

Memorial Sloan Kettering||Memorial Hospital for Cancer and Allied Diseases
Medical Student Elective Program Policies

I, _____
(Student's Name Printed)

understand and will abide by the following MSK Elective Program policies:

1. Memorial Hospital's Office of Graduate Medical Education (GME Office) coordinates the completion of elective evaluation forms. Only Memorial Hospital evaluation forms will be completed. Students are not to ask faculty to complete evaluation forms from their home institution.
2. Letters of Recommendation (LOR) are written at the discretion of the attending faculty. The GME office does not coordinate LOR requests.
3. Students are expected to be in attendance for the entirety of their elective(s), start and end dates inclusive. No requests to amend dates - including early departure - will be honored by the GME office or any other Memorial Hospital representative.
4. All equipment (pagers, Free-to-Go cards, and/or identification badges) must be returned to the departmental coordinator or GME Office at the end of the elective. Equipment is to be returned in its original condition (at time of receipt) or the student will be charged a replacement/repair fee.
5. Memorial Hospital is one of the teaching hospitals of Weill Cornell Medical College (WCMC). Your status as a final year elective student at Memorial Hospital will provide you with the equivalent rights, responsibilities, and duties of a WCMC medical student for the elective period. For information on additional policies and responsibilities not listed above, please see <http://weill.cornell.edu/education/student/pdf/studenthandbook.pdf>
6. Any certifying document(s) required by a school or licensing board must be approved by the GME Office prior to a student's start. All pre-approved certification documents will be signed by a non-physician member of the GME Office staff. Students may not ask faculty to complete documentation.
7. On the last day of a student's elective period, the Memorial Hospital GME Office can provide:
 - The Memorial Hospital seal on pre-approved documents certifying the exact dates of elective participation. Requests to amend dates will be not honored by any Memorial Hospital representative.
 - and/or*
 - A letter issued by Memorial Hospital confirming completion, and Memorial Hospital's status as a teaching hospital of WCMC.

NOTE: Students will not receive any certification, validation, signature, or seal from WCMC. Should any of these be necessary, students need to apply to WCMC's elective program coordinated by the WCMC Office of Global Health <http://www.med.cornell.edu/international/>

(Student's Signature)

(Date)

I have reviewed MSK's Elective Program Policies with

(Student's Name Printed)

(Dean's Signature)

(Date)

(Dean's Name Printed)

(Dean's Title)

(Dean's Phone Number and Email Address)

(School/University Name)