



DONALD AND BARBARA
ZUCKER SCHOOL *of* MEDICINE
AT HOFSTRA/NORTHWELL®

Selective, Elective, and AI Proposal Form 2024-2025

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at Hofstra/Northwell
500 Hofstra University
Hempstead, NY 11549-5000

Instructions: Please complete the information requested on this form and return to the Office of Student Records at SOMRegistrar@hofstra.edu no later than Monday, November 6th, 2023. All fields are required.

Rotations that have the greatest chance of being accepted have proposals that are well written and include a detailed description of the experience, goals, learning objectives, methods of assessment and resources. They also offer a unique experience that is not already being offered or is different enough from an existing experience that students will find it worthwhile for their education.

If you are offering an experience that is already offered at one of the Northwell facilities, we advise that you speak with the chair of the department to discuss the possibility of being added simply as another site for an already existing rotation. If you feel your experience is different enough to offer as a separate entity, make sure they agree and are willing to sponsor your effort. In this case, please comment on how this experience is different and will enhance the medical student's learning.

Section 1: Faculty Information

Sponsoring Department: _____

Responsible Faculty: _____

Phone: _____

Email: _____

Signature: _____

Chair of Department: _____

Phone: _____

Email: _____

Signature: _____

Section 2: Rotation Availability & Information

Rotation Title: _____

Rotation Location: _____

Rotation Site: _____
(please be specific, and note if this is a Northwell site or not)

Supervising Faculty: _____

Additional Supervising Faculty
(If Main Contact Unavailable): _____

Open to *(Please check all that apply)*:

Internal Students:

- 3rd YR 2 Week Selective
- 4th YR Elective (Pass/Fail Rotation) 2 weeks 4 weeks
- 4th YR 4 Week Acting Internship (AI/Sub-I – Graded rotation)

External Students:

- 4th YR Elective (Pass/Fail Rotation) 2 weeks 4 weeks
- 4th YR 4 Week Acting Internship (AI/Sub-I – Graded rotation)

Please Note: "Acting Internship" or "AI": often known as a "sub-internship," is a four week experience in which the medical student is treated like an intern in terms of patient responsibility and reporting structure. As such, this type of rotation is best suited for specialties that actually have interns (not specialties that typically start at the second year resident level after a preliminary year). Exceptions will be made for specialties which require MS4 applicants to receive a grade in the rotation in order to be competitive for the field. Acting Internships are graded Pass/High Pass/Honors.

By contrast, "Electives" are 2-4 week rotations that are graded Pass/Fail in which students may have varying levels of responsibility.

Dates **NOT** offered: _____

Capacity: Max number of students _____ Min number of students _____

Section 3: Rotation Description

1.) A description of the rotation (This will be displayed in the course catalog and sent to students)

This is your opportunity to advertise your experience, please be as specific as possible, but do not exceed 1000 characters:

2.) A description of the team structure including supervisory structure (Who will be supervising the student? Will the student be part of a team, working directly with faculty etc?):

3.) The students' roles and responsibilities. Please be specific as to what the students will be doing during the experience - daily, weekly. Please include clinical duties, rounds, didactics etc. as appropriate and whether or not the student will be shadowing, or working independently:

4.) *The schedule (shifts and on call schedule). Please be as specific as possible, hours, weekends, evenings, overnights, and fill out a sample schedule in the chart below*

| | | | | | |
|-----------|--|--|--|--|--|
| Morning | | | | | |
| Afternoon | | | | | |
| Evening | | | | | |

5. Method of assessment (e.g. direct observation, faculty evaluations, resident evaluations, global evaluations, presentation, final project/presentation etc... Your assessments need to be able to assess your learning objectives (see below):

6.) Any special features (Another opportunity to advertise the uniqueness of your experience):

Section 4: Additional Information

1.) Overall Goal of the Experience:

Goals refer to the higher-order ambitions you have for your students,

For example:

1. To have students improve their.....
2. To teach students how to perform....
3. To have students be proficient in.....

Note: If you need help formulating these, please see attachment for examples or feel free to reach out to Gino.A.Farina@hofstra.edu to discuss.

2.) *Learning Objectives: (knowledge, skills and attitudes that the students will learn by the end of the experience)*

Learning objectives are the specific, measurable competencies which you would assess in order to decide whether your goals had been met.

By the end of this elective students will be able to describe...(knowledge)

By the end of this elective students will be able to ...(skills)

By the end of this elective, students will appreciate...(attitudes)

Note: If you need help formulating these, please see attachment for examples or feel free to reach out to Gino.A.Farina@hofstra.edu to discuss.

Section 5: Suggested Readings

Readings that you feel are crucial to achieve your goals and learning objectives. Text book chapters, specific articles etc.

Do not assign full textbooks - take the time to identify specific chapters.

Section 6: Suggested Resources

Other resources you feel students can use to increase their knowledge, text books, articles, online resources. Here is where it is ok to include full textbooks.

MS-4 Block Schedule:

| |
|--|
| Block 1: June 3, 2024 – June 30, 2024 |
| Block 2: July 1, 2024 – July 28, 2024 |
| Block 3: July 29, 2024 - August 25, 2024 |
| Block 4: August 26, 2024 – September 22, 2024 |
| Block 5: September 23, 2024 – October 20, 2024 |
| Block 6: October 21, 2024 – November 17, 2024 |
| Block 7: November 18, 2024 – December 15, 2024 |
| December 16, 2024-January 5, 2025 Winter Break - No Instruction |
| Block 8: January 6, 2025 – February 2, 2025 |
| Block 9: February 3, 2025 – March 2, 2025 |
| Block 10: March 3, 2025 – March 30, 2025 |
| Block 11: March 31, 2025 – April 27, 2025 |

MS-3 Selective Block Schedule:

| |
|---|
| July 1, 2024 – July 14, 2024 |
| August 12, 2024 – August 25, 2024 |
| September 16, 2024 – September 29, 2024 |
| October 28, 2024 – November 10, 2024 |
| January 27, 2025 – February 9, 2025 |
| March 10, 2025 – March 23, 2025 |