



The MD-PhD Program
GEISEL SCHOOL OF MEDICINE



The MD-PhD Student Handbook

2013-2014

Policies for the MD-PhD Student

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Overview

This handbook serves to provide guidance for MD-PhD students as they train in the program and to alert them to policies and procedures that govern their status as MD-PhD students. Students in the MD-PhD Program are governed by rules and regulations established by Dartmouth College and/or by the Geisel School of Medicine at Dartmouth (“Geisel”). Please note that this handbook does not replace those issued by the graduate programs in the Arts and Sciences, the Thayer School of Engineering, The Dartmouth Institute for Health Policy and Clinical Practice (TDI), or Geisel. It is important for MD-PhD students to become acquainted with those policies and procedures contained in the handbooks that relate to their status as either a medical student or a graduate student. The following information includes some excerpts taken from the handbooks mentioned above.

Goals of the MD-PhD Physician-Scientist

MD-PhD physician-scientists receive extensive training both in medicine and in biomedical research. MD-PhDs are vital members of the research community and are uniquely positioned to advance basic and clinical research. Their goals are to:

- Advance the understanding of health and disease processes at the basic research level;
- Mediate the translation of bench top discovery into clinical advances in the diagnosis, prevention, or therapy of diseases;
- Ameliorate illness and suffering through patient care, basic and applied research; and
- Establish and implement health care policy.

Program Expectations of MD-PhD Students

In addition to achieving and maintaining academic excellence, students in the MD-PhD Program are expected to review and comply with the following:

- The personal principles, values, rules, and regulations concerning Academic and Personal Conduct as described in the Geisel Student Policy Handbook.
- The Geisel Honor System as outlined in the Geisel Student Policy Handbook.
- The Dartmouth-Hitchcock Medical Center (DHMC) Core Code of Ethical Conduct and Code of Professional Conduct as described in the Geisel Student Policy Handbook.
- The Principle of Community, the Academic Honor Principle and the Student Code of Conduct as outlined in the Dartmouth Arts & Sciences Graduate Student Handbook. A student found in violation of the Honor Principle or Code of Conduct forfeits his/her right to continue at Geisel.

Academic Performance

The Program is fully supported by the Geisel School of Medicine, and requires a substantial influx of money each year. Thus, a student’s performance reflects not only on his/her personal record, but also on the record of the entire Program. It is reasonable to expect that MD-PhD students will be academic leaders during all phases of the program.

It is expected that all MD-PhD students will maintain a strong academic record in all phases of training. Student academic difficulties sufficient to trigger notification of the Council on Student Performance and Conduct (CSPC) will result in a review by the MD-PhD program of the student's overall performance. Academic concerns that cannot be successfully addressed and rectified may result in the student being placed on a Leave of Absence from the Program, in which case the student will need to formally petition the program to consider reinstatement. Moreover, if the CSPC requests that a student split his/her academic year in order to improve performance, tuition and stipend support will cease during that period of time.

Student Obligations

The MD-PhD Program is a single, dual-degree program with two principal training components: 1) medical school training leading to the MD degree; and 2) doctoral graduate training leading to the PhD degree. Admission to, and/or enrollment in, the MD-PhD Program does not constitute or imply the option to pursue only one or the other degree individually. Students who wish to withdraw from one component may not continue in the other component without petition, and approval thereof; students who are suspended from one component are automatically suspended from the other component unless they obtain approval upon petition.

Only those students who are in good academic standing both in the medical school training component and in the doctoral training component will be considered eligible to petition to discontinue one component while continuing the other. Such a petition must be submitted in writing to the Director of the MD-PhD Program. The petition will be granted if approved by (1) the Director of the MD-PhD Program; (2) the graduate program in which the student is enrolled; (3) the Dean of Graduate Studies in the Faculty of Arts and Sciences; and (4) the Geisel CSPC.

There are also budgetary obligations on behalf of the student that need to be addressed before a student is approved for discontinuing the doctoral training program. As adapted from the contract letter signed by MD-PhD students:

While you are enrolled in the Geisel School of Medicine you will receive a deferment of your tuition, as well as stipend support for medical school years 1, 2, 3, and 4. When you have satisfactorily completed your graduate program, earning your Ph.D., the tuition deferment will be changed to a full waiver and the waiver will be continued through to the completion of your M.D. If you drop out of the graduate program before earning the Ph.D., any deferred tuition for the Medical School will become due and payable. You should understand that the School can help you arrange for financial aid, if you are eligible, only for the year/courses in which you are enrolled, if you drop out of the program. You will need to procure funding independently for any prior academic years for which you received a deferment.

On the other hand, if a student is expelled or separated from either component, that student is automatically dismissed and terminated from the other component and from the MD-PhD Program as a whole. This may have financial ramifications for the student depending on their progress in the program to that point.

Issues concerning the academic performance, status and/or conduct of an MD-PhD student relating to study in the PhD component will be addressed and adjudicated first by the graduate program in which the student is enrolled, and, if necessary, by the Office of the Dean of Graduate Studies. Please review the Arts & Sciences Student Handbook at the Graduate Studies website:

<http://graduate.dartmouth.edu/~gradstdy/students>

Issues concerning the academic performance, status and/or conduct of an MD-PhD student relating to study in the MD component are addressed and adjudicated by the CSPC. Please refer to the Geisel Student Policy Handbook at:

<http://geiselmed.dartmouth.edu/>

The student who matriculates into the MD-PhD Program is obligated to complete the requirements for both degrees in a timely fashion according to established policies of Geisel and of the Arts and Sciences Graduate Program.

Please refer to the medical school and graduate student handbooks for further information.

Navigating the MD-PhD Program

The MD-PhD Program at Geisel is organized to permit students to achieve the full potential of both degrees in an efficient and effective manner while also developing an understanding of the health care system as a whole.

Training Structure

There are three major phases of training. Broadly stated, students will complete Geisel years 1 and 2 ("M1" and "M2"), then their PhD graduate training, and finally Geisel years 3 and 4 ("M3" and "M4"). This is referred to here as a "2-P-2" structure. During the first two years of the MD-PhD Program, students complete M1 & M2, complete up to three laboratory rotations, and choose their PhD graduate program and thesis lab. During the PhD thesis phase, students complete all requirements for their PhD thesis program and participate in a clinical skills refresher course. Following completion of their thesis work, students complete M3 & M4.

A more detailed examination of this structure follows:

Phase 1: M1, M2, lab rotations, USMLE Step 1

Arrival

When MD-PhD students confirm matriculation they are assigned a Class Program Advisor (CPA). The CPA, with help from the MD-PhD Program Office and assigned MD-PhD students, provide guidance to the incoming group and assist and advise in living, administrative, and academic issues.

Students begin the Geisel MD-PhD Program with the orientation at the start of M1, which begins in early to mid-August. Students perform their first research rotation in the summer after M1, and their second research rotation in the summer after M2. Students are expected to enter their thesis laboratory by September 1, at which point their thesis mentor assumes financial responsibility for paying the student's stipend. Students that have not successfully identified a thesis mentor from either of the first two rotations may opt to take a third research rotation immediately following the second research rotation.

Information about the medical school curriculum can be found at:

http://geiselmed.dartmouth.edu/ed_programs/mdprog/

Students need to complete M2 before entering their graduate PhD thesis phase.

