



DEPARTMENT OF GYNECOLOGY AND OBSTETRICS  
600 NORTH WOLFE STREET, PHIPPS 278  
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**Elective or Subinternships in the GYN/OB  
Instructions for JHU SOM Students**

1. Please refer to the SOM Student Catalog to determine area of interest and potential mentors.
2. Choose dates that do not overlap with weeks 2-5 of a Basic GYN/OB clerkship (refer to GYN/OB Student Website Home page).
3. Contact the Registrar's office, [Dawn Timmons](#), to register for your chosen elective or subinternship.
4. Paperwork will then be forwarded to [Dr. Nancy Hueppchen](#) and [Rebecca Slattery](#) in the GYN/OB Education Division for approval.
5. Approval will also be confirmed with the selected division and mentor.
6. After review, the registration paperwork will be returned to Ms. Timmons in the Registrar's office whether approved or disapproved.
7. When approved, contact Mrs. Slattery for further information and assignment of your mentor. You will also receive a welcome email with additional information.
8. Even if you have spoken to a specific faculty member to arrange an elective, you must go through this process to avoid any interference with the basic clerkship schedule. This enhances the learning opportunities for all.