Clerkship Frequently Asked Questions

How can my Student Support Associate (SSA) assist me?
Your Student Support Associate in the Office of the Registrar for MSUCOM can assist you with rotation scheduling, rotation applications (additions, changes, and cancellations), compliances, Letter of Good Standing, Certificate of Malpractice Insurance, Background Check, Affiliation Agreements, and other supplemental documentation that may be requested of you as you apply for away rotations. Students with last names A through L should contact Ms. Elaine Williams at elaine@msu.edu. Likewise, students with last names M through Z should contact Ms. Stephanie Shepard at Stephanie.Shepard@hc.msu.edu for assistance or with any questions. You may also call our office at 517.353.7741.

Clerkship Program FAQs:

Program Requirements
- CORE:
  - R2s = 48 Weeks
  - C3s = 9 months (36 weeks)
- Electives:
  - 36 Weeks
  - 16 weeks must be within Statewide Campus System (Selectives)
  - 12 weeks Medicine choice
  - 8 weeks Surgery choice
- OPP Requirement
- COMAT

Rotation FAQs:

Important Rotation Application Pre-requisites:
- All Non-Core Rotations require an application!
- The Office of the Registrar must receive an APPROVED application 30 days in advance of the start date of the rotation.

Note: Application will be denied if these two pre-requisites are not met.

What’s the correct way to set up a rotation?
Indicate your interest to the Medical Education Coordinator at the hospital in which you are interested. Many coordinators like to have a verbal agreement of a rotation with a student before the student applies formally for the rotation. Each facility may have a different protocol as to how to contact them to set up a rotation. Keep in mind that each type of rotation may also have a different type of application.
Types of Non-Core Rotation Applications:

- **Kobiljak Online (Base Hospital rotations only)** - To apply for a non-core (elective) rotation within a base hospital, an online application will be submitted online while logged onto your kobiljak schedule. A list of base hospitals, coordinators and application protocols are listed at: [http://www.com.msu.edu/Students/Clerkship/Base%20Hospital%20Coordinator%20Contact%20List.htm](http://www.com.msu.edu/Students/Clerkship/Base%20Hospital%20Coordinator%20Contact%20List.htm).

  **How do I Apply for a rotation in a base hospital?**
  To apply, log into your schedule at: [http://hit-filemakerwb.hc.msu.edu/Clerkship/login_student.html](http://hit-filemakerwb.hc.msu.edu/Clerkship/login_student.html) and select “Apply” next to the week in which you wish to begin rotating. A new window will open with an online application form. A step by step guide with screenshots is provided at: [http://www.com.msu.edu/Students/Clerkship/Kobiljak_Application_Tutorial.pdf](http://www.com.msu.edu/Students/Clerkship/Kobiljak_Application_Tutorial.pdf).

- **VSAS** – Visiting Student Application Service (VSAS) is an AAMC application designed to make it easier for medical students to apply for senior electives at U.S. medical schools and teaching hospitals.

  **How do I log in to VSAS?**
  To log in, go to: [https://services.aamc.org/20/vsas/](https://services.aamc.org/20/vsas/). An informational email has been sent to your MSU email account with a log in code. To set up your account, you will need to upload your CV. You will also need to order your transcript from the University Registrar’s Office ([http://www.reg.msu.edu/Transcripts/Transcript.asp](http://www.reg.msu.edu/Transcripts/Transcript.asp)) and have it sent to the MSUCOM Office of the Registrar, who will upload the transcript to your VSAS account on your behalf. More information on VSAS can be found at: [http://com.msu.edu/Students/Clerkship/VSAS.htm](http://com.msu.edu/Students/Clerkship/VSAS.htm).

- **MSUCOM Paper Application** - If the hospital/facility does not utilize VSAS or their own application, you will be required to use this application for rotation approvals: [http://com.msu.edu/Students/Clerkship/non_base_hospital_application.pdf](http://com.msu.edu/Students/Clerkship/non_base_hospital_application.pdf). You will be responsible for filling out Part I. The hospital/facility is responsible for filling out Part II. Once all approvals are received on the application, it must be returned to the MSUCOM Office of the Registrar via fax, email, hand delivery, or US Postal mail.