The M2 to PhD Transition

Prior to entering the PhD thesis phase of the program, all requirements for the first two years of Geisel and, except for specific graduate programs (e.g. BME at Thayer) two (or three, if necessary) research rotations must be completed. In addition, students must take and pass the United State Medical License Examination (USMLE) Step 1. Students must pass USMLE Step 1 to be permitted to proceed with their research. In the unlikely event that a student fails USMLE step 1, the MD-PhD Program Director will meet with the student to plan appropriate actions. The student must re-take the USMLE Step 1 at the next available date. Failure to pass USMLE Step 1 in two tries is grounds for dismissal from the MD-PhD Program.

Phase 2: Graduate Work and the PhD Thesis

Expectations of Students and Thesis Advisors

Before the MD-PhD student commits to a specific laboratory for his/her thesis, the student and the identified potential thesis advisor must meet with the MD-PhD Program Administration. The purpose of this meeting is to clarify for the potential thesis advisor his/her understanding of the structure of the MD-PhD Program, to discuss in particular the two critical transition points that flank the PhD training: (1) the transition between M2 and the PhD phases of training, and (2) the transition between the PhD and M3 phases of training.

In addition, the Director of the MD-PhD Program must approve each student's selection of his/her PhD thesis advisor (see appendix).

The student is expected to meet with the Program Director on an annual basis to discuss progress with their thesis research and to plan appropriately for the PhD defense. This can be done in conjunction with the annual meeting with MD-PhD Program or scheduled separately as needed. Additionally, the student is expected to send a copy of their annual program- or department-specific PhD thesis committee meeting minutes (if available) to the MD-PhD office.

Graduate Program-Specific Requirements

During the PhD thesis phase, the MD-PhD student will fulfill the requirements of their graduate program for their PhD. These specific requirements are pre-determined by the individual graduate programs in consultation with the MD-PhD Program and may include participation in seminars, journal clubs, and teaching assistantships. Specific requirements vary between graduate programs. Students should reasonably expect to complete their research, dissertation, and defense in about four years. It is expected that students will publish their research findings in high-quality peer-reviewed journal(s).

Graduate Courses

For some graduate programs, requirements of MD-PhD students to take graduate school entry-level core courses are waived, and the M1 and M2 curricula are accepted in lieu. To maximize research productivity, MD-PhD students are required to take usually no more than two higher-level graduate school courses. Limiting courses may not be appropriate for students in graduate programs such as: Chemistry, Computer Science, TDI, Psychological and Brain Sciences (PBS), The Program in Quantitative Biomedical Sciences (QBS), and Biomedical Engineering at the Thayer School (BME), which may require substantial coursework not included in the Geisel curricula.

MD-PhD Graduate Program Requirements

Over the past several years, the PhD program requirements for some of the graduate programs at Geisel/Dartmouth have been modified to accommodate MD-PhD students. The Geisel/Dartmouth graduate programs that have modified their curricula for MD-PhD students include the Molecular and Cellular Biology (MCB) Program, the Program in Experimental and Molecular Medicine (PEMM), BME, and QBS. Currently, other Dartmouth graduate programs (including Chemistry, Computer Science, PBS, and TDI) have no differences in requirements between MD-PhD students and PhD students.

The Molecular and Cellular Biology (MCB) Program:

MD-PhD students are required to complete two research rotations. The first rotation typically occurs in the summer between M1 and M2. The second rotation occurs following M2. A thesis lab may be chosen after the second rotation. Students that have not successfully identified a thesis mentor from either of the first two rotations may opt to take a third research rotation immediately following the second research rotation. Once an MD-PhD student chooses his/her MCB lab, the student formally becomes a member of the MCB program and begins working full-time on his/her PhD.

The M1 and M2 curricula substitute for the MCB core course. However, MCB has additional program requirements for MD-PhD students to fulfill: (1) two research rotations (completed before enrolling in the MCB Program), (2) two graduate course electives selected from the MCB approved course list, (3) an approved ethics course, which does not count as an elective, (4) a qualifying exam, (5) enrollment in an approved journal club each term, (6) annual Research In Progress (RIP) presentation, (7) attendance at program functions, (8) a thesis, a thesis seminar, and defense, (9) submission of final thesis to the Graduate Studies Office. Program functions include journal club participation (Fall, Winter, Spring), Research-in-Progress seminars (RIPs), and program seminars.

The Program in Experimental and Molecular Medicine (PEMM):

MD-PhD students are required to complete two research rotations. The first rotation typically occurs in the summer between M1 and M2. The second rotation occurs following M2. A thesis lab may be chosen after the second rotation. Students that have not successfully identified a thesis mentor from either of the first two rotations may opt to take a third research rotation immediately following the second research rotation. Once an MD-PhD student chooses his/her PEMM lab, the student formally becomes a member of the PEMM program and begins working full time on his or her PhD.

MD-PhD students are exempt from PEMM 101, 102, and 103. Some MD coursework may be considered equivalent to some PEMM coursework, so MD-PhD students may be exempted from some elective PEMM courses. MD-PhD students often take two PEMM courses beyond their MD coursework and are responsible for completing all other PEMM requirements, which include: (1) a qualifying exam, (2) attendance at Program functions, (3) a thesis, (and) 4) a thesis seminar and defense. Program functions include journal club participation, Research-in-Progress seminars (RIPs), and program seminars.[†]

* This information is available at:

<http://geiselmed.dartmouth.edu/mcb/about/mcbrules/MDPHD.php>.

[†] This information is available at: <http://geiselmed.dartmouth.edu/pemm/>

Please Note: The MCB and PEMM graduate programs at Geisel/Dartmouth have a reciprocal transfer agreement, whereby graduate students in one program can readily transfer to the other program should they choose to pursue thesis work in a member lab of the other program.

The Program in Quantitative Biomedical Sciences (QBS):

QBS is a newly designated graduate degree program at Geisel that offers extensive cross- training in molecular epidemiology, biostatistics, and bioinformatics. As of this writing, the program is embarking on its third year. The curriculum offers core courses in each of the three disciplines. The following constitutes a tentative plan for the MD-PhD student interested in pursuing a PhD thesis within QBS, and is subject to change.

MD-PhD students are required to complete two research rotations. The first rotation typically occurs in the summer between M1 and M2. The second rotation occurs following M2. A thesis lab may be chosen after the second rotation. Students that have not successfully identified a thesis mentor from either of the first two rotations may opt to take a third research rotation immediately following the second research rotation. Once an MD-PhD student chooses his/her QBS lab, the student formally becomes a member of the QBS program and begins working full time on his or her PhD.

The QBS graduate program includes many graduate courses that have no significant overlap with coursework in M1 and M2; the MD-PhD student interested in QBS can expect to take all required courses; for a complete listing of required QBS courses, students are encouraged to consult the iQBS graduate program website or to contact the QBS Curriculum Director.

As some MD coursework may be considered equivalent to some QBS coursework, MD-PhD students are required to take only one additional elective QBS course (vs. the requirement that PhD-only QBS students take two elective QBS courses).

Participation and completion of other program requirements such as a qualifying exam, attendance at Program functions, a thesis, a thesis seminar and defense, journal club participation, Research-in-Progress seminars (RIPs), and program seminars, are also required by all MD-PhD students. The formats of some of these programs are also still under development.

* The relevant QBS website is <http://iqbs.org/education/graduate-studies/>

The Thayer School of Engineering (Biomedical Engineering (BME):

MD-PhD students enter the Thayer School after successfully completing M1 and M2, as well as taking USMLE Step 1. No formal research rotations are required. Candidates are required to choose a research advisor at Thayer during M1/M2. Once a MD-PhD student begins the PhD program at Thayer, the student must be a member of a Thayer laboratory in order for funding to continue. All MD-PhD students must be in residence, i.e. registered for a full course/research load for a minimum of 6 terms at the Thayer School.

