences Center, Level 4-157  
(631) 444-1030

The Office of Medical Education is responsible for undergraduate medical education. This office deals with a broad range of activities related to the academic progress of students through medical school, including the curriculum, the scheduling and monitoring of academic performance, career counseling, scheduling leaves of absence and academic standards.

#### **Office of International Programs**

Associate Dean for International Programs: Mark Sedler, M.D.  
Health Sciences Center (631) 444-9547

The Office of International Programs is responsible for the one way or two way exchange of international medical students and visitors interested in doing clinical clerkships and/or electives at SBUMC. It is also responsible for several international research programs like the Barry Coller International Research Fund; Alumni International Training Fund; and the Korean Exchange Program.

#### **Office of Admissions and Career Counseling**

Associate Dean for Admissions: Jack Fuhrer, MD  
Health Sciences Center, Level 4-147, (631) 444-2113; Fax (631) 444-6032.

As Associate Dean for Admissions for the School of Medicine, Dr. Fuhrer serves as an academic leader for the Committee on Admissions and is responsible for student recruitment and admissions. This office also administers the AAMC sponsored Careers in Medicine Program.

#### **Office of Student Affairs and Advising Program**

Associate Dean for Student Affairs: Aldustus Jordan, Ed.D.  
Assistant Dean for Student Affairs: Mary Jean Allen  
Learning Specialist: Linda DeMotta  
Health Sciences Center, Level 4-147  
(631) 444-2341; Fax (631)-444-8921

The Office of Student Affairs deals with issues related to the health and welfare of medical students, including financial aid, personal counseling, student records, minority affairs and student organizations. This office is responsible for maintaining student records and scheduling use of facilities. Dr. Jordan's office also works with the students, faculty, course directors and administration to maximize educational opportunities and to provide academic advising as well as career counseling. The Learning Specialist will work with students to identify academic and other difficulties and develop strategies for addressing them.

#### **SOM Educational Mission Statement**

The Mission of the School of Medicine is to advance the medical sciences, train caring and skilled physicians and biomedical sciences, and deliver world-class, compassionate clinical care.

The mission statement, goals and benchmarks can found at:

<http://medicine.stonybrookmedicine.edu/mission>

#### **Our Student Advising Program**

The program has three components: the people, the seminars and the electronic tracking system. The people include the associate dean, the faculty core advisor group, the secondary faculty advisors and the students. The seminars component of the program is organized systematically and delivered in conjunction with the curriculum. Some of the topics include:

First Year Orientation: Learning Styles, Group learning,  
First Year: Time Management, Stress Management  
First Year: Introduction to Careers in Medicine  
Second Year: Step I Study Skills  
Second Year: Careers in Medicine  
Third Year: Internship Quest  
Third Year: Preparation of CV, Personal Statement  
Fourth Year: ERAS  
Fourth Year: NRMP Process  
Fourth Year: Residency Interviews

The tracking system has a contact documentation checklist for all clinical advisors- student contact, biannual deadline within which every student would be expected to be in contact with his or her advisor. The faculty and the student can document their interactions. This can be tracked for reporting purposes. The program is dynamic and modified based on advisor and advisee feedback and ideas

### **Faculty advisors**

Two groups of faculty advisors are identified- the Faculty Core Advisor Group and the Secondary Faculty Advisors. The Faculty Core Advisor Group consists of Pre-Clinical Advisors and Clinical Advisors. Pre-Clinical advisors are assigned to first year students at the students' request. Participation in pre-clinical advising is not required. Clinical Advisors (years 3 and 4) are assigned to all students during the fall of their second year. In addition to the core faculty, a list of secondary faculty advisors is available on the web. These are faculty members who have volunteered their time to discuss career options with students as needed. No documentation is needed for such contact. All students are encouraged to use secondary faculty advisors in those specialties that they are interested in.

### **Expectations for the Faculty Core Advisors**

Each Core Advisor is given a list of all advisees assigned to him/her. Advisors should be in contact (electronic or face to face, the latter preferred) **at least twice a year** with each of the advisees. The content of the discussion, the venue and the format (group vs. individual) is left up to the discretion of the advisor and the needs of the advisees. Late faculty advisors are used extensively by their advisees to decide on course changes and electives. A simple check list is available on CBase for the faculty to check off after the meeting. Look under advisor assignments from this website.