- **Facility Application**: If the facility has its own application, we can accept this in lieu of our MSUCOM paper application.

- **Research** – Research rotations must follow the process for approvals outlined here: [http://www.com.msu.edu/Research/Clerkship_Credit_Request.htm](http://www.com.msu.edu/Research/Clerkship_Credit_Request.htm). Please note that all research rotations cannot be approved after the project has been completed.

- **International** – All International rotation requests must be submitted to the IIH (Institute of International Health) office. The application can be found here: [http://com.msu.edu/Students/Clerkship/International%20Rotation%20Application.htm](http://com.msu.edu/Students/Clerkship/International%20Rotation%20Application.htm).
What is the difference between a selective and an elective rotation?

- **Elective:** Non-core rotations that you schedule on your own and complete during your “Out Time”, typically in your 4th year.
- **Selective:** The college requires that you complete 16 weeks of your elective rotations within the Statewide Campus System (SCS). The first 16 weeks of non-core rotations that you complete within the Statewide Campus System (SCS) are coded as “Selectives”, which is an MSUCOM term for coding purposes.

Any elective completed in the SCS after the first 16 weeks are completed will be coded as an elective on your schedule.

What is the Statewide Campus System (SCS)?
The Statewide Campus System is the Michigan State University College of Osteopathic Medicine OPTI (Osteopathic Postdoctoral Training Institution). OPTIs exist to enhance the quality of postdoctoral education through the collective efforts of their member institutions. The AOA has mandated that all post-graduate training programs (residency and internship) be part of an OPTI that consists of member hospitals and a College of Osteopathic Medicine.

Are SCS facilities considered Base Hospitals?
Base Hospitals are a subset of the SCS. Base hospitals are those facilities within the SCS who have been contracted to provide the CORE rotations to MSUCOM students. A comprehensive list of which hospitals are base hospitals can be found via this link: [http://scs.msu.edu/hospitals/](http://scs.msu.edu/hospitals/).

A hospital in which I wish to rotate is asking for documentation to be completed by my school. Who do I contact?
Contact your Student Support Associate (SSA), Ms. Elaine Williams for last names A-L and Ms. Stephanie Shepard for last names M-Z, who will be happy to assist you with the paperwork.

How do I cancel an elective rotation?
You are required to first contact the facility at least 30 days before the start date of the rotation. If cancelling at a base hospital, you must “apply” to return the service to “out time” through your kobiljak schedule. If at a non-base hospital, you must contact the facility and send us proof of the cancellation. Without written documentation that the rotation has been cancelled 30 days before the start date, you will be required to complete that rotation.

If you propose to cancel a rotation with less than 30 days before the start date of the rotation, you must get prior approval from the facility (base or non-base) and send us proof of the approval to cancel. If the facility will not allow you to cancel the rotation, you will be required to participate in that rotation.

Other FAQs:

What is the OPP Requirement?
OPP stands for Osteopathic Principles and Practice. Students are expected to demonstrate and apply knowledge of accepted standards in OPP. This is measured after completing the 9 month C3 curriculum by taking the OPP COMAT exam.
Who do I contact to clear an ET grade?
Contact the Department Course Coordinator listed on your syllabus for the respective course.

Who do I contact for D2L access?
Check with your SSA to determine the necessary course of action.

Who do I contact to be absent from my rotation?
Contact the hospital for their policy on absences. All absences must be made up. Your hospital will arrange make-up assignments.

Graduation FAQs:

How do I determine if I will be able to complete all my requirements for graduation on time?
Successful completion of the following will give you clearance to apply for graduation:
- Preclerkship Curriculum
- Clerkship Curriculum
- COMLEX Levels 1, 2CE, 2PE
- RCR Requirements

The MSUCOM Office of the Registrar will be tracking all of your requirements for graduation. If you have a question regarding your status, please contact your SSA.