MD-PhD candidates work with their special advisory committee* to ensure that all Thayer PhD degree requirements are met. These requirements include technical proficiency, technical breadth, specialization, professional competence, and original research. (More information is available in the Thayer Guide to Programs).

For MD-PhD candidates, the following course work is typically required: Three (3) courses in applied mathematics and four (4) courses leading to a depth of knowledge in an engineering specialty. Medical

school course work may not be substituted for any of these seven courses.

In addition to these seven courses, MD-PhD students must participate in the following seminars and workshops:

- ENGG 195 (Seminar on Science, Technology, and Society) for 1 term.
- ENGG 196 (Seminar on Applied Science and Technology) for 3 terms.
- ENGG 197 (PhD Professional Workshops) for 1 term.
- ENGG 198 (Research-in-Progress Workshop) annually.

MD-PhD candidates must complete an oral qualifying exam after three terms in residence and, subsequently, a thesis proposal defense and defense of the actual thesis.[†]

*The special advisory committee is assigned to the student upon arrival at Thayer. This committee is for academic advising and is typically different than the thesis committee. The committee is composed of the proposed thesis advisor and two other engineering faculty members.

[†] This information is available at <http://engineering.dartmouth.edu/academics/graduate/md/>.

Other PhD Programs:

For all other PhD programs, the requirements for MD-PhD students are not different from those for PhD students. Please consult the appropriate department to determine those requirements.

The PhD to M3 Transition

****STUDENTS MUST DEFEND THEIR PHD THESIS BEFORE THEY ENTER THEIR FIRST CLINICAL BLOCK IN M3.***

The ideal time to finish the PhD phase of training is in the spring prior to the June graduation. This allows the student to join the M3 clinical clerkships in Block 1, near the end of June. Late June is the optimum time to begin M3, and students are strongly encouraged to plan carefully so that they can begin the first Block. Block 2, in late August, is the last possible date for matriculating in M3 with the intent of graduating two years later. Please note that *students are strongly discouraged from beginning in Block 2*. Attendance at the clinical orientation for rising Geisel 3rd years that takes place at the end of June is **mandatory** for all students entering M3. Even if the student plans to begin in Block 2, s/he is still expected to attend the clinical orientation at the end of June. Regardless of when s/he plans to join the clinical clerkships during M3, the student is expected to discuss his/her plans in advance with the Assistant Dean for Medical Education.

If the student defends his/her PhD thesis in mid-academic year (after the beginning of Block 2), the MD-PhD Program encourages the Principle Investigator (PI) to allow the student to remain on as a post-doctoral fellow until the time where the student can matriculate into M3, with the expectation that the student be productive during this interim period.

If a student wishes to matriculate into M3 in June, the student and his/her thesis advisor must discuss the student's plan with the MD-PhD office no later than January 31 of the same calendar year.

In the final year of the PhD training, students need to schedule a meeting with his/her thesis committee twice prior to completion of the PhD. October is a preferred time for the first meeting in order to engage the committee with their completion plans. The second session should be no later than January prior to the completion in June, or March if the student intends to defend his/her thesis in August. An exception to this schedule is permitted for BME students (Thayer), who meet with their entire committee only twice, at the defense of the thesis proposal and at the thesis defense.

Checklist for the Transition

During the year prior to the intended transition, the student planning to return to M3 should pay close attention to the following list:

- By early fall term, contact the Medical school for the Dean's letter and information on residency programs (contact information forthcoming).
- By December of the prior year, get onto the class e-mail list(s) for the class that you are entering, so that you may receive official announcements. Contact the Assistant to the Associate Dean of Student Affairs to set this up.
- Reactivate and/or update your DMEDS access. If you encounter difficulties, contact Computing Services at: Geisel.Computing.Support@Dartmouth.edu.
- Engage in Pre-Rounds. This involves following a medical team in the morning as they do their morning rounds. It only takes part of one morning prior to the start of M3. Although not required, it might be helpful to clarify some of your clinical responsibilities prior to going through the clerkship lottery. Sign up for this via DMEDS. More information will be presented during the lottery meetings.

- Obtain a new DHMC ID. The ID office is located at DHMC on the 5th floor and is directly above the main information desk. The hours are M, W, Th, 1-2 pm. Call (603) 650-7896 for more information.
- Be aware that there are various Clerkship Lottery meetings from January through April. The Clerkship Administrative Director of Clinical Education, will likely contact you first.
- Clinical Skills Refresher Course: One of the challenges MD-PhD students encounter in the program's 2-P-2 format is reentry from the PhD thesis work to the clinical medical school years. All MD-PhD students at Geisel receive instruction in clinical skills during M1 and M2 through the On Doctoring course and through seeing patients. To assist in the return to the clinical training phase of the program, prior to entering M3, MD-PhD students undertake a program to refresh their clinical skills, including interviewing, physical examination, developing an assessment, and oral and written presentation.

Specific skills to be reviewed include:

- History taking: Chief Complaint, History of Present Illness, Past Medical History, Social History, Family History, Review Of Systems. Some attention will also be given to motivational interviewing skills.
- Physical exam skills: vital signs, HEENT (head, ears, eyes, nose, throat), cardiac, pulmonary, abdominal, musculoskeletal/extremities, neurological.
- Patient presentations and completing formal written documentation of patient encounters, including SOAP notes and longer in-patient notes.

Within the six months before starting clinical rotations, the MD-PhD student is expected to complete 16 hours of mentored clinical time and can be done in various specialties, (i.e. Medicine, Pediatrics, etc). The student will work with the MD-PhD Program to set up an appropriate refresher experience and identify an appropriate service and mentor. Typically, students identify their mentor independently. Often the student's On Doctoring preceptor serves in this role.

The student is expected to coordinate with her/his clinical mentor a regular schedule during which s/he will complete the clinical refresher. A typical schedule is a regular two-hour block of time, once per week, for eight weeks. The schedule is flexible and can be modified at the discretion of the student and the clinical mentor.

A form, located in the appendices, is to be filled out and filed with the MD-PhD Program at the completion of the Clinical Skills Refresher.

- Verify that immunization requirements are met, as they may have changed since M1 orientation. Contact the Medical Records Supervisor at Dick's House to get updated information. Certain non-local sites may require evidence for a more recent immunization of the following (listed in order of descending likelihood): Pertussis, Hepatitis B titer, Measles, Mumps, Rubella, and Varicella.
- PPD Screen: Try to do this with your entering class (usually within 6 months). If, however, you miss this chance, then contact Dick's House. Note that there may be a small charge for this test at Dick's House.

- IV, Phlebotomy and VA Paperwork: Training for this happens in early May. The Clerkship Administrative Director of Clinical Education will contact you first.
- Basic Life Support (BLS) occurs in early May. The Assistant to the Associate Dean of Student Affairs will contact you about this.
- Occupation Safety Health Administration (OSHA) training. Plan to sit in on part of the DHMC new-hire-orientation before starting clerkships. You can arrange this through the Assistant to the Associate Dean of Student Affairs.
- Contact Geisel Finance to make certain that the letter waiving your tuition is sent, as the bill is due in early June – right before reentry into M3.
- Make certain that your finance information is up to date with the MD-PhD Office since the source of your stipend will change in late June. Contact the MD-PhD Program to confirm this.
- E-mail the Geisel School Registrar (Geisel III & IV Registrar) to set your status to “active” for the summer term. This will prevent a lapse in communication with important offices that would otherwise ensue.
- Contact the Clerkship Administrative Director of Clinical Education to make sure your background security check is up to date for M3.

