

**STONY BROOK UNIVERSITY  
SCHOOL OF MEDICINE**

**FACULTY CORE ADVISOR HANDBOOK**

**2010-2011**



[http://www.hsc.stonybrook.edu/academic\\_advising/index.cfm](http://www.hsc.stonybrook.edu/academic_advising/index.cfm)

*(last updated 6/10)*

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## Introduction

Thank you for serving as a medical student core advisor. Our students' lives and careers will be affected positively by your influence and support. It is our hope that you will find this advising relationship with students personally rewarding as well.

The Faculty Core Advisor Program was established in 2004 to ensure that every student in the medical school has access to advising, mentoring and career counseling opportunities. The students will be followed through all four years of medical school in order to improve academic performance for students at all achievement levels, to improve career development, to increase student satisfaction and to provide collaboration and support between students, faculty and staff.

We have put together this handbook to facilitate your role as a Faculty Core Advisor. The categories are self-explanatory. If you need any further assistance with the book or with any resources, please contact us.

We welcome your suggestions to improve the content of this handbook and expect to update it.

Thank you,

**Dr. Aldustus Jordan, Associate Dean for Student Affairs**  
**Mary Jean Allen, Assistant to Dr. Jordan**  
**Tel no. 631-444-2341**

**Dr. Jack Fuhrer, Associate Dean for Admissions**  
**Tel. no. 631-444-2113**

**Linda De Motta, Learning Specialist**  
**Tel. no. 631-444-2085**

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## **School of Medicine Overview**

As part of the HSC, the Medical School was conceived in 1963 and admitted its first class in 1971. The School of Medicine (SOM) consists of eight basic science and eighteen clinical departments that have the responsibility for pre-clinical and clinical instruction of students in all the schools of the HSC, as well as university-wide responsibility to students in other schools on the campus. The SOM also provides graduate, post-graduate and continuing education. These efforts are enhanced by collaboration with colleagues at the biology and medical departments of the Brookhaven National Laboratory, the Cold Spring Harbor Laboratory for Quantitative Biology and other research and health care institutions in the vicinity.

### **Office of the Dean**

Dean: Kenneth K. Kaushansky  
Health Sciences Center, Level 4 Room 225; (631) 444-2080, Fax (631) 444-6266

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. As President of the Medical Board of University Hospital, the Dean shares the responsibility for Graduate Medical Education with the hospital. The Dean is a non-voting member of the Board of the Clinical Practice Management Plan (CPMP).

### **Office of the Vice Dean for Academic Affairs and Faculty Development**

Vice Dean for Academic Affairs: Peter C. Williams, J.D., PhD.  
Health Sciences Center, Level 4 Room 176; 631-444-3084, Fax: 631-444-8919

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The Vice Dean is the senior academic officer responsible for facilitating every facet of education

programs under the auspices of the School of Medicine. This officer supervises the activities of the Associate Deans of Admissions and Student Affairs. The Vice Dean for Academic Affairs and Faculty Development is directly responsible for several functions:

- ❖ Planning, development, coordination, and supervision of all of the educational activities of the school;
- ❖ Maintenance of facilities and technological capacity needed for education in the 21st century;
- ❖ Development of faculty educators in the classroom and patient-care sites;
- ❖ Coordination of productive educational collaboration with our affiliated teaching institutions; and,
- ❖ Oversight of the process of faculty appointment, evaluation and promotion.

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### **Office of Medical Education**

Vice- Dean for Medical Education: Latha Chandran, MD, MPH  
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: John Shanley, M.D.  
Health Sciences Center, L4-176 (631) 444-1025

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: Dr. Aldustus Jordan  
Health Sciences Center, Level 4-151; (631) 444-2341

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 primary goal of the School of Medicine at Stony Brook University is to educate caring and skilled physicians who are well-prepared to enter graduate and specialty training programs. Graduates understand value and apply the scientific method to the solution of clinical problems. They integrate clinical, biomedical and behavioral knowledge to promote the health and well-being of patients and communities. They value lifelong learning. Graduates critically evaluate and integrate new scientific and clinical findings that advance the practice of medicine. They provide highly competent and compassionate, patient-centered care while demonstrating the highest level of professionalism and sensitivity to the diverse personal and cultural contexts in which medical care is delivered. These goals are also embraced by our graduate and specialty training programs that are designed to educate medical specialists and investigators in the biomedical and clinical sciences to be well-prepared to advance the frontiers of research, clinical practice and education.

The mission statement and the associated competencies can found at:

<http://www.stonybrookmedicalcenter.org/som/faculty/educationalcompetencies>

## **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

1. First Year Orientation: Learning Styles, Group learning,
2. First Year: Time Management, Stress Management
3. First Year: Introduction to Careers in Medicine

4. Second Year: Step I Study Skills
5. Second Year: Careers in Medicine
6. Third Year: Internship Quest
7. Third Year: Preparation of CV, Personal Statement
8. Fourth Year: ERAS
9. Fourth Year: NRMP Process
10. Fourth Year: Residency Interviews

The tracking system has a contact documentation checklist for all core advisor- 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.

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**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 Early Advisors and Late Advisors. Students are assigned to the Early Advisors, while the Late Advisors (years 3 and 4) are selected by the students. 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. Sample documentation forms are also attached to the end of this document.

<https://cbase.som.sunysb.edu/cbase/faculty/menu.cfm>

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 Mary Jean Allen or Diane Piscitelli 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.