Students were given the option to decide if they wanted their faculty advisors to have access to their academic grades. Each advisor has access to enter data on his /her advisees only. If Cbase entry is difficult, advisors can document their meetings on a hard copy of the documentation form and send it to Bonnie Chalson to submit it electronically. Advisors are encouraged to contact the Associate Dean for any questions or concerns about the students or about the course of action to be taken in a specific situation.

### **SOM POLICIES AND PROCEDURES**

To access the official School of Medicine Policies and Procedures, please go to:  
<http://medicine.stonybrookmedicine.edu/sompolicies>

Familiarity with the following components of the Policies and Procedures will benefit you and your students:

## CURRICULUM

### The First Year

The first year curriculum consists of basic science courses and introductory courses related to patient care and professionalism. The basic science courses are Molecules, Genes and Cells; The Body (anatomical sciences and embryology); Neurosciences; Medical Physiology; and Pathology. The other required course is Foundations of Medical Practice, a recent integration of five previously separate courses: Medicine in Contemporary Society (social sciences & humanities in medicine); Introduction to Preventive Medicine; Introduction to Human Behavior; Introduction to Clinical Medicine; and the first segments of Nutrition. The first year Introduction to Clinical Medicine occurs throughout the year and imparts basic skills in taking a patient history and doing a physical examination. The year ends with an Objective Structured Clinical Examination (OSCE), a standardized patient examination, in which students demonstrate their skills on actors in simulated clinical scenarios.

### The Second Year

After a course in Microbiology, the second year emphasizes the study of pathophysiology in organ systems. The Systems Approach to Medicine consists of integrated elements of basic and clinical science related to the neuroscience, blood, cardiovascular, endocrine, gastrointestinal, musculoskeletal, psychiatry, renal, reproductive, and respiratory systems. Pharmacology is synchronized with the system segments. Medicine in Contemporary Society and Introduction to Clinical Medicine continue in the second year. The latter focuses on the patient interview, examination and correlative skills as students acquire additional knowledge in physiology, pathology, and the natural history of diseases in the systems course. Students take Step 1 of the United States Medical Licensing Examination (USMLE) and participate in a standardized patient examination at the end of the second year. Passage of each is a requirement for advancement into the clinical years of study.

### The Third Year

The third year curriculum is patient focused and consists of eight week clerkships in medicine, surgery, obstetrics-gynecology and pediatrics, and four week clerkships in family medicine, ambulatory care and psychiatry. The academic calendar contains a four week elective block during which many students take neurology, do research or enroll in two-week rotations in emergency medicine and radiology. Medicine in Contemporary Society is integrated into each of the major clerkships. All students must pass an OSCE at the end of year 3.

#### Sample third year schedules:

6/25-7/1/2012	7/2 (7/4 is Wed)-7/15/12	7/16-7/29/12	7/30-8/12/12	8/13-8/26/12	8/27-9/9/12 (9/3 Labor Day)	9/10-9/23/12	9/24-10/7/12	10/8-10/21/12	10/22-11/4/12	11/5-11/18/12	11/19-12/2/12 (Thnsg 11/22,23)	12/3-12/16/12	12/17-12/21/12	12/22-1/1/13 Winter break	1/2-1/4/13	1/7-1/20/13 (MLK Day 1/21/13) 1/22-2/3/13	2/4-2/17/13	2/18-3/3/13	3/4-3/17/13	3/18-3/31/13	4/1-4/14/13	4/15-4/28/13	4/29-5/12/13	5/13-5/26/13	(Mem Day 5/27) 5/28-6/9/13	6/10-6/23/13	6/24-6/30/13	
Family Medicine Longitudinal Clerkship													Family Medicine Longitudinal Clerkship															
Orientation & Clinical Skills	Medicine		Ambulatory Care	Psychiatry/ Neuro/Elect	OB																							
Orientation & Clinical Skills	Psychiatry/ Neuro/Elect	Psychiatry/ Neuro/Elect	Medicine		Ambulatory Care	Psychiatry/ Neuro/Elect																						
Orientation & Clinical Skills	Pediatrics		Psychiatry/ Neuro/Elect	Psychiatry/ Neuro/Elect	Medicine																							
Orientation & Clinical Skills	Surgery		Pediatrics		Psychiatry/ Neuro/Elect	Psychiatry/ Neuro/Elect																						
Orientation & Clinical Skills	OB		Surgery		Pediatrics																							
Orientation & Clinical Skills	Psychiatry/ Neuro/Elect	Psychiatry/ Neuro/Elect	OB		Surgery																							

