

## Clerkship Attendance Policy

The School of Medicine recognizes the primacy of the Basic Clerkships as critical components of medical students' education. Our curriculum affords significant flexibility in the scheduling of these clerkships, with several fourth year students taking these courses each year. The realities of residency interviewing can have an impact on the experience of students during the fall and early winter months.

To minimize this impact, curricular scheduling is discussed with students well in advance of their fourth year to encourage students not to schedule clerkships during the months when they will most likely have the bulk of their interviews. However, given the limited number of clerkship spots and the extended interviewing season in some specialties, some fourth years end up taking these courses during this time.

The following policy is to address the amount of time that such students can miss from their Basic Clerkships for residency interviews. The goal is to ensure that students obtain sufficient experience in each of the basic disciplines to meet the objectives of the Hopkins curriculum.

1. On 6-9 week clerkships, students will be allowed to miss 3 full days of responsibilities as excused absences for interviews.
2. On 4-4.5 week clerkships, students will be allowed to miss 2 full days of responsibilities as excused absences for interviews.
3. Students must inform course directors of any such absences in advance of the beginning of the clerkship when possible. If students do not contact the course director in advance of any absences, they will be considered unexcused and will impact on the student's final grade.
4. All students who miss more than the allowed days above will be required to develop a plan for remediation of missed days with the clerkship director. Such remediation is a necessary requirement for successful graduation from the M. D. curriculum.

EPC Approved 12/9/04  
Effective with the Class of 2006

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### *GYN/OB Departmental Caveat:*

5. Residency interviews should not be scheduled during this clerkship.  
**Absences due to illness or other emergencies should be discussed with Dr. Hueppchen (Dr. Lowen if assigned to Sinai, or Dr. Chou if assigned to Bayview). Absences exceeding three days will require make-up. Your 3 days of excused absence does not include vacation, or social events or personal days. These days are for illness or true family emergencies, interviews, or presentation at professional meetings, for example.**
6. All absences must be reported to Rebecca Slattery for documentation purposes.
7. Each student's immediate supervisor is the Chief Resident of the service. Scheduling conflicts or changes should be discussed with the Chief Resident. Any questions or problems during the clerkship should be addressed to Dr. Nancy Hueppchen, Clerkship Director, or Rebecca Slattery, Clerkship Coordinator at 410-614-0088.