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## Faculty Core Advisors

Advisors	Department	E-Mail Address	Mailing Address
<b>EARLY</b>			
Benach, Jorge	Infectious Diseases	2-4225 <a href="mailto:Jorge.Benach@stonybrook.edu">Jorge.Benach@stonybrook.edu</a>	248 Centers for Mol. Med Z=5120
Fleit, Howard	Pathology	4-3020 <a href="mailto:hfleit@notes.cc.sunysb.edu">hfleit@notes.cc.sunysb.edu</a>	T9-191 ZIP=8691
Fuhrer, Jack	Infectious Diseases	4-2113 <a href="mailto:jfuhrer@notes.cc.sunysb.edu">jfuhrer@notes.cc.sunysb.edu</a>	L4-Dean's Suite ZIP=8430
Garra, Gregory	Emergency Medicine	4-3880 <a href="mailto:ggarra@notes.cc.sunysb.edu">ggarra@notes.cc.sunysb.edu</a>	L4-515 ZIP=8350
Hearing, Janet	Microbiology	2-8778 <a href="mailto:Janet.Hearing@stonybrook.edu">Janet.Hearing@stonybrook.edu</a>	270 Life Sciences Bldg Z=5222
Jaffe, Arnold	Family Medicine	4-2314 <a href="mailto:asjaffe@notes.cc.sunysb.edu">asjaffe@notes.cc.sunysb.edu</a>	L4-050 ZIP=8461
Kort, Smadar	Cardiology	4-1060 <a href="mailto:Smadar.Kort@stonybrook.edu">Smadar.Kort@stonybrook.edu</a>	HSC ZIP=8167
Pourmand, Rahman	Neurology	4- 2599 <a href="mailto:rahman.pourmand@stonybrook.edu">rahman.pourmand@stonybrook.edu</a>	
Schechter, Nisson	Psychiatry	4-1368 <a href="mailto:Nisson.Schechter@stonybrook.edu">Nisson.Schechter@stonybrook.edu</a>	HSC T10-51 ZIP=8101
Schiavone, Frederick	Emergency Medicine	4-1035 <a href="mailto:Frederick.Schiavone@stonybrook.edu">Frederick.Schiavone@stonybrook.edu</a>	HSC L4-175
Stern, Jack	Anatomy	4-3128 <a href="mailto:jack.stern@sunysb.edu">jack.stern@sunysb.edu</a>	L8-041 ZIP=8081
Whyte, Dilys	Pediatrics	4-7884 <a href="mailto:dwhyte@notes.cc.sunysb.edu">dwhyte@notes.cc.sunysb.edu</a>	T11-060 ZIP=8111

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Advisors	Department	E-Mail Address	Mailing Address
<b>LATE</b>			
Bronson, Richard	OB/Gyn	4-2745 <a href="mailto:rbronson@notes.cc.sunysb.edu">rbronson@notes.cc.sunysb.edu</a>	T9-080 ZIP=8091
Gavi, Shai	Internal Medicine	<a href="mailto:Shai.Gavi@stonybrook.edu">Shai.Gavi@stonybrook.edu</a>	20 HSC ZIP=8160
Guralnick, Susan	Pediatrics	4-2730 <a href="mailto:susan.guralnick@notes.cc.sunysb.edu">susan.guralnick@notes.cc.sunysb.edu</a>	HSC T11-080 ZIP=8111
Halperin, Peter	Psychiatry	2-9524 <a href="mailto:Peter.Halperin@stonybrook.edu">Peter.Halperin@stonybrook.edu</a>	127 Putnam Hall ZIP=8790
Heinemann, Donna	Internal Medicine	4-1608 <a href="mailto:Donna.Heinemann@stonybrook.edu">Donna.Heinemann@stonybrook.edu</a>	HSC T16-80 ZIP=9252
Henry, Mark	Emergency Medicine	4-2829 <a href="mailto:Mark.Henry@stonybrook.edu">Mark.Henry@stonybrook.edu</a>	Hospital L4-515 ZIP=8350
Newton, Erika	Medicine	4-2478 <a href="mailto:Erika.Newton@stonybrook.edu">Erika.Newton@stonybrook.edu</a>	HSC 515 ZIP= 8350
Pourmand, Rahman	Neurology	4-2599 <a href="mailto:Rahman.Pourmand@stonybrook.edu">Rahman.Pourmand@stonybrook.edu</a>	T20 HSC ZIP=8121
Quinn, Leslie	Pediatrics	4-2730 <a href="mailto:lquinn@notes.cc.sunysb.edu">lquinn@notes.cc.sunysb.edu</a>	T11-080 ZIP=8111
Reilly, Robert	Medicine	4-8044 <a href="mailto:Robert.Reilly@stonybrook.edu">Robert.Reilly@stonybrook.edu</a>	T16-020 ZIP=8160
Richman, Paul	Pulmonary	4-1776 <a href="mailto:Paul.Richman@stonybrook.edu">Paul.Richman@stonybrook.edu</a>	T17-040 ZIP=8172
Schabel, Joy	Anesthesiology	4-2975 <a href="mailto:Joy.Schabel@stonybrook.edu">Joy.Schabel@stonybrook.edu</a>	HSC L4-060 ZIP=8480
Schwartz, Michael	Psychiatry	4-3435 <a href="mailto:Michael.Schwartz1@stonybrook.edu">Michael.Schwartz1@stonybrook.edu</a>	HSC 20 ZIP=8101
Scriven, Richard	Surgery	4-2045 <a href="mailto:Richard.Scriven@stonybrook.edu">Richard.Scriven@stonybrook.edu</a>	HSC L18-040 ZIP= 8191
Semel, Jennifer	Physical Med/Rehab	(631)474-6879 <a href="mailto:jennifer.semell@chsli.org">jennifer.semell@chsli.org</a>	200 Belle Terre Rd. Port Jefferson, NY 11777-1928
Sorrento, Joseph	Surgery	4-8052 <a href="mailto:jjSORRENTO@aol.com">jjSORRENTO@aol.com</a>	T19-020 ZIP=8191 pager 733-7455
Spiegel, Rebecca	Neurology	4-1453 <a href="mailto:Rebecca.Spiegel@stonybrook.edu">Rebecca.Spiegel@stonybrook.edu</a>	HSC 020 Z=8121
Sussman, Howard	Family Medicine	4-2300 <a href="mailto:Howard.Sussman@stonybrook.edu">Howard.Sussman@stonybrook.edu</a>	HSC L4-050 Z=8461
Tonnesen, Marcia	Dermatology Emergency	4-7596 <a href="mailto:marcia.tonnesen@med.va.gov">marcia.tonnesen@med.va.gov</a>	HSC T16-60 Z=8165
Wackett, Andrew	Medicine Radiation	4-7918 <a href="mailto:awackett@notes.cc.sunysb.edu">awackett@notes.cc.sunysb.edu</a>	L4-515 ZIP=8350
Weiss, Tamara	Oncology	4-2325 <a href="mailto:Tamara.Weiss@stonybrook.edu">Tamara.Weiss@stonybrook.edu</a>	Hospital L2-648 Z=7028

