

Fourth Year Quick Reference Guide

- **M4 Requirements**
 - 1 - Acting Internship Home or Away
 - 1- Emergency Medicine rotation Home or Away
 - 6 – 4 week electives *No more than 4 electives in one specialty
 - No more than 2 months of research
 - No more than 4 months of Independent study
 - At least 4 weeks of clinical rotations in blocks 8-11
- **When to contact Ken (ken.staack@ucf.edu, 407-266-1110)**
 - Student/Faculty concerns
 - Evaluation requirements and completion
 - Student credentialing
 - Student absences
 - Volunteer faculty assignments and access to COM resources
 - First day requirements, Contact changes
- **When to contact Christie (christie.hasegawa@ucf.edu, 407-266-1373)**
 - Scheduling, schedule changes, adding/dropping courses
 - Questions regarding requirements for independent study or research
 - For any away rotation requirements
 - To obtain documents for an away rotation such as a letter of good standing, enrollment verification, certificate of liability, background check, etc.
- **When to contact Alisha (alisha.corsi@ucf.edu, 407-266-1371)**
 - To set up affiliation agreements with away rotation sites
 - Questions about away evaluations
- **Evaluations**
 - All home evaluations are completed online in OASIS
 - Evaluations should be completed no later than 4 weeks after the end of the rotation
 - If the faculty assignment is assigned to the wrong doctor contact Ken to have the evaluation sent to the correct person
 - Away evaluations are completed by paper evaluation
- **Enrollment Changes**
 - All requests to add/drop need to go directly to Christie
 - Students should not be asking the site directly to add or drop a course
 - All changes have to be submitted 30 days before the start of the rotation
 - Do not contact the M3 coordinators regarding M4 questions
- **Student Communication with Sites**
 - Parking
 - Credentialing/computer access
 - First day reporting instructions if it is not specified in the catalogue