



Office of Student Affairs
 College of Medicine (MC 785)
 1853 West Polk Street
 Room 112 CMW
 Chicago, Illinois 60612
 312-996-2450
 Fax: 312-413-3787

Scheduling Form For Research Elective

Student's Name: _____ UIN#: _____

Cell Phone #: _____ Email: _____

Research Topic: _____

Start Date: ___/___/___ End Date: ___/___/___ Elective: _____ Selective _____ Total Weeks Credit: _____

Instructions: To apply for elective credit for research, students must submit this form with the following information to Jackie Kurzeja, 120 CMW, jkurzeja@uic.edu 1) a description of the proposed elective with details on hours/weeks being spent on the project; 2) a letter of endorsement from the research supervisor of the project. To be awarded credit for a research elective, the proposal must be submitted and approved at least four weeks in advance of the start date. 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.

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 must be totally set aside on the student's schedule for the research elective. No other experiences may be scheduled concurrently during at least two weeks of the research elective.

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 work load 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 but are not limited to:

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
7. Statistical analysis
8. Presentation or writing data in manuscript form
9. Preparing or submitting for publication
10. Ethics

While most of the student's time will be spent on # 2, 5, 7 and/or 8 above, all 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.

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 credit, an abstract or summary paper must also be submitted; 2) a completed evaluation form must be received from the faculty member overseeing the research. As indicated below, indicate who your evaluation should be sent to by the UGME office. It is the student's responsibility to be sure the evaluation is completed in a timely manner. *Both the description and evaluation must be submitted in order for the student to receive academic credit for any research elective.*

Supervising Physician: _____

Hospital/Medical School: _____

Address: _____ Phone/Fax #: _____

City/State/Zip: _____ Email: _____

FOR OFFICE USE ONLY:

Assoc. Dean of Curriculum: _____ Signature: _____ Date: _____

Data Entry _____ Date: _____