**Third Year Holiday dates:** Labor Day 9/3/12; New Year's 1/1, 1/2; Martin Luther King Day Jan 21,2013 ; Memorial Day 5/27/13; Independence Day 7/4; Thanksgiving TH11/22/12, Fri 11/23/12. 3rd year Emergency Medicine Clerkships and 3rd year Radiology clerkships are taken during the

**"elective" time periods shown on the chart (exact dates TBA) or in 4th year. Neurology is also taken during the third year. Other electives for which you have completed the pre-requisites can be taken during the "elective" time slots. Third years take electives on-campus. 6/24-6/30/13 break before 4th yr.**

- Request religious holiday time off by 2 weeks before rotations start.
- Start Orientation on June 24, 2013 for Class of 2015.
- Start clerkships on July 2nd w/Wed off for 7/4.
- West campus is not closed for any religious holidays starting AY 12-13. However, students can request time off and should make up missed work.

### **The Fourth Year**

During the fourth year, the medical student assumes greater patient care responsibilities and continues to acquire clinical and laboratory skills. The curriculum includes: a one-month subinternship (medicine, family medicine, pediatrics, or general surgery), a one-month didactic course (emergency medicine, laboratory medicine, clinical therapeutics, or surgical anatomy), a one-month neurology clerkship (if not taken in year 3), a one-month experience in surgical subspecialties, a two week block in primary care psychiatry, and additional elective time to complete a total of 8 1/2 months. There is also a requirement that each student complete either coursework or a project in Medicine in Contemporary Society. All students must pass USLME Step 2 to graduate.

### **REQUIREMENTS FOR GRADUATION**

The M.D. degree will be conferred by Stony Brook University upon persons who have complied with the following requirements:

1. Filed satisfactory evidence of having complied with the requirements for admission;
2. Attended four separate years of medical instruction, the last two years of which the graduate must have been enrolled in the Stony Brook University School of Medicine;
3. Satisfactorily completed all course work, examinations and mandatory academic exercises;
4. Achieved passing scores on Step 1, Step 2CK and Step 2CS of the US Medical License Examination (USMLE), administered by the National Board of Medical Examiners;
5. Maintained acceptable academic ethics and professional behavior;
6. Paid all tuition, fees and fines in full;
7. For students who have received loans, completed an Exit Interview in Student Affairs.
8. Entered PGY1 contact information into Cbase2.
9. The School strongly recommends that students complete the AAMC Graduation Questionnaire as a professional obligation and contribution to future generations of Stony Brook students

All requirements for the MD degree must be met within seven years after the first enrollment at the Stony Brook University School of Medicine, or within five years for a student who transfers into the School of Medicine after the first year. Students must complete the first two years of school within 3 years. This time limitation does not apply to students in conjoint degree (e.g., MD/PhD) or other approved programs, e.g., a concurrent or consecutive MPH, MBA, JD, MA degree. (N.B. Student eligibility for loans carries time limits as well.)

### **Requirements for Promotion from Year to Year**

In general, a student will not be promoted to the next academic year until he or she has completed all of the requirements of the prior year, and met all health requirements.

*Year 1: Successful completion of all courses. Successful completion of HIPAA training and signing the Confidentiality Agreement.*

*Year 2: Successful completion of all courses (including third year orientation), end of Year Two's OSCE [Objective Structured Clinical Examination] and USMLE Step 1.*

*Year 3: Successful completion of mandatory academic activities, including the End of Year 3 CPX exam.*

*Year 4: Completion of 30 weeks of study, 16 weeks of which must be completed in major Stony Brook affiliates, 6 weeks completed (in either 3rd or 4th year) at SBUH, and successful completion of USMLE Step 2 CK and Step 2 CS.*

### **Elective Time**

Generally no more than four weeks of elective time is allowed in the third year.

The State of New York requires that a clinical affiliate agreement be in place at away sites where students do elective rotations. A list of sites for which agreements are in place can be accessed from the [Course Information for Current Students website](#).