Phase 3: M3, M4, USMLE Step 2

Information about the medical school curriculum can be found at:

http://geiselmed.dartmouth.edu/ed_programs/mdprog/

M3

The M3 curriculum for the MD-PhD student is identical to that of the MD-only student and includes all six required clinical clerkships in M3. Required clerkships are Internal Medicine, Surgery, Family Medicine, Obstetrics and Gynecology, Psychiatry, and Pediatrics. The Year 3 schedule was revised to allow the student to take 4-6 weeks of clinical electives in addition to the six required clerkships. MD-PhD students may choose to use this elective time to (1) complete the required Neurology clerkship typically done in M4; or (2) begin (and even complete) the MD-PhD Clinical Research Course (MEDI 545), described in more detail below in “M4.”

M4

The M4 curriculum for the MD-PhD student is similar to that of the M4 curriculum for the MD-only student, with three specific changes (described in detail below).

As for the M4 MD-only student, the following are required for the M4 MD-PhD student:

- The four-week Neurology clerkship.
- An advanced four-week sub-internship in their field of their choosing.

- 12 to 24 weeks of electives, choosing from a wealth of opportunities on campus, and across the US,
- The M4 student may also design their own elective, with the support of a Geisel school of Medicine faculty member.
- During the Feb-March block, the four short courses on advanced clinical subjects: Health, Society, and the Physician (HSP); Clinical Pharmacology and Therapeutics (CPT); Advanced Cardiac Life Support (ACLS); and Advanced Medical Sciences (AMS). The AMS course for the MD-PhD student is modified somewhat (see below).

Revisions of the M4 curriculum for the MD-PhD student

There are three main differences in the M4 curriculum for the MD-PhD student:

In lieu of the four-week Geriatrics and Ambulatory Medicine (GAM) clerkship, taken by MD- only students in M4, the MD-PhD student in M4 takes the MD-PhD Clinical Research Course (MEDI 545):

** Please note that MEDI 545 is currently undergoing a curricular overhaul and is expected to be ready for enrollment in 2015 in its new form.

A required MD-PhD clinical course has been established to better prepare MD-PhD students for careers as physician-scientists. This rotation for MD-PhD students replaces the GAM rotation, and consists of working with two to three physician-scientists in the Department of Medicine to learn how the successful physician-scientist combines the clinical and research aspects of his/her career. The MD-PhD student entering the M4 year should contact the course director for MEDI 545 (currently Dr. Richard Enelow, Vice-Chair of Research, Department of Medicine). Dr. Enelow will help each student identify appropriate mentors form within the Department.

Course Description: The course is required for all MD-PhD students and is completed under the auspices of the Department of Medicine. The main goal is to expose MD-PhD students to translational and clinical research and to augment clinical skills in one or more medicine subspecialties. Each MD-PhD student will be matched with two or three mentors in the Department of Medicine at DHMC. Mentors will be active in clinical and/or translational research and will also have clinical duties. Mentors will be selected based on these criteria and on their willingness to include MD-PhD students in a variety of enriching experiences, including IRB, lab meetings, clinical duties and others. Members of the faculty who volunteer to mentor are expected to help the students with their professional development. The duration of the course is four weeks. MD-PhD students are permitted scheduling flexibility to complete this clerkship at various times throughout M4. Students are evaluated through mentors' observations of their clinical skills and techniques, as well as through a written report that can take the form of a case report, an analysis of the scientific rationale behind a clinical trial, or possible avenues of using scientific means to advance clinical knowledge related to a disease. Prerequisite: students must have completed the M3 Medicine clerkship.

As this is a course that replaces GAM (a Medicine clerkship), and to ensure adequate fulfillment of licensing requirements that stipulate a minimum training period in Internal Medicine, mentors must be members of the Department of Medicine, and cannot be substituted by physician-scientists who do not have appointments in the Department of Medicine.

For the MD-PhD student, part of the AMS course is redundant with the PhD training phase. The MD-PhD student is relieved from the portion of the AMS course that trains the student to critically read scientific manuscripts. This relief amounts to five hours, allowing the students more time to focus on the MD-PhD-specific Clinical Investigation Course, offered concurrently during M4.

The Clinical Investigation Course (PHARM 602) serves as a point of integration between the PhD and MD curricula, introducing the student to more in-depth knowledge about the design and execution of clinical research and clinical trials. This course is offered over a 7-week period in February/March, and therefore overlaps with the HSP, CPT, AMS, and ACLS courses. However, Pharm 602 does not exceed 3 hours of class time per week (total of 21 hours). This course can be opened to other (non-MD-PhD) students, but the total enrollment is capped at 10 individuals with MD-PhD students given enrollment priority.

USMLE Step 2

MD-PhD students take USMLE Step 2 (Clinical Skills, Clinical Knowledge) during M4. Fourth year Geisel students are required to take the Step 2 Clinical Skills exam by November 15th and the Step 2 Clinical Knowledge exam by December 15th.

**USMLE Time Limits

Medical licensure requires completion of the three Steps of the United States Medical Licensing Examination (USMLE). Each state's Medical Board administers medical licensure; the requirements for licensure therefore vary between states. There is a general time limit of seven years for the completion of the three USMLE Steps. The USMLE recommends exceptions to the time limit for MD-PhD students (see below). However, it is only a recommendation, and each state has its own requirements. For details and the latest information, the MD-PhD student is referred to the USMLE web site:

<http://www.usmle.org/>

SPECIAL NOTICE FOR MD-PHD CANDIDATES

The information in italics below is re-printed directly from information found at <http://www.usmle.org/bulletin/eligibility/#timelimit>

Special notice for MD-PhD candidates

The common pathway for MD/PhD students involves completing the first two years of medical school and then moving to graduate school studies and research for a three- or four-year period. Following completion of PhD course work and all or most of their research projects, these students return to complete their two clinical years, thus completing the medical degree in seven to nine years after first matriculating. The USMLE program recognizes that the recommended seven-year time limit may pose problems for medical licensure for some candidates with a combined degree (i.e., MD-PhD). It is for this reason that the USMLE program recommends to licensing jurisdictions that they be willing to consider exceptions to the seven-year limit for MD-PhD candidates who meet certain narrow requirements. The recommended requirements are as follows:

- 1. The candidate has obtained both degrees in an institution or program accredited by the LCME and regional university accrediting body.*
- 2. The PhD studies should be in a field of biological sciences tested in the Step 1 content. These fields include, but are not necessarily limited to, anatomy, biochemistry, physiology, microbiology, pharmacology, pathology, genetics, neuroscience, and molecular biology. Fields explicitly not included are business, economics, ethics, history, and other fields not directly related to biological science.*
- 3. A candidate seeking an exception to the seven-year rule should be required to present a verifiable and rational explanation for the fact that he or she was unable to meet the seven-year limit. Although these explanations will vary considerably, each licensing jurisdiction will need to decide on its own which explanation justifies an exception.*

Students who pursue both degrees should understand that while many states' regulations provide specific exceptions to the seven-year rule for dual-degree candidates, others do not. Students pursuing a dual degree are advised to check the state-specific requirements for licensure listed by the FSMB.