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## Grading Policies

To access the official School of Medicine Policies and Procedures, go to

<http://www.hsc.stonybrook.edu/som/policy2/index.cfm>

Generally speaking, the following grading policies will be helpful.

### Reporting Grades and Evaluative Comments

Course Directors are responsible for evaluating students and assigning grades. The official grades are **H, HP, P, LP, F, I, W and PO**. **Incomplete, Withdraw and Pass Out** are described in the Policies and Procedures (see URL above). In Clerkships, students may receive a **Z**, a placeholder until their final grade is determined. In courses long enough and structured to make it meaningful, students should be evaluated during the course (formative evaluation) and at the end (summative evaluation). The former is intended to inform a student of his or her weaknesses while there is still an opportunity to improve. The summative or final evaluation indicates the student's overall performance in a completed course. The final evaluation is entered in the student's permanent record in CBase. Please refer to the Policies & Procedures manual for a more detailed discussion of grade policy.

Once final **grades** are determined by the Course Director, he or she or a designated support staff must enter the grade comments into CBase. This is to be done as soon as possible after a course is completed. Basic Science grades must be entered within two weeks. Clinical course grades are due within one month of the end of the rotation and comments are due within two months of the end of the rotation. CBase provides a drop down list of grades from which to choose. Honors, Pass, Incomplete and Fail appear on the transcript although High Pass and Low Pass may also be included in the Medical Student Performance Evaluation ("Dean's Letter").

Course Directors can enter **evaluative comments** into CBase to accompany the grades. There are two areas in which comments may be written: comments for the record and confidential comments. The former will automatically be downloaded to the Medical Student Performance Evaluation ("Dean's Letter") sent to residency programs. The latter gives you an opportunity to alert the Associate Dean for Medical Education about an issue that you feel might require follow up in other courses related to a particular student. The student can access these confidential comments, but they do not form part of the student's public record.

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## Determining Grades: Examinations and Other Evaluative Tools

Course Directors are responsible for determining the tools used to evaluate students – exams (local or standardized), papers, recitations, etc. – and determining their weight. All written exams are to be administered using eZexam. Getting an exam into eZexam is described in the website. [NB: The exam must be in the hands of the IT support staff at least two weeks before the date of the exam. ] <https://ezexam.som.sunysb.edu>

The Course Director determines the timing of the exam – both the number of hours of the exam itself and temporal window (10-12 a.m., 1 day, 1 week) during which students may log on and take it. The Course Director also has the choice of where the exam is to be taken: in the library's computer classrooms, in any HSC classroom with wireless configuration, or from any computer with web access. The Course Director decides whether the exam is to be proctored, recognizing that proctoring is only possible when the exams are taken on campus. Because students are on an **Honor Code**, some faculty feel proctors are not necessary and allow students to take the exams wherever they choose during a “window” of availability.

## **NBME Exams**

NBME subject exams are required in some basic science courses: Anatomy, Biochemistry, Physiology, Microbiology, Neurosciences and Pharmacology. The Course Director determines whether or not student performance affects their grade. The OME orders the exams for these courses, provides proctors and processes the return of the exams. The Course Director and OME receive the scores. Clinical Clerkships in Family Medicine, Medicine, OB/GYN, Pediatrics, Surgery, Psychiatry and Neurology require that students take and pass the NBME subject exams at the 7th percentile level. Departments reserve rooms and give and proctor their own exams, and return the exams directly to the NBME for scoring.

When a student fails an NBME exam, the Course Director notifies the student and refers the student to the Associate Dean for Academic and Faculty Affairs. *The Course Director should also meet with the student to discuss deficiencies and ways to prepare for the retake exam.* The Course Director, student and OME coordinate the time and place of the retake.