### **Placing Out of a Course**

In special circumstances, a student may request to “place out” of a course. To determine whether this is possible, the student follows this process:

1. The student submits to the Registrar a course description of the one they completed along with a transcript.
2. The Registrar passes this information to the course director for review and recommendation on this request.
3. The course director communicates recommendation to the Registrar.
4. The Registrar notifies the student of the final decision and enters the decision into the student's permanent file

### **Requirements for Licensure**

Every state has a similar set of requirements to obtain a medical license. Students receiving an MD degree from Stony Brook, an accredited US medical school, must complete at least one year of an approved residency, have a record free of serious criminal or drug related problems, have a good moral character and pass Steps 1, 2 and 3 of the [US Medical Licensure Examination](#). Passing USMLE Steps 1, 2CK and 2CS are also school requirements and the following rules apply:

1. It is the responsibility of the student to register for the USMLE with the National Board of Medical Examiners.
2. All students must take Step I before entering the third year of the medical school curriculum and must pass it to continue in the year. [Annotation 2](#) Students not passing Step I within three attempts will be subject to dismissal after a review by the Committee on Academic Standing.
3. All 4th year students must take Step 2CK by the end of February of their senior year for May graduation and by the end of August for December graduation. They must take Step 2CS by December 15th for May graduation and by August 15th for December graduation. Students must pass Step 2CK and CS to graduate. [Annotation 3](#) Students not passing Step 2 within three attempts will be subject to dismissal after a review by the Committee on Academic Standing

## **REQUIREMENTS FOR GRADUATION – Clinical Years**

### **General Information**

Listed below are the requirements to be fulfilled during the clinical years. Students register online (Cbase2: Registration: Drop/adds) for all of these courses EXCEPT for electives taken at sites other than Stony Brook Hospital. You must meet with your advisor before submitting your 4th year registration request online.

For the Class of 2013 4th Year:

A minimum of 30 weeks of academic work must be successfully completed during the 4th year of which at least 16 weeks must be within the Stony Brook system. In addition, during the third and fourth year, at least 6 weeks of clinical rotations must be completed at Stony Brook Hospital.

*Courses that are mandatory for graduation include:*

Subinternship in Medicine, Pediatrics, Surgery, Ob/Gyn or Emergency Medicine (4 weeks)

Neurology (taken in either 3rd or 4th year) (4 weeks)

TTR/Transition to Residency (4 weeks)

ACE/Advanced Clinical Experience (4 weeks)



### Psychiatry in Medicine (2 weeks)

In addition, students must take a minimum of ten (10) weeks of elective time in the 4<sup>th</sup> year.

Three mini clerkships: Radiology (2 wks.), Emergency Medicine (2 wks.) and Anesthesiology (2 wks.) must be taken in either the 3<sup>rd</sup> or 4<sup>th</sup> years. For members of the Class of 2013, Anesthesiology is satisfied by taking one of the following: Surgical electives during the third year, an anesthesiology elective during the third year, or the Anesthesiology (mini-clerkship) 4<sup>th</sup> year course. Students set up their own electives using Cbase2, VSAS or paper applications, depending on the requirements established by the elective sites. Students register for away electives by submitting Elective Approval forms that have contact information for the site, the name of the supervising attending at the site, and learning objectives, as well as proof of an offer and acceptance for the elective at a site where an affiliate agreement is in place. Elective Approval forms MUST be submitted for all electives except those taken at SBUH, VA, WUH, NUMC, Peconic or Flushing Hospital regardless of how you apply. All courses must be enrolled in CBase prior to the start date (30 days in advance is the deadline).

When 'counting' up your time for graduation, a helpful hint is to see that you have the mandatory courses plus enough electives to add up the total time to 78 weeks in the 3<sup>rd</sup> and 4<sup>th</sup> years combined.

To see descriptions of the 4<sup>th</sup> year courses, [click here](#).

### Class of 2014 Graduation Requirements:

During the clinical years a minimum of 78 academic weeks must be completed for graduation, usually 48 weeks in year three and 30 in year four. A minimum of 14 weeks of total elective time is taken during the clinical years. Six weeks of clinical activity must be at Stony Brook University Hospital. Sixteen weeks must be taken in the Stony Brook system during year 4.

Mandatory Courses in Year Three (40 weeks total [plus take additional 8 weeks from "Flex Courses"])

Ambulatory Care 4 weeks

Medicine 8 weeks

Family Medicine Longitudinal Experience

Pediatrics 8 weeks

Surgery 8 weeks

Ob/Gyn 8 weeks

Psychiatry 4 weeks

Mandatory Courses in Year Four (14 weeks total)

TTR/Transition to Residency 4 weeks

ACE/Advanced Clinical Experience 4 weeks

Psychiatry in Medicine 2 weeks

Subinternship in Medicine, Pediatrics, Surgery,

Emergency Medicine OR Ob/Gyn 4 weeks

Mandatory Courses in Year Three or Year Four ("Flex Courses")

Emergency Medicine mini-clerkship 2 weeks

Radiology mini-clerkship 2 weeks

Anesthesiology mini-clerkship 2 weeks

Neurology 4 weeks

Electives 14 weeks

Total for 3<sup>rd</sup> and 4<sup>th</sup> years is 78 weeks.