Annual Meeting with the Director

At least once annually, the Director and/or other administrative leadership of the MD-PhD Program will meet with each individual MD- PhD student, to review student progress, provide advice, evaluate future plans, and solicit feedback on the program. Each student should provide the MD-PhD Office with an enrollment plan outlining their future progress to complete both degrees.

Registration

MD-PhD students register for classes each term with either 1) The Geisel School of Medicine; 2) the Office of Arts and Sciences Graduate Studies; 3) The Dartmouth Institute for Health Policy and Clinical Practice; or 4) The Thayer School of Engineering.

Registration as a Medical Student

Registration at Geisel consists of two separate activities and is required of every student prior to, and at the beginning of, each school term during designated times. The first of the two activities involves the actual selection of the term coursework and methods differ from class to class. The second activity is called “Registration Check-In” and validates course selections and allows the student to begin the term. The check-in process is done online. In order to be eligible for registration check-in, all students must have their term bill and Dartmouth Card accounts in order, as well as have their Dick’s House files and necessary immunizations completed. Prior to registration check-in, “holds” are placed on the files of any student who has not cleared any outstanding obligation, as noted, and registration check-in may not be completed until the “hold” is released. Students are not considered “enrolled” until they have completed the check-in process. Students who are not “enrolled” are not eligible for malpractice insurance, course registration, loan deferment and other services afforded to registered/enrolled students. Completion of check-in allows Financial Aid to be disbursed.

Year 1 Entering Class

Registration check-in for newly entering students is explained in an email sent from the Registrar just prior to the first day of classes of Term 1 and is completed online during approximately the first week of classes. The actual selection and registration of each student into the Year 1 courses is processed by the staff of the Registrar’s office. The procedure for registration check-in for Terms 2 and 3 is the same as for Term 1.

Entering students are directed to the Orientation web site upon their acceptance of admission; there, they will find the schedule for Orientation week, information for arrival on campus and materials requiring action. This is also the time when students get an overview of their four years at Geisel, obtain their Dartmouth IDs, register their cars, receive mailbox assignments, and do other housekeeping tasks. The photos taken for the Dartmouth IDs are made into a class composite called the “Face Sheet” which is available to the community via the Geisel intranet. This “Face Sheet” is reconfigured each year through Year 4 at Geisel.

Years 2 - 4

Registration and check-in for Year 2 students is the same as that for Year 1. Course registration is processed by the staff of the Registrar’s office and registration check-in takes place online for approximately the first week of classes. Instructions for the online registration check-in will be emailed by the Registrar’s staff at the start of classes in August and in January.

Course selection for Year 3 clerkships takes place via a lottery system directed by the Registrar’s Office in conjunction with the Office of Clinical Education. Course selection for Year 3 and 4 electives/sub-internships takes place on OASIS (Online Access to Student Information and Scheduling). Registration check-in will take place online for approximately the first week of each term in Years 3 and 4.

Registration Check-in Late Fee

A student who fails to complete registration check-in at the designated time will be assessed a \$25 late registration fee which will automatically be applied to the student’s bill.

Registration as a Doctoral Student

All graduate students must check-in on the first day of each term. Using a computer located on campus, point your Web browser to:

<http://www.dartmouth.edu/bannerstudent/>

This process requires the on-line verification/update of the student's address and an enrollment commitment (check-in) for the term. The check-in/registration process indicates any holds that may have been placed on the student's account due to failure to settle the tuition bill or DA\$H account, or to meet certain other College requirements. If holds exist, information is provided to indicate where and how to reconcile and remove the holds.

The check-in process is available each term on the day before classes begin. Doctoral students are required to complete the check-in process (including clearance of any holds by 4 p.m. on the second day of class for the term). A \$50.00 charge will be made for check-in after this time. Students who are obliged to check-in late may petition the Graduate Registrar for waiver of this charge for good and sufficient reason. Any student scheduled to be in residence that has not completed the check-in procedure ten calendar days after the term begins is subject to administrative withdrawal from college immediately thereafter.

Registration at The Dartmouth Institute for Health Policy and Clinical Practice (TDI)

Doctoral students enrolled at TDI will receive a student informational package in the spring. This packet contains important information for enrollment in the TDI program. Doctoral students work with their advisors and the chair of the TDI PhD program to determine their academic courses for each term. Before the end of the late summer term, fall term, and winter term, students are notified by TDI's Registrar that they must sign onto the Banner student website to pre-register for the next term.

Registration at The Thayer School of Engineering

Registration for Thayer School students is required at the beginning of each term. Thayer is on the same academic calendar as Arts and Sciences Graduate Studies and the undergraduate school. Students go through the online check-in process and course selection prior to the start of term to make their course selections. New students will receive a summer mailing that includes information on orientation, check-in, and course selection.

Please refer to the appropriate student handbook for each program for further details on registration issues.

Contact Information for Registrars:

- Michele W. Jaeger — Geisel School of Medicine: (603) 650-2248
- Gary Hutchins — Arts and Sciences: (603) 646-2107
- Liz Koelsch — Dartmouth Institute for Health Policy & Clinical Practice: (603) 653-3225.
- Daryl Laware — Thayer School of Engineering: 603-646-3801

International Students

International MD-PhD students will receive information and materials from the Geisel Admissions Office about the process for enrolling at Geisel shortly after receiving their admissions acceptance letter. International students will receive an e-mail from the Office of Visa & Immigration (OVIS) at Dartmouth, with a link to a secure on-line form that must be completed and submitted on-line by the admitted student. The student must attach to the on-line form a scanned copy of his or her passport ID page, and any required evidence of personal financial documentation, if not fully funded by Dartmouth College or Geisel. It is recommended that students complete this form and return it as soon as possible in order to start the visa application process.

If you have any questions, please contact The Office of Visa & Immigration Services.

Contact information:

Office of Visa & Immigration Services at Dartmouth College
63 South Main Street, Suite 303
Dartmouth College
Hanover, NH 03755
Tel: (603) 646-3474
Fax: (603) 646-1616
Email: Visa.and.Immigration.Services@Dartmouth.edu

Transcripts and Grading

MD-PhD students have two separate transcripts, one for the medical school and one for their graduate program. The status of "Joint on Leave" (JOL) was created to identify MD-PhD students pursuing their course of study at their other school during a particular academic year. The status of JOL provides explanation of the large gaps of time spent between the two training programs. This status of "JOL" also expedites the billing process as well since it will be apparent which school should be billing the student.

Please refer to the appropriate handbook for grading issues as they differ between the medical school and your graduate program.

Special Training Courses

Laboratory Safety Training

The Occupational Safety and Health Administration (OSHA) have standards regulating the use of hazardous materials in teaching and research laboratories. Important among these requirements are standards relating to the use of potential hazardous chemicals and blood borne pathogens. Blood borne pathogens include viruses such as Hepatitis B (HBV), Hepatitis C (HCV) and the Human Immunodeficiency Virus (HIV). HBV is recognized as being the most common laboratory-acquired infection among persons handling human blood and body fluids. Fortunately, a very effective and safe vaccine exists against HBV.

To help ensure students' safety and ensure compliance with OSHA standards, a mandatory laboratory safety training program can be found at the link listed below. Please review the following link for further instructions: http://geiselmed.dartmouth.edu/ed_programs/mdprog/

Institution for Animal Care and Use Committee (IACUC) Animal Training Requirements

The training that is required to work with animals will depend on the species and whether students are working with hazards. The training requirements are posted on the Animal Resource Center (ARC) web site at: <http://geiselmed.dartmouth.edu/arc/training/acup>.