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## Accommodations for Students with Disabilities

According to our Policies and Procedures, students must alert a Course Director at the start of a course if they require special accommodations for exams or other exercises. Please read the Policies and Procedures regarding the Disabilities Act. If you have questions regarding a student's request, please have the student contact Dr. Aldustus Jordan  
4-2341.

Students are responsible for seeking accommodations, though the School of Medicine is ready and willing to help. [Disability Support Services](#) (DSS) is the Stony Brook office that works with a student to assure every request for accommodations is handled appropriately. Any student seeking assistance from the DSS office must self-disclose the believed presence of a specific disability. In order to receive services, appropriate documentation, complete with a diagnosis and stated specific limitations, must be provided to DSS. **All information and documentation is confidential.**

The policy regarding disabilities accommodations can be found by clicking the section under student evaluations through the link below.

<http://www.hsc.stonybrook.edu/som/policy2/index.cfm>

If you need help accommodating a student, contact the OME at 444-1030. Advanced notice is necessary to find proctors when needed and to reserve rooms when additional exam time is requested. Please make these requests as soon as the student makes his/her request to avoid difficulties with the arrangements.

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## Emergency Information for Medical Students

<b>SECURITY, POLICE</b>	<b>333</b>
<b>FIRE, PUBLIC SAFETY</b>	<b>333, 632-3333</b>
<b>AMBULANCE</b> Stony Brook Ambulance Corps	<b>632-8888</b>
<b>UNIVERSITY HOSPITAL EMERGENCY SERVICE</b>	<b>444-2465</b>
<b>INFIRMARY</b>	<b>632-6740</b>
<b>EMERGENCY PSYCHIATRIC HELP</b>	<b>444-6050</b>
<b><u>COUNSELING SERVICE</u></b> Dr. Oren Shefet	<b>444-7760</b> <b>632-6720</b>
<b>PEER COUNSELING</b>	<b>page 733-6234</b>
<b>WALK SERVICE</b>	<b>632-6337</b>
<b><u>ACADEMIC DIFFICULTY/CAREER ISSUES</u></b> Dr. Aldustus Jordan/Mary Jean Allen Dr. Jack Fuhrer <b><u>Learning Strategies</u></b> Linda De Motta, Learning Specialist	<b>4-2341</b> <b>4-2113</b> <b>4-2085</b>

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## **Fourth Year Course Requirements**

<http://www.uhmc.sunysb.edu/som/academics/FourthYear/4thycourses.html>

The fourth year runs for ten and a half months, from July through mid-May. A total of 36 weeks of academic work must be successfully completed of which at least 16 weeks must be within the Stony Brook system. The remaining 8 weeks can be used by students to make up work from the third year, study for Step 2, go on interviews, prepare the various away elective applications, and other activities. During the third and fourth year, at least six weeks of clinical rotations must be completed at Stony Brook Hospital.

The Academic Advisor reviews and signs off on a student's scheduled proposal before it is finalized online and submitted to the Office of Medical Education. Advisors also approve away elective choices by reviewing Elective Approval forms.

### ***Four Weeks of Subinternship***

Subinternships must be completed at Stony Brook sites. You must choose one\* from this list:

Medicine Subinternship

Pediatric Subinternship

Family Medicine Subinternship

Surgery Subinternship

\*It is strongly recommended that all students utilize an elective month to take an additional Subinternship.

### ***Four Weeks of Neurology***

A four week rotation in Neurology must be taken either during the third year elective period or during the fourth year. It is not required that the Neurology rotation be taken in the Stony Brook system if taken during the fourth year. Permission from the Course Director is required if the rotation will be taken elsewhere. The Course Director must sign the Elective Approval Form prior to the start of the rotation. Students must pass the Neurology NBME subject exam at the 7<sup>th</sup> percentile to pass Neurology.

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### ***Four Weeks of a Didactic Course***

A student must complete a four week didactic course. You may choose from:

- Laboratory Medicine offered in February only
- Emergency Medicine offered in July, for those student entering an Emergency Medicine residency and in February for others
- Clinical Therapeutics offered in April only
- Surgical Anatomy offered in March only

MD/PhD (MSTP) students and Oral Maxillofacial Surgery students are exempt from the didactic but may take it if they elect to do so.

### ***Medicine in Contemporary Society 4***

Students must either complete:

- A two or four week MCS4 course offering or
- A four week project coinciding with another rotation. If you complete requirements for two classes (e.g.: an elective and MCS) taken during the same time period, say four weeks, you receive four weeks of credit and requirements fulfilled for both classes. You do NOT receive eight weeks of credit when both are completed during the same time period.

### ***Psychiatry in Medicine***

A two week course.

### ***Four Weeks of Surgical Selectives***

Dr. Louis Merriam will set up the choices of selectives and provide a description on the course description Web page. These selectives typically occur in two week blocks. This requirement must be met within a four week block of time. Students must send their requests for selective choices to Dr. Merriam by July 1<sup>st</sup> of the 4<sup>th</sup> year.

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## *Electives*

In addition to the above requirements, the remainder of the 36 weeks must be filled with electives. Students set up their own electives through a drop/add process described on the following Web page. Please pay attention to the pre-requisites established in the course descriptions. Students must take two weeks of Radiology and two weeks of Emergency Medicine during either the third or the fourth year. How to set up electives see:

<http://www.uhmc.sunysb.edu/som/academics/FourthYear/electives.html>

An electronic drop/add system is being developed. When it is ready, this Web page will be updated and students will drop/add in-house electives online.