Although four weeks of preclinical work can be transferred for year four credits, we strongly encourage students to take at least 14 weeks of electives during the clinical years. The fourth year schedule allows ample time for additional electives. Students set up their own electives using Cbase2, VSAS or paper applications, depending on the requirements established by the elective sites. Students enroll for away electives by submitting Elective Approval forms that have contact information for the site, the name of the supervising attending at the site, and learning objectives, as well as proof of an offer and acceptance for the elective at a site where an [affiliate agreement](#) is in place. Elective Approval forms MUST be submitted for all electives except those taken at SBUH, VA, WUH, NUMC, Peconic or Flushing Hospital regardless of how you apply. All courses must be enrolled in CBase prior to the start date (30 days in advance is the deadline).

In addition to the above course work, students must pass the USMLE Step 1, Step 2 CK, and the Step 2 CS exams. Step 2 CK must be taken before the end of February to assure a May graduation, before the end of August to assure a December graduation. Step 2 CS must be taken by December 15th for a May graduation and by August 15th for a December graduation. At the end of the third year, students will take and must pass a "CPX" OSCE. Plan to take Step 2 CS after you've taken the CPX so that you can learn from this experience.

Students are encouraged to read TGIF emails on Fridays. New helpful materials are sent out every week.

### **GRADING AND EVALUATIVE COMMENTS**

The School of Medicine uses a three tier system of grading for preclinical years and a five tier systems for the clinical years. The five tier system is as follows:

*Honors signifies exceptionally superior performance.*

*High Pass signifies above average performance.*

*Pass signifies satisfactory performance.*

*Low Pass signifies less than satisfactory performance but not failing.*

*Fail signifies that the student has not performed satisfactorily.*

The three tier system includes Honors, Pass and Fail.

Other grades used are:

*I: An Incomplete signifies that extenuating circumstances, usually out of the student's control, have prevented the student from completing the course requirements. A grade of incomplete may be replaced by an I plus the grade that replaces it on the transcript (e.g. I/P).*

*Z: A Z in CBase in a clinical course may be given to a student who passed other elements of a course but failed the initial take of the NBME subject exam for that course. A second failure converts the Z to a Z/F. If the student passes the make-up subject exam, the Z is converted to the Z plus the grade earned in accord with the course syllabus, for example, Z/P.*

*W: Withdrawal signifies that the student withdrew before completing course objectives.*

*PO: Placed Out signifies that the student was given credit for a course by (a) having previously taken the same or a similar course and/or (b) by passing an exam deemed appropriate and sufficient by the course director. With the consent of the instructor and the Vice Dean for Undergraduate Medical Education, a student may substitute an alternative educational experience for any course if consistent with the learning objectives of that course.*

Grades are recorded in each student's record in CBase and reported in the Dean's Medical Student Performance Evaluation sent to residencies.

The assignment and distribution of grades in a course are determined by the director of that course and are described in the syllabus of each course.

### **INSTITUTIONAL LEARNING OBJECTIVES/COMPETENCIES**

The School of Medicine has adopted six Competencies and 20 Institutional Learning Objectives (ILO's). As they progress through the curriculum, students' achievement of the ILO's is tracked electronically and available for viewing by both students and faculty. Students must achieve competence in all ILO's prior to graduation.

### **GRADE/COMMENT RECONSIDERATION**

At the completion of each course and clinical rotation, it is the responsibility of course directors to make grades and evaluation reports available on CBase as soon as possible. All clinical course grades must be submitted within four to six weeks and non clinical course grades within two weeks of course completion. Students will be notified by e-mail when grades are entered into or changed in CBase. Students are

responsible for checking their own grades and completing the course evaluations necessary to gain access to them.

A student who has a question regarding a course grade or evaluation should request reconsideration by the course director or use the appeal process, if any, described in the course syllabus. If the problem remains unresolved, the student may appeal in writing to the chair of the appropriate department who must respond within a week of receipt of the appeal. If the issue is not resolved at the department level, either party may appeal the matter to the Dean through the Vice Dean for UME.

