



DEPARTMENT OF GYNECOLOGY AND OBSTETRICS  
600 NORTH WOLFE STREET, PHIPPS 278  
BALTIMORE, MD 21287  
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**Elective or Subinternships in the GYN/OB  
Instructions Visiting Students**

1. Please refer to the School of Medicine 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 Visiting Student Coordinator ([Emma Sullens](#)) in the Registrar's office to apply for your chosen elective or subinternship. For policies regarding Visiting Medical Students see; <http://www.hopkinsmedicine.org/som/students/policies/visitors.html>
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. Sullens in the Registrar's office whether approved or disapproved. In order to be considered, the application must be received and complete. Electives will not be arranged by email or telephone.
7. The Visiting Student Coordinator will notify the student of the application status.
8. When you receive notice of an approved elective, contact Mrs. Slattery for further information and assignment of your mentor. You will also receive a welcome email with additional information. The Registrar's office will also be notified of the assigned mentor for evaluation purposes.
9. 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.