**Note: All clerkships and mandatory 4<sup>th</sup> year courses can be drop/added electronically on CBase.**

## *Simulations and OSCEs*

Successful completion of the Clinical Physical Examination (CPX) involving a series of Standardized Patient Exercises through the Clinical Skills Center is required for all students for successful completion of their third year.

In addition to the above coursework, students must pass the USMLE Step 1 and Step 2 CK exams and take the Step 2 CS exam. Step 2 CS must be taken before Dec 15<sup>th</sup>. Step 2 CK must be taken before the end of February to assure a May graduation, and before the end of August to assure a December graduation.



<b>July</b>	<b>August</b> (Register for the NRMP and ERAS. Step 2 must be taken by end of Aug. if you plan to graduate in Dec.)	<b>September</b> (ERAS application open Sep 1, completed by Sep 30)	<b>October</b> (Early Match interviews)
<b>November</b> (MSPE all go out on Nov. 1st. Early Match and NRMP Match interviews)	<b>December</b> (Early Match and NRMP Match interviews, Step 2 CS by Dec 15. No mandatory courses during interview season)	<b>January</b> (NRMP Match interviews and Ranking Lists. Early Match results reported. No mandatory courses during interview season)	<b>February</b> (Step 2 CK must be taken by the end of Feb, Rank lists completed)
<b>March</b> (NRMP results reported. No away electives during Match week - usually the 3rd week of March)	<b>April</b>	<b>May</b> (Grad. mid-May. Some courses continue to the end of May.)	<b>June,</b> (Residency orientation. Residencies start July 1 <sup>st</sup> .)

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## Secondary Advisors

DEPARTMENT	SECONDARY ADVISOR	PHONE	ADDRESS	ZIP
Anesthesiology	Dr. Peter Glass	444-2975	HSC L4-060	Z=8480
Anesthesiology	Dr. Roy Soto	444-2345	HSC L4-060	Z=8480
Anesthesiology	Dr. Robert Katz	444-2975	HSC L4-060	Z=8480
Anesthesiology	Dr. Ellen Steinberg	444-2975	HSC L4-060	Z=8480
Anesthesiology	Dr. Francis Stellaccio	444-2975	HSC T4-060	Z=8480
Anesthesiology	Dr. Christine Cokinos	444-9400 Beeper: 349-0710	HSC 60	Z=8480
Family Medicine	Dr. Howard Sussman	444-5858	HSC L4-050	Z=8461
Family Medicine	Dr. Donna Meltzer	444-5858	HSC L4-050	Z=8461
Gastroenterology	Dr. Ramona Rajapakse	444-2119	HSC T17-60	Z=8173
Gastroenterology	Dr. Douglas Brand	444-3485 Pager: 733-5647	HSC T17-60	Z=8173
Genetics	Dr. David Tegay	444-7885	HSC T11-20	Z=8111
Infectious Diseases	Dr. Jack Fuhrer	444-1667	HSC L4	Z=8430
Internal Medicine	Dr. Donna Heinemann	444-4630/ 444-5189	HSC T16-080	Z=9252
Medicine	Dr. Marie Gelato	444-1175	HSC T15-050	Z=8154
Nephrology	Dr. Mark Graber	754-7907	HSC T15-020	Z=8152
Neurology	Dr. Lauren Krupp	444-8119	HSC T12-020	Z=8121
Neurology	Dr. Rahman Pourmand	444-2599	HSC T12-020	Z=8121
OB/GYN	Dr. Sara Petruska	444-2757	HSC L9-020	Z=8091
OB/GYN	Dr. Adam Buckley	444-2757	HSC L9-080	Z=8091
OB/GYN	Dr. Richard Bronson	444-2745	HSC T9-080	Z=8091
OB/GYN	Dr. Lauri Budnick	444-2757	HSC T9	Z=8091
OB/GYN	Dr. Todd Griffin	444-2757	HSC T9-020	Z=8091
OB/GYN	Dr. David Baker	444-2711	HSC T9-030	Z=8091
Pediatric Cardiology	Dr. Thomas Biancaniello	444-8067	HSC L4-215	Z=8412
Pediatrics	Dr. Catherine Kier	444-8340	HSC T11-080	Z=8111
Pediatrics	Dr. Frederick Reindl	444-6300	HSC T11-080	Z=8111
Pediatrics	Dr. Joseph Puccio	444-7811	HSC T11-080	Z=8111
Pediatrics	Dr. Maribeth Bambino Chitkara	444-7819	HSC T11-080	Z=8111
Pediatrics	Dr. Divna Djokic	444-7692	HSC T11-030	Z=8111
Pediatrics	Dr. Kimberly Fenton	444-8211	HSC T11-040	Z=8111
Pediatrics	Dr. Janet Fischel	444-2648	HSC T11-040	Z=8111
Pediatrics	Dr. Daniel Sloniewsky	444-8211	HSC T11-040	Z=8111