### **THE MATCH**

The Fourth Year Student section of the school's website includes detailed information on the Match:

<http://medicine.stonybrookmedicine.edu/som/matchInformation>

### **List of Advisors**

Advisor	Department
<b>CLINICAL ADVISORS</b>	
Bassem Asaad	Anesthesiology
Robyn Blair	Pediatrics
Richard Bronson	Ob/Gyn
Latha Chandran	Pediatrics
David Cohen	Emergency Med
Jim Davis	Pathology
Jared Dunkin	Radiology
John Ferretti	Radiology
Judy Fingergut	Family Med
Paul Fisher	Radiology
Jack Fuhrer	Medicine
Donna Heinemann	Medicine
Mark Henry	Emergency Med
Sonya Hwang	Pathology
Ron Jasiwicz	Anesthesiology
Jason Kim	Urology
Rina Meyer	Pediatrics
William Moore	Radiology
Margaret Parker	Pediatrics
Rahman Pourmand	Neurology
Leslie Quinn	Pediatrics
Robert Reilly	Medicine
Paul Richman	Medicine
Joy Schabel	Anesthesiology
Fred Schiavone	Emergency Med
Michael Schwartz	Psychiatry
Richard Scriven	Surgery
Ken Shroyer	Pathology
David Silverstein	Dermatology
Joe Sorrento	Surgery
Francis Stellaccio	Anesthesiology
Howard Sussman	Family Medicine
Stephen Vitkun	Anesthesiology
Andrew Wackett	Emergency Medicine
Lisa Wilks-Gallo	Pediatrics
Sui Zee	Pathology

Advisor	Department
<b>PRE CLINICAL ADVISORS</b>	
Howard Fleit	Pathology
Jack Fuhrer	Medicine
Gregory Garra	Emergency Medicine
Janet Hearing	Microbiology
Snadar Kort	Cardiology
Nisson Schechter	Biochemistry
Fred Schiavone	Emergency Medicine
Stephen Vitkun	Anesthesiology

#### Advisor Meeting Documentation Checklist

Student name: \_\_\_\_\_  
 Date of meeting: \_\_\_\_\_

<b>Topics discussed:</b>	
<input type="checkbox"/>	<b>Academic success</b>
<input type="checkbox"/>	Grades
<input type="checkbox"/>	Effectiveness of study habits
<input type="checkbox"/>	Help from tutors
<input type="checkbox"/>	Study groups
<input type="checkbox"/>	<b>Social issues</b>
<input type="checkbox"/>	Issues with peers/faculty
<input type="checkbox"/>	Big sib/little sib program
<input type="checkbox"/>	Personal/family relationships
<input type="checkbox"/>	Time/life balance
<input type="checkbox"/>	Club activities:
<input type="checkbox"/>	Other:
<input type="checkbox"/>	<b>Evaluations/feedback</b>
<input type="checkbox"/>	Accuracy
<input type="checkbox"/>	Frequency
<input type="checkbox"/>	<b>Future career plans</b>
<input type="checkbox"/>	Thoughts
<input type="checkbox"/>	Who else to talk to?
<b>THIRD YEAR</b>	
<input type="checkbox"/>	Planned elective(s)?
<input type="checkbox"/>	Letters of recommendation
<input type="checkbox"/>	Potential sources: _____
<input type="checkbox"/>	Fourth year schedule
<b>FOURTH YEAR</b>	
<input type="checkbox"/>	Planned Electives
<input type="checkbox"/>	CV and Personal statement
<input type="checkbox"/>	Residency programs
<input type="checkbox"/>	Other items: _____
<input type="checkbox"/>	Referred to: _____
<b>Advisor comments:</b> _____	
<b>Resources recommended to student:</b>	
<b>THIRD YEAR</b>	<input type="checkbox"/> Other advisors
	<input type="checkbox"/> Careers in Medicine website <a href="http://www.aamc.org/students/cim/start.htm">http://www.aamc.org/students/cim/start.htm</a>
	<input type="checkbox"/> CV & PS Powerpoint presentation in library <a href="http://www.hsclib.sunysb.edu/resources/slideshows/MedCareers_files/frame.htm">http://www.hsclib.sunysb.edu/resources/slideshows/MedCareers_files/frame.htm</a>
	<input type="checkbox"/> Guidelines for third year students <a href="http://www.uhmc.sunysb.edu/som/academics/ThirdYear/guidelines3.html">http://www.uhmc.sunysb.edu/som/academics/ThirdYear/guidelines3.html</a>
	<input type="checkbox"/> Elective courses website
<b>FOURTH YEAR</b>	<input type="checkbox"/> Guidelines for fourth year students <a href="http://www.uhmc.sunysb.edu/som/academics/FourthYear/guidelines4.html">http://www.uhmc.sunysb.edu/som/academics/FourthYear/guidelines4.html</a>