Professional Ethics

The Graduate Studies Office, in collaboration with the Ethics Institute at Dartmouth, has developed an institution-wide training program in the basics of professional ethics. This program is a requirement for all first-year Arts and Sciences graduate students. The Graduate Ethics Program has four components: an opening session during orientation, a graduate student ethics survey, and four small group discussions addressing focal topics during the first year of graduate school.

More information on the full Graduate Ethics Program will be provided at orientation.

Arts and Sciences graduate students are required to complete an ethics survey. The ethics survey asks that you read "[Sources and Citation at Dartmouth College](#)" and the Honor Principle and Code of Conduct. Once you have read both documents, you are asked to complete the survey recognizing that you have read and understand both documents. Each student accepts Dartmouth's Honor Principle and Code of Conduct upon registering as an Arts and Sciences graduate student. A student found in violation of the Honor Principle or Code of Conduct forfeits his/her right to continue at Geisel/Dartmouth. To complete the survey, please go to:

<http://graduate.dartmouth.edu/services/grdethics.html>

The survey must be completed by November 1 in order for you to register for the following term.

Leave of Absence (LOA)

Petitioning for a LOA

MD-PhD students are eligible to petition for a leave of absence (LOA) during medical school and graduate course work years. LOAs are granted based on the policies of the Medical School and the Arts and Sciences Graduate School. A student is required to notify the Director of the MD-PhD Program in writing requesting a LOA. Permission must be granted by the Director of the MD-PhD Program in consultation with the Associate Dean for Medical Education and the Dean of Graduate Studies. The student's record and future plans are reviewed at that time to determine whether a LOA is in the best interest of the student, the medical school, and the Arts and Sciences Graduate Program. LOAs are usually granted for a maximum duration of one year. A request for renewal of a LOA beyond a year must also be addressed to the Director of the MD-PhD Program. Students considering taking a LOA should consider the financial implications, such as tuition, Geisel financial loans, deferment, and regulations governing loans, liability insurance and health insurance. Students also need to be informed about USMLE time limits (see pp. 17-18). The student must be aware that while on a LOA, he/she is not considered an enrolled student. Student stipends are suspended during the leave period.

Please refer to the Geisel Student Policy Handbook and the Arts and Sciences Graduate Student Handbook for further information.

Continuing research as a post-doctoral fellow

If an MD-PhD student completes their thesis in the middle of an academic year, they may wish to ask their department/thesis advisor about the possibility of working as a postdoctoral fellow for the remainder of that academic year. Thus, the student could then begin M3 at the beginning of an academic year. This is particularly important for participation in the clerkship lottery, with the rest of the third year class.

Financial Considerations

Support

To allow students to make appropriate judgments and actions in pursuing their academic program, provisions have been made for financial support for students whose commitment to academic work extends to the completion of the MD-PhD degrees at Geisel. The academic departments offer qualified students: 1) a remission of their tuition and 2) stipends during their graduate work. The medical school offers tuition deferment (which upon satisfactory completion of the PhD will become a full waiver) for every student in the program while she/he is enrolled in the medical curriculum. In addition, stipend support for all four years of medical school is available. MD-PhD students will receive funding as long as the student remains in good academic standing.

All MD-PhD students are asked to sign a contractual letter of agreement. This program carries concessions about the school's tuition and obligations on the part of the MD-PhD student. The essential points in the agreement are:

While enrolled in M1 and M2, MD-PhD students receive a deferment of their tuition. When they have satisfactorily completed their graduate program, earning their PhD, the deferment of medical school tuition is changed to a full waiver and the waiver is continued through to the completion of M3 and M4. If the MD-PhD student has been enrolled as a medical student and drops out of the graduate program before earning the PhD, any deferred tuition for the Medical School will become due and payable. MD-PhD students should understand that the Medical School can help them arrange for financial aid (if they are eligible) only for the year/courses in which the student is enrolled at the time they drop out of the program. They will need to procure independent funding for any prior academic years for which they received a deferment.

During the time the MD-PhD student is enrolled in the graduate program, working towards the PhD, they will receive a stipend and a full scholarship to cover the cost of their tuition.

The stipend level is uniform for all MD-PhD students regardless of phase of the program, with the exception that students receive a modest increase (currently \$500/year) after successfully passing their qualifier examinations. During the graduate school years, MD-PhD students receive stipends from their mentors/departments in accordance with the relevant graduate program. If a particular graduate program's stipend is lower than that of the standard MD-PhD student stipend, the MD-PhD program will augment this stipend to bring it up to the standard amount.

A copy of this agreement will be kept in the Geisel Fiscal Office and in the administrative office of the MD-PhD Program.

It is important to keep in mind that if an MD-PhD student is to receive stipend support from the Medical School or the Arts and Sciences graduate program, he/she needs to be a registered student.

Loan Policy

Geisel provides full financial support for all MD-PhD students during their tenure in the Program. This includes a tuition deferment/waiver while in medical school, and stipends in both medical and graduate school. The important goal of this support is to permit the students to leave the Program with both

degrees and no debt, thus allowing them to pursue their professional interests without concern for financial burdens. Thus, it is not expected that MD-PhD students will incur loans while at Geisel.

However, in a few instances, there may be a need for a student to receive additional funds to cover expenses for extenuating circumstances. Should this be the case, the student needs to contact the MD-PhD office to discuss the problem and the need. If the office deems that the student's needs cannot be met by other strategies, then the student can apply to a) the Geisel Financial Aid Office or b) the Financial Aid office at Dartmouth College, through the Office of Graduate Studies, to obtain a loan. The MD-PhD Program will be informed of the amount and duration of the loan. It is stressed that this route will be pursued only under unusual conditions, and is not encouraged.

Employment/Research Activities

Graduate students who are fully supported (a full tuition scholarship and a full stipend) cannot normally receive additional payment from Dartmouth College for services rendered and cannot normally accept employment outside the College while enrolled. However, during their graduate studies years, MD-PhD students are permitted to work as tutors to assist Medical Students in years 1 and 2. MD-PhD students who wish to work as tutors should be employed through the Office for Learning Services (650-6535). Such paid work should normally not exceed 5 hours per week. Tutoring less than 5 hours per week does not require prior approval, with the exception of MD-PhD students whose graduate studies are at the Thayer School of Engineering, who do require prior approval for any employment.

There is no stated policy for medical students who wish to take on part-time employment or to engage in research activities once they have received their PhD. However, there is concern that the medical school curriculum takes enormous time and effort; it is essential that our students be successful in their academic careers at Geisel. Therefore, MD-PhD students enrolled in the medical school curriculum need to notify the MD-PhD Program and request permission for these activities.

Student Billing

When MD-PhD students are enrolled as graduate students, and have questions concerning their expenses contact the Student Accounts Office in 103 McNutt, (603) 646-3230.

When enrolled as medical students, contact Karen Ricard, Geisel Fiscal Office, 1 Rope Ferry Road, Hanover, NH 03755. Karen can be reached at: (603) 650-1227.

