Fourth Year Quick Reference Guide

• M4 Requirements
  o 1 - Acting Internship Home or Away
  o 1 - Emergency Medicine rotation Home or Away
  o 6 – 4 week electives *No more than 4 electives in one specialty
  o No more than 2 months of research
  o No more than 4 months of Independent study
  o At least 4 weeks of clinical rotations in blocks 8-11

• When to contact Ken (ken.staack@ucf.edu, 407-266-1110)
  o Student/Faculty concerns
  o Evaluation requirements and completion
  o Student absences
  o Volunteer faculty assignments and access to COM resources
  o First day requirements, Contact changes

• When to contact Christie (christie.hasegawa@ucf.edu, 407-266-1373)
  o Scheduling, schedule changes, adding/dropping courses
  o Questions regarding requirements for independent study or research
  o For any away rotation requirements
  o 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)
  o To set up affiliation agreements with away rotation sites
  o Questions about away evaluations
  o Residency paperwork

• Evaluations
  o All home evaluations are completed online in OASIS
  o Evaluations should be completed no later than 4 weeks after the end of the rotation
  o If the faculty assignment is assigned to the wrong doctor contact Ken to have the evaluation sent to the correct person
  o Away evaluations are completed by paper evaluation

• Enrollment Changes
  o All requests to add/drop need to go directly to Christie
  o Students should not be asking the site directly to add or drop a course
  o All changes have to be submitted 30 days before the start of the rotation
  o Do not contact the M3 coordinators regarding M4 questions

• Student Communication with Sites
  o Parking
  o Credentialing/computer access
  o First day reporting instructions if it is not specified in the catalogue