Pediatrics	Dr. Peter Morelli	444-2725	HSC T11-040	Z=8111
Pediatrics	Dr. Patricia Galvin-Parton	444-7885	HSC T11-040	Z=8111
Pediatrics	Dr. Aileen Cannon	444-2020/ 581-9330	HSC T11	Z=8111
Pediatrics	Dr. Shelly Zeira	444-2730	HSC T11-080	Z=8111
Pediatrics	Dr. Susan Mangiameli	878-8050	HSC T11-040	Z=8111
Psychiatry	Dr. Laura Fochtman	444-1607	HSC T10-083	Z=8101
Pulmonary Diseases	Dr. Paul Richman	444-9159	HSC T17-040	Z=8172
Pulmonary Diseases/Critical Care	Dr. Hussein Foda	261-4400 x2851	HSC T17-040	Z=8172
Radiology	Dr. Elaine Gould	444-8192/ 444-2480	HSC L4-120	Z=8460
Radiology	Dr. John Ferretti	444-8192	HSC L4-120	Z=8460
Surgery	Dr. Richard Scriven	444-2045	HSC T19-090	Z=8191
Surgery	Dr. Thomas Bilfinger	444-1820	HSC T19-080	Z=8191
Surgery	Dr. John Ricotta	444-7875	HSC T19-020	Z=8191
Surgery	Dr. Marvin Corman	444-3431	HSC T19-020	Z=8191
Surgery	Dr. Louis Merriam	444-1045	HSC T18-060	Z=8191
Urology	Dr. Alan Nieder	444-3887	HSC T9-040	Z=8093
Urology	Dr. Howard Adler	444-3641	HSC T9-040	Z=8093

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## **CAREER COUNSELING ACTIVITIES LISTING**

- 1. CORE FACULTY ADVISORS ASSIGNED TO ALL FOUR YEARS**
- 2. AAMC CAREERS in MEDICINE PROGRAM**  
<http://www.aamc.org/students/cim/start.htm>
- 3. SPECIALTY CLUBS: PEDIATRICS, EMERGENCY MEDICINE, FAMILY MEDICINE, GERIATIRCS, INTERNAL MEDICINE, OB/GYN, SURGERY, AND NEUROLOGY**
- 4. ALUMNI CAREER COUNSELING DAY**
- 5. PRIMARY CARE DAY (AAMC)**
- 6. SECONDARY ADVISORS**
- 7. SHADOWING MDs**
- 8. SUMMER RESEARCH OPPORTUNITIES**
- 9. 3<sup>rd</sup> YEAR CLASS MEETINGS: ACADEMIC PLANNING, INTERNSHIP QUEST**
- 10. RESIDENT CAREERS SEMINAR**
- 11. SPECIALTY PANEL DISCUSSIONS**
- 12. MSPE Meeting with Deans**
- 13. CAREER WEEK WITH DEANS- all four years**
- 14. REVIEW OF SUPPORTING DOCUMENTS – CV, Personal Statements**
- 15. MOCK INTERVIEWS**

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## Research Opportunities / Programs at Stony Brook

Both the MD with Recognition Programs and the Medical Scientist Training Program are available to students who are interested in doing research while in Medical School. A variety of research projects are ongoing at any time at Stony Brook. Click on the underlined text to access information about these programs and projects. Additional information is available in the Office of Medical Education in the School of Medicine.

- [MD with Recognition Program](#)
  - [in Humanities](#)
  - [Berken Fellowship](#)
  - [Available Projects](#) (Clinical)
  - [Available Projects](#) (Basic)
- [Health Science Center Research](#)
- [International Health Research Awards](#)
- [Medical Scientist Training Program \(MD/PhD\)](#)

### ▶ Research, Grants and Fellowships

- [American Psychiatric Foundation Offers Helping Hands Grants Program for Mental Health Service Projects \(PDF\)](#)
- [Application for Institute of Alcohol & Drug Studies Rutgers Scaife Family Fellowships \(PDF\)](#)
- [Arthritis Foundation: Summer Student Fellowships \(Word\)](#)
- [Montefiore Research Based Health Activism Course Application \(Word\)](#)
- [Montefiore Research Based Health Activism Course Flyer \(PDF\)](#)
- [NYAM Edwin Beer Grant Application \(PDF\)](#)
- [School of Alcohol & Drug Studies \(PDF\)](#)
- [The David E. Rogers NY Academy of Medicine Fellowship \(PDF\)](#)
- [Unite for Sight Internship \(Word\)](#)
- [UTMB Workshop \(PDF\)](#)

### ▶ Elective Opportunities

- [General Surgery Elective \(PDF\)](#)
- [IDSA Summer Scholarships \(PDF\)](#)
- [North Shore-LIJ Emergency Medicine Elective: 2005 \(Word\)](#)
- [Obstetrics/Gynecology Elective \(PDF\)](#)
- [P.A.C.E.M.D./MedSpanish Newly Expanded Curriculum \(Word\)](#)

### ▶ Conferences, Symposia and Calls for Papers

- [Stanley M. Kaplan Essay Contest: 2005 \(PDF\)](#)
- [University of Utah School on Alcoholism & other Drug Dependencies: Flyer & Application \(PDF\)](#)

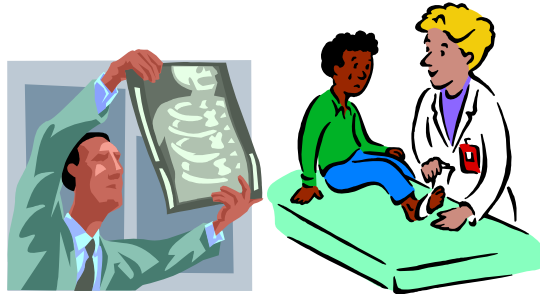
### ▶ Other Opportunities

- [Alaskan Tribal Health Elective \(Word\)](#)
- [AMSA - Primary Care Leadership Training Program \(Word\)](#)
- [MedSpanish Program in Mexico \(Word\)](#)
- [Western Pennsylvania Health Preceptorship Program \(Word\)](#)

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## Extracurricular Activities

Click on the link below to view a list of SBUMC Clubs.