Student Fees

Geisel School of Medicine fees are shown in the table

Fee	<u>M1</u>	<u>M2</u>	<u>M3</u>	<u>M4</u>
Student Services Fee	\$1,250	\$1,250	\$1,250	\$1,250
Disability Insurance	\$60	\$60	\$60	\$60
Health Access Fee (per term)	\$78	\$78	\$78	\$78
Document Fee (M1 only)	\$100	n/a	n/a	n/a
Microscope Fee (M1, M2)	\$60	\$60	n/a	n/a
Total	\$1,548	\$1,448	\$1,388	\$1,388

The above fees are due at the beginning of the academic year. Any student who expects to have financial difficulty paying the above fees is encouraged to contact Dino Koff (Director, Financial Aid Office at (603) 650-1919; or via e-mail at: Gordon.D.Koff@Dartmouth.edu) so that a gradual (amortized) fee payment schedule can be established.

Additional information about some of the above fees:

Student Services Fee

In 2013-2014 an annual Student Services Fee is applicable to all MD students and students in the MD-PhD and MD/MBA programs while they are registered as medical students. Student services provided by Geisel include: orientation, events such as the White Coat Ceremony, Year 2 Transition, and Match Day celebrations, tutoring for Years 1 and 2 students, certain wellness activities, spotlight on medical specialties, debt management and financial planning, etc. The Student Services fee is separate from the Student Activity fee and any other fees that are described elsewhere in the Geisel Student Policy Handbook. This fee will be included in, and is payable with, the first bill for the year.

Disability Insurance

With the increased awareness of health risk in the medical profession associated with, for example, exposure to human immunodeficiency virus (HIV) and Hepatitis B Virus, Geisel has implemented a group disability insurance program (hereafter referred to as “disability insurance”) for medical students.

The stipulation for this group policy with the AMA-Sponsored Med Plus Advantage Program is that all

students must participate in order to qualify for the low cost premiums. The Geisel Student Government has regularly approved to accept this stipulation of 100 percent student participation in order to attain the low cost group rate. Each student will be charged the appropriate annual premium on his/her fall term student bill.

Any student enrolled in a dual degree program at Geisel (e.g., MD-PhD*, MD/MBA, MD/MPH, MD/MS, MPH/MBA, etc) or on a leave of absence remains covered by this plan provided the annual premium is paid. As long as a position is reserved for the student at the medical school, and the student does not have to reapply to return to classes, the student can continue on the plan. If a student separates from the medical school, however, the coverage would be terminated.

At the beginning of each academic year students will be provided with a Group Benefits Booklet that describes their benefits. Questions regarding this program should be directed to:

Cresson W. Holden
Gallagher Benefit Services, Inc.
50 Braintree Hill Office Park, Suite 310
Braintree, MA 02184-8754
781-794-1110 cresson_holden@ajg.com

*MD-PhD students will automatically be assessed the annual disability insurance premium when registered as graduate students unless written notification is provided by the MD-PhD Program to discontinue coverage during this time.

Please note that the disability insurance policy has Pre-Existing Conditions and Limitations** and, therefore, the MD-PhD Program staff strongly counsels its students to retain this insurance throughout their academic careers at Geisel regardless of status. If students do not consistently maintain their disability insurance coverage they will be subject to a new 12-month period of pre-existing conditions limitation.

According to current policy terms and conditions as outlined in the disability insurance policy described by the program administrator, (insurance broker), "Pre-existing Conditions Limitations" is defined as:

"Pre-existing condition means an injury or illness which was diagnosed or treated within the 12 months prior to the effective date of your insurance. No benefits will be paid for loss which starts within 12 months of the effective date of your insurance and which is caused by a Pre-existing Condition. A claim for benefits for loss starting after 12 months from the effective date of your insurance will not be reduced or denied on the ground that it is caused by a Pre-existing Condition."

**From Gallagher Benefits Services FAQ (accessed on 7/26/2013):

"Our plan has a preexisting condition limitation. Will we have to change it or eliminate it?"

Yes. Starting with your first plan year beginning on or after 9/23/10, a preexisting condition limitation cannot be applied to any enrollee who is under age 19. This includes employees and spouses under age 19 and dependents under age 19.

Starting with your first plan year beginning on or after 1/1/14, preexisting condition limitations will be prohibited for all plans and all covered individuals so you will have to eliminate it altogether by that date."

Health Access Fee

This fee allows students to utilize the health care services provided by the Dartmouth College Health Service at Dick's House.

Document Fee

This fee is paid once by the medical student, but then covers in perpetuity all requests for medical school transcripts (for example for residency applications, state licensure, etc.), even years after graduation.

Microscope Fee

This fee pays for rental and use of a microscope that is utilized in several courses in M1 and M2.

Fees listed are not all inclusive for MD-PhD students. Additional fees are required during the Geisel MD-PhD Program. Some examples are:

Student Activity Fee

Geisel has an annual student activity fee of \$120/year per student. The revenue generated from this fee is used to fund activities associated with Geisel Student Government and student organizations. The fee will be charged to students in the following categories: MD, MD-PhD*, TDI*, MD/MBA*, students on a leave of absence/research leave who remain on campus and those students on a decompressed schedule. Those students on a leave of absence/research leave, who are not on campus, will not be charged an activity fee for that year. Each student will be charged the student activity fee on his/her fall term bill.

*Special Note for students enrolled in combined degree programs at Geisel:

MD-PhD students will be assessed an annual student activity fee of \$120 when registered as medical students, and a \$75 student activity fee when registered as graduate students. When MD-PhD students are enrolled as graduate students in the Arts & Sciences, they will also be charged \$50 for 2013-2014 for the graduate student activity fee.

Due to the unique position held as MD-PhD students, the Administration feels that it is important for students in combined programs at Geisel to have continual access to services and information regardless of whether they are registered at Geisel, Arts & Sciences, TDI, or Tuck.

Background Check Fee

Medical schools (including Geisel) now periodically require criminal background checks. The AMCAS application process includes a background check, which Geisel accepts for students entering M1, but the result is considered valid for only two years. Therefore, Geisel now requires that medical students entering M3 get another criminal background check. As Geisel does not administer this background check, the fee is not listed in the table above as a "Geisel fee." Rather a private firm is contracted out to carry out the background check and the student is required to pay the firm directly for this service. The fee for last year was approximately \$100 but it may be expected to vary in the future. In addition, the fee is generally higher for international students. Because these services, and the fees for them, are not administered by Geisel directly, the MD-PhD Program has no additional information on this topic, beyond what is provided here.

Reimbursement of Student Expenses

Students are required to contact the MD-PhD Program prior to incurring any expenses for which they may wish to receive reimbursement.

Social & Professional Activities

Social activities are an essential component of the student experience at Geisel and serve as venues for building the intellectual connections among the students and faculty. These activities provide opportunities to increase the students' didactic knowledge of science and to learn about the personal and professional career choices of physician-scientists. These activities also foster interactions among our students, allowing them to stay connected during the various phases of their training while at Geisel, and after they leave. These social activities include:

Annual Retreat

This takes place over a two-day period. There are typically two or three guest speakers, both from within and outside of Geisel, as well as presentations by the students on their research. Additional sessions are often devoted to transitioning between the medical school and research training as well as to choosing a residency, which are presented by both graduating students and faculty. An important component of the Retreat is some unscheduled time so that students and faculty can interact in a casual and informal environment.

Annual Spring Dinner / Medical Grand Rounds

This event is hosted by the MD-PhD Program and is held in conjunction with the Department of Medicine's Grand Rounds, which takes place on the following day. The students select and host the guest speaker, and the Department of Medicine co-sponsors the invitee along with the MD- PhD Program.

Student Chalk Talks

These are usually scheduled in the evenings, when students gather, without faculty, for informal presentations of their research. This encourages a free exchange among the students where they comment on each other's work and suggest new approaches.

