

Research Electives Scheduling Form

This entire form must be completed and submitted four (4) weeks prior to start date to receive appropriate credit. This is to ensure the distribution of student assessment forms, clinical compliance audits, and hospital site assignments are processed in a timely manner. Incomplete forms will delay processing. Students cannot receive a stipend during the research elective.

Submit this form with the following information to OSA, Room 120 CMW, or email this form and supporting documents to medsched@listserv.uic.edu:

- A description of the proposed elective with details on hours/weeks being spent on the project;
- A letter of endorsement from the research supervisor of the project.

Retroactive credit will not be awarded for work performed on an unapproved project. All research elective proposals are reviewed by the Associate Dean for Curriculum or his designee.

Student's Name: _____ UIN# _____

Cell Phone#: _____ Email: _____ Graduation Class: _____

Research Topic: _____

Research Start Date: ____/____/____ Research End Date: ____/____/____ Total Weeks of Credit Requested: _____

A MAXIMUM OF 8 WEEKS (OF THE 20 WEEKS OF ELECTIVES REQUIRED FOR GRADUATION) MAY BE EARNED BY RESEARCH CREDIT.

Research electives may be longitudinal in nature (the research may overlap with clinical experiences); however, at least two weeks of unscheduled time must be set aside on the student's schedule for the research elective. No other experiences may be scheduled concurrently during these two weeks.

Indicate the 2-week block of unscheduled time (dates must begin on a Monday and end on a Saturday): ____/____/____ to ____/____/____

***Is an Agreement for Student Placement in a Practice Setting required? Yes No**

(Please allow up to 3 months to process. The site coordinator/director should contact Michelle Ortiz Wortel at mortiz3@uic.edu).

Fundamental Requirements:

- A. Research electives in the UIC College of Medicine at Chicago, may be designed to receive from 2 through 8 weeks (hours) of elective credit. The workload demanded by the research project should be appropriate for the number of hours of credit proposed. Research electives should be complementary to the student's overall medical school experience and not to be used to supplant other clinical or educational experience.
- B. Research electives are by definition self-designed because the demands necessary for a particular research project are unique to the project. Fundamental concepts and basic medical research should be addressed through the educational experience, lecture, discussion with faculty advisor, or active participation by the student during the rotation. These fundamental processes of medical research include:
 1. Developing a hypothesis
 2. Literature review to evaluate uniqueness of proposed hypothesis or study
 3. A priori statistical analysis or power analysis for clinical studies
 4. Experimental design
 5. Obtaining and collecting data and avoiding bias
 6. Presenting raw data and statistical analysis and writing data in manuscript form
 7. Preparing or submitting for publication
 8. Ethics

While most of the student's time will be spent on # 2, 5, 7 and/or 8 above, all eight items must be specifically addressed in the research proposal including the mechanism of how the student will be introduced to each facet of the research process that is unique to their project.

Your research proposal description should have headers / sections for each of the eight fundamental processes to ensure all are adequately addressed.

- C. Upon completion of the research experience:
 1. A description of what was actually accomplished during the elective time must be submitted to the Associate Dean of Curriculum. **If requesting more than 4 weeks of credit, an abstract or summary paper that is ready for national publication must also be provided to the Associate Dean.**
 2. A completed assessment form must be received from the faculty member overseeing the research. Indicate below who should receive your assessment form.
 3. In addition, both the project summary/abstract description and assessment must be submitted in order for the student to receive credit for any research elective. *Final credit hours will be determined upon review of these materials.* Credit hours earned are based on productivity and quality of research and presentation and the faculty assessment.

Research Supervisor (print): _____ Supervisor's Signature: _____

Hospital/Medical School: _____

Address: _____ Phone/Fax #: _____

City/State/Zip: _____ Email: _____

IMPORTANT INFORMATION for STUDENTS: All registrations are processed using the [UIC Web for Student / Student Self-Service](#) up until the UIC published [add/drop deadline](#) to update registration. After that, students are required to complete the necessary paperwork to register or make changes with the [COM Registrar's Office](#).