2009-2010 SOM  
Student Clubs .xls

## Student Advising Documentation Forms

### *Years 1 and 2*



Advisor  
documentation Form`

### *Years 3 and 4*

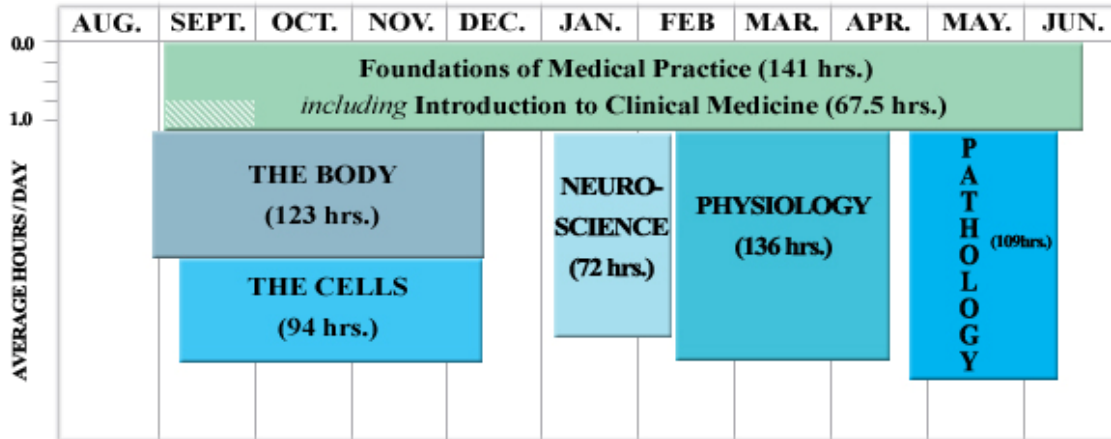


Advisor  
documentation Form`

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# First Year Schematic

First Year Medical School Schedule  
201--2011

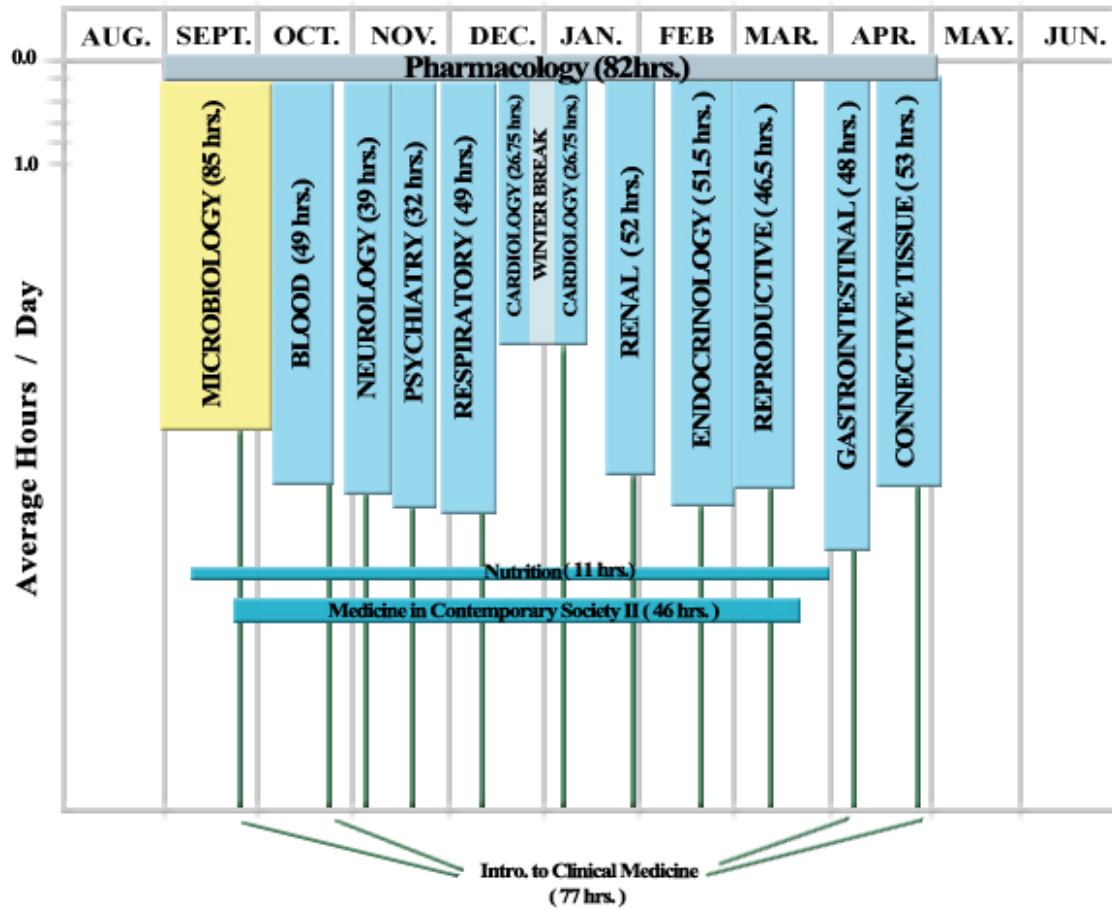


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# Second Year Schematic

## Second Year Medical School Schedule

2010-2011



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# Third Year Schematic

## Third Year Medical School Schedule

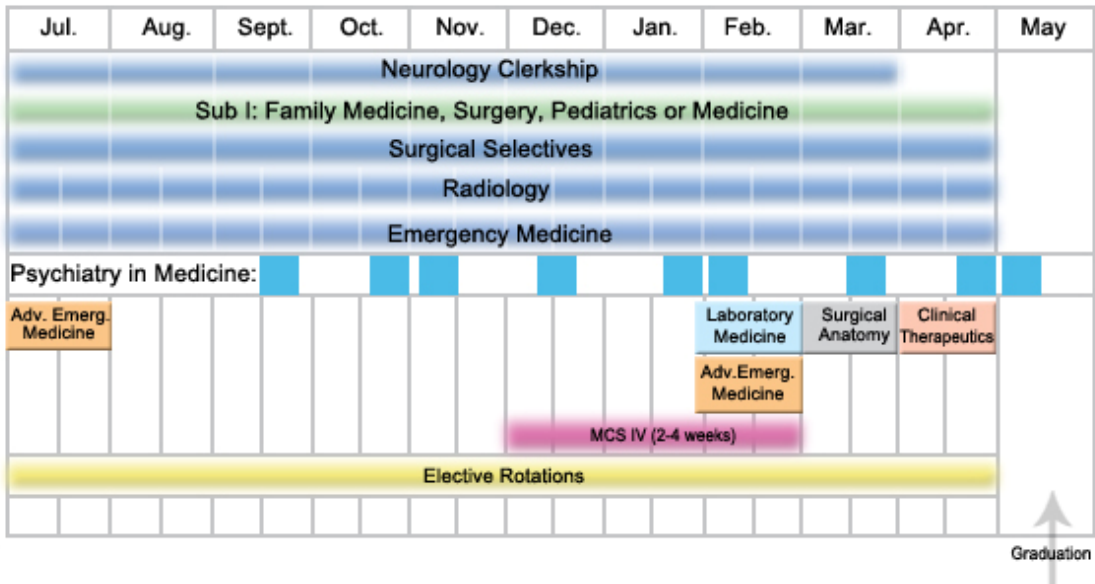
2010-2011

7/27/10/07	7/29-7/22/07	7/23-8/5/07	8/6-8/19/07	8/20-9/2/07	9/3-9/16/07	9/17-9/30/07	10/1-10/14/07	10/15-10/28/07	10/29-11/11/07	11/12-11/25/07	11/26-12/9/07	12/10-12/23/07	12/24-1/1/08	1/2-1/13/08	1/14-1/27/08	1/28-2/10/08	2/11-2/24/08	2/25-3/9/08	3/10-3/23/08	3/24-4/6/08	4/7-20/08	4/21-4/29/08	5/1-5/11/08	5/12-5/25/08	5/26-5/30/08	5/31-22/08	6/23-29/08
Orientation & Clinical Skills	Medicine			Ambulatory Care		Fam Med	Pediatrics						Surgery				Psych or Clinical Elective		Clinical Elective or Psych		OB				OSCE CPX		
Orientation & Clinical Skills	Ambulatory Care	Fam Med		Pediatrics				Surgery						Psych or Clinical Elective		Clinical Elective or Psych		OB				Medicine	OSCE CPX				
Orientation & Clinical Skills	Pediatrics			Surgery				Psych or Clinical Elective		Clinical Elective or Psych		OB				Medicine				Ambulatory Care	Fam Med	OSCE CPX					