MD-PhD Admissions and Advisory Committee (AAC)

The admissions cycle for inviting applicants to interview with the MD-PhD Program begins in October and ends in March. MD-PhD students are asked to volunteer to host applicants through this season whenever it is possible for them. Luncheons are also scheduled for applicants to meet with students who are currently in the program. MD-PhD students play a crucial role in attracting new students into the program and are urged to participate. Some MD- PhD students participate as members of the MD-PhD Admissions and Advisory Committee.

Typically there are two student members on the AAC at any given time. It is a two year commitment and students are eligible to serve on the AAC starting in their second year of the PhD. Students interested serving on the AAC are encouraged to contact the MD-PhD Program for more information.

Policy on Student Images

Geisel or its representatives may film or record students or the programs in which they participate to assist in teaching, research, service and public information activities. The images (i.e. photographs, videotapes or other forms) and interviews may appear in printed or electronic media or on the web, with or without identification and also become part of the Geisel archive for future use as authorized. If at any time you do not want to be filmed or interviewed or to have such materials distributed, please contact the Geisel Office of Student Affairs.

Appendices: Forms

1st Summer Rotation Selection Form
The MD-PhD Program at the Geisel School of Medicine

Student Name: _____

- After discussion with the MD-PhD Program Director, I have chosen the individual named below to be my supervisor/mentor for the first summer lab rotation (between M1 & M2).
- I expect to devote full time effort to this rotation for 8 weeks.
- My proposed time frame is: _____
- My research this summer will focus on the following:

Signature of MD-PhD Student: _____ Date: _____

Research Mentor (print name): _____

- I accept responsibility for guiding the above named student for the time period identified above.
- I will submit a brief confidential evaluation of the student's effort to the MD-PhD office at the end of the rotation.
- The MD-PhD Program will pay the student's stipend and tuition during the rotation. I am responsible to pay for lab supplies needed during the rotation.
- I understand that the MD-PhD educational experience at Geisel comprises three major phases of training. Students complete M1-rotation1-M2-rotation2, then pursue their PhD graduate training, and finally complete M3-M4. Students typically complete their PhD graduate training (including research dissertation and defense) in 3 to 5 years; thus the entire training program typically takes between 7 to 9 years. The duration of the PhD graduate work varies among students, and, as for straight-PhD graduate students, is largely a function of the student's intellectual productivity, as assessed by the mentor and the thesis committee.
- In accepting this student into my lab for the summer, I recognize the possibility that this student might be interested in pursuing a thesis in my laboratory beginning in about one year (following a second summer rotation in a different research laboratory).

Signature of Research Mentor: _____ Date: _____

Signature of MD-PhD Director: _____ Date: _____

2nd Summer Rotation Selection Form
The MD-PhD Program at the Geisel School of Medicine

Student Name: _____

- After discussion with the MD-PhD Program Director, I have chosen the individual named below to be my supervisor/mentor for the second summer lab rotation (after M2).
- I expect to devote full time effort to this rotation for 8 weeks.
- My proposed time frame is: _____
- My research this summer will focus on the following:

Signature of MD-PhD Student: _____ Date: _____

Research Mentor (print name): _____

- I accept responsibility for guiding the above named student for the time period identified above.
- I will submit a brief confidential evaluation of the student's effort to the MD-PhD office at the end of the rotation.
- The MD-PhD Program will pay the student's stipend and tuition during the rotation. I am responsible to pay for lab supplies needed during the rotation.
- I understand that the MD-PhD educational experience at Geisel comprises three major phases of training. Students complete M1-rotation1-M2-rotation2, then pursue their PhD graduate training, and finally complete M3-M4. Students typically complete their PhD graduate training (including research dissertation and defense) in 3 to 5 years; thus the entire training program typically takes between 7 to 9 years. The duration of the PhD graduate work varies among students, and, as for straight-PhD graduate students, is largely a function of the student's intellectual productivity, as assessed by the mentor and the thesis committee.
- In accepting this student into my lab for the summer, I recognize the possibility that this student might be interested in pursuing a thesis in my laboratory to begin immediately following this rotation.

Signature of Research Mentor: _____ Date: _____

Signature of MD-PhD Director: _____ Date: _____

MD-PhD Student Evaluation of Lab Rotations
The MD-PhD Training Program at the Geisel School of Medicine

Page 1 of this evaluation WILL BE SHARED with mentors

DUE: 10 days after the end of each rotation

Date: _____

Student's Name: _____

Mentor's Name: _____

Term (circle one): 1st Summer Rotation 2nd Summer Rotation 3rd Rotation (Fall)

Dates Evaluation Covers _____

This evaluation form is provided for two reasons:

- To assist your fellow students in choosing labs for rotations, and
- To provide feedback to the faculty so they can provide the best possible environment for rotation students.

Please evaluate your rotation experience in each category as follows: Excellent (1), Good (2), Average (3), Poor (4)

1. Explanation of the scientific basis of the rotation project. _____
2. Opportunity to discuss broader scientific areas related to your project _____
3. Opportunity to discuss technical aspects of the project during the rotation _____
4. Overall quality of learning experience during this rotation _____
5. Other comments: _____

Signature of Rotation Student: _____ Date: _____

Please note that the amount of time each faculty member can spend with a student varies. The purpose of this evaluation is to provide feedback as to the overall quality of the learning experience you received. Also note that the completed evaluation form will not be returned to your rotation advisor until after your advisor's evaluation has been submitted to the MD-PhD office.

MD-PhD Student Evaluation of Lab Rotations
The MD-PhD Training Program at the Geisel School of Medicine

Page 2 of this evaluation WILLNOT BE SHARED with mentors

DUE: 10 days after the end of each rotation

Date: _____

Student's Name: _____

Mentor's Name: _____

Term (circle one): 1st Summer Rotation 2nd Summer Rotation 3rd Rotation (Fall)

Dates Evaluation Covers _____

Please answer the following question as honestly as possible

6. Would you recommend a rotation in this laboratory to others (Yes/No)? _____

7. Comments:

Signature of Rotation Student: _____ Date: _____

Thesis Lab Selection Form
The MD-PhD Program at the Geisel School of Medicine

Due Date: _____

Student Name (print): _____

After discussion with the Director of the MD-PhD Program and my proposed Research Mentor, I have chosen _____ to be my Research Mentor until the completion of my PhD degree.

Signature of MD-PhD Student: _____ Date: _____

Research Mentor (print name): _____

I have reviewed the requirements and expectations of the MD-PhD Training Program (**listed below**) and accept the responsibility for mentoring this student in completion of the requirements for the PhD. I agree to:

- Chair the student's dissertation committee and ensure that one committee meeting will be held every 12 months.
- Submit a written report to the MD-PhD office on the student's progress after each committee meeting.
- Provide financial support for 100% of the student's annual stipend support and single health insurance fee until the dissertation is complete and until the student returns to medical school clinical rotations.

Signature of Research Mentor: _____ **Date:** _____

Primary Department Chair (print name): _____

Our department will assume financial support for the student if the mentor cannot.

Signature of Primary Department Chair: _____ **Date:** _____

Graduate Program Director (print name): _____

I support the acceptance of this student into the _____ Graduate Program.

Signature of Graduate Program Director: _____ **Date:** _____

Approved by **James D. Gorham, Director** of the MD-PhD Program

Signature of MD-PhD Program Director: _____ **Date:** _____