

## 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](mailto:ken.staack@ucf.edu), 407-266-1110)**
  - Student/Faculty concerns
  - Evaluation requirements and completion
  - Student absences
  - Volunteer faculty assignments and access to COM resources
  - First day requirements, Contact changes
- **When to contact Christie ([christie.hasegawa@ucf.edu](mailto: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](mailto:alisha.corsi@ucf.edu), 407-266-1371)**
  - To set up affiliation agreements with away rotation sites
  - Questions about away evaluations
  - Residency paperwork
- **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