Orientation & Clinical Skills	Surgery			Psych or Clinical Elective		Clinical Elective or Psych		OB						Medicine				Ambulatory Care	Fam Med	Pediatrics		OSCE CPX					
Orientation & Clinical Skills	Psych or Clinical Elective		Clinical Elective or Psych		OB				Medicine						Ambulatory Care	Fam Med	Pediatrics				Surgery	OSCE CPX					
Orientation & Clinical Skills	OB			Medicine				Ambulatory Care		Fam Med	Pediatrics						Surgery				Psych or Clinical Elective		Clinical Elective or Psych	OSCE CPX			

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# Fourth Year Schematic

## Fourth Year Medical School Schedule 2010 - 2011



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## **Student Help Resources**

### **USMLE Step 1 and Step 2 Preparation**

**University of Missouri Kansas City Institute for Professional Preparation (UMKCIPP)**

<http://www.umkc.edu/ipp/step1.asp>

The program includes: (a) personalized diagnostics, (b) screening testing, (c) mock boards, (d) pathology case studies, (e) clinical and fundamental pharmacology, (f) computer based testing and (g) question group.

### **Makeup and Review Programs**

**Physician Assisted Student Success Program (PASS Program)**

<http://passprogram.net/>

**Medical HELP Program**

<http://www.marshall.edu/medicalhelp/>

Learning Disabilities and/or Attention-deficit Hyperactivity Disorder

**Falcon Physician Reviews**

<http://www.falconreviews.com/>

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