Scheduling the T4 TRMD year takes careful advance planning to meet TRMD and SOM requirements. Please meet with your advisor to develop a long-term scheduling plan, and consider the following:

- TRMD students must complete required SOM rotations in their T3 year and save elective time for the T4 year. Choosing SOM electives in the T3 year may limit your ability to complete the tropical medicine requirements in the T4 year.

- TRMD students will get scheduling priority for T4 required rotations.

- In the T4 year, some students choose to couple public health classes with one SOM vacation month. This is optional.

- In the T4 year, you may use one SOM elective month from Sep, Oct, or Nov to take TRMD classes only: during this month, count eight public health credit hours as one month of SOM elective. This is optional.

- In the T4 year, while taking public health coursework, students are allowed to schedule SOM electives from the approved list below. Medical students are not allowed to take public health coursework during any required SOM rotations or clerkships. In the T4 year, during Sep, Oct, or Nov, you may schedule SOM electives from the approved list:
  - Pediatric Infectious Diseases
  - Adult Infectious Diseases
  - Pathology rotations (including Dermatopathology, Cytopathology, Surgical Pathology, and Autopsy)
  - Research Elective
  - Dermatology Elective
  - Hospice Elective
  - Advanced Internal Medicine Elective

One or two weeks before your pre-approved elective is scheduled to begin, **you MUST alert your elective clerkship director that you are an MD/MPH&TM student**, and you MUST remind them of the days/hours when you will be in your T4 TRMD classes. **If you do not alert your clerkship director in advance, he or she may drop you from the elective.**

- You may request to complete other SOM electives while you are completing your TRMD coursework; however, you must have the clerkship director’s written approval, and your public health advisor’s written approval. See Allys, your TRMD advisor, the MD/MPH website, or the end of this form for the elective approval forms.

- TRMD students must complete the required MD/MPH rotation in your T3 year or your T4 spring. You may not complete the MD/MPH rotation during the fall of your T4 year.

- See the next page for a chart of what your T4 fall may look like.
## MD/MPH&TM T4 Fall Schedule

<table>
<thead>
<tr>
<th></th>
<th>Jul, Aug</th>
<th>Sept, Oct, &amp; Nov</th>
<th>Dec</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>SPHTM activities</strong></td>
<td>none</td>
<td>8 hrs public health TRMD courses during all three months (see guidebook, advising sheets, and website for detailed list of required T4 courses)</td>
<td>TRMD exams as necessary (TRMD faculty will work with your SOM schedule)</td>
</tr>
</tbody>
</table>
| **SOM activities**   | required SOM rotations | Fill three months by selecting one of the following options for each month:  
• Vacation or  
• Pre-approved elective (see list above) or  
• SOM TRMD elective rotation (may use for only one month) or  
• Specially requested SOM elective (see description above, and guidelines and approval form on next page) | SOM required or elective rotation   |

- Students may need to miss a few TRMD classes for residency interviews. Please be courteous to your professors and inform the professor in advance about which days you will be away. Arrange to get handouts and make up any work missed during that period on your own, or in a way that is agreeable to the professor. You may offer to send your professor excused absence notices from SOM Student Affairs if the professor wants documentation that you will have interviews.

- If you will need an alternate TRMD final exam date because of the start of your next SOM clinical rotations, please let the TRMD professor know as soon as possible. The professor will work with your schedule but may not be able to rearrange your exam for the exact date you would prefer. Professors will likely try to arrange one or two alternate exam dates that will accommodate multiple students, so please be flexible in considering your own alternate final exam schedule.
GUIDELINES FOR COMBINING SOM ELECTIVE ROTATIONS WITH
PUBLIC HEALTH CLASSES IN TROPICAL MEDICINE

Timeline: Fall Semester (mid August to early December)
Students: Fourth Year MD/MPH&TM students

Background: The TM classes are offered Tuesday and Thursday afternoons (1-5 p.m.) and Friday mornings (9-11 a.m.). SOM electives that are already approved are as follows: pediatric infectious disease, adult infectious disease, pathology, and research. Student requesting alternate elective rotations in Tulane SOM for concurrent completion with the SPHTM tropical medicine courses will be considered if the following criteria are met:

1. The SOM rotation is an approved/established TULANE ELECTIVE at a TULANE FACILITY with full-time TULANE FACULTY in the New Orleans metropolitan area

2. The SPHTM TM classes do not interfere/conflict with SOM elective rotation requirements

3. The student provides a written statement describing the public health relevance of the SOM elective rotation at least one month in advance of the rotation. This must be reviewed and approved by the Tropical Medicine MD/MPH advisor. A copy should be provided to the MD/MPH program office.

4. The SOM rotation faculty supervisor confirms rotation requirements can be met in the one month time slot by completing a checklist (see attached) and submitting (email is acceptable) to the Assoc Dean MD/MPH program at least one month in advance of the rotation. The checklist clarifies that:
   - Rotation faculty is aware of the TM course schedule
     Tuesday and Thursdays: 1-5 pm, mid Aug-early December
     Fridays: 9-11 am, mid Aug-early December
   - Rotation faculty confirms that all SOM rotation requirements can be met in the one month rotation schedule given the TM course schedule outlined above
   - There is a process for making up the rotation time that is lost to TM course schedule (e.g., working evenings, weekends) which is outlined on the checklist
   - Rotation faculty confirms that the TM course schedule outlined above will not conflict with rotation requirements
   - Rotation faculty agrees that the SOM rotation is relevant to public health

5. The student must confirm that combining SPHTM coursework with SOM rotations must NOT be taken during months in which the student is interviewing extensively for residency positions. Students who are absent more than 3 days in the SOM elective will be required to make up the time missed during these excused/unexcused absences. The student will not receive a grade for the SOM rotation until this time is made up. The amount and timing of the make up will be at the discretion of the attending/supervising staff and the elective department’s office. All anticipated absences must be cleared with the attending physician prior to the rotation.
CHECKLIST FOR COMBINING SOM ELECTIVES WITH TM COURSEWORK

- SOM elective is an approved Tulane elective, at a Tulane facility, and with full-time Tulane faculty. The rotation is in the New Orleans metropolitan area.
  - Name of SOM elective: ______________________________________________
  - Location of SOM elective: ______________________________________________
  - Dates of SOM elective: ______________________________________________

- Faculty and student are aware of the TM course schedule and that this time must be made up:
  - Tuesday and Thursdays: 1-5 pm, mid Aug-early December
  - Fridays: 9-11 am, mid Aug-early December

- The process for making up the rotation time that is lost to TM course schedule is outlined below (e.g., working evenings, weekends; attach separate sheet if necessary):
  __________________________________________________
  __________________________________________________
  __________________________________________________

- Rotation faculty confirms that all SOM rotation requirements can be met in the one-month rotation schedule, given the TM course schedule outlined above.

- Rotation faculty and student agree that the SOM rotation is relevant to public health (briefly describe below; attach separate sheet if necessary). Student to obtain approval from TM advisor.
  __________________________________________________
  __________________________________________________
  __________________________________________________

- Rotation faculty and student are aware that students who miss more than 3 days of the SOM elective will be required to make up the time missed during these excused/unexcused absences. The student will not receive a grade for the SOM rotation until this time is made up. The amount and timing of the make up will be at the discretion of the attending/supervising staff and the elective department’s office. All anticipated absences must be cleared with the attending physician prior to the rotation.

- All requests for alternate elective rotations to be combined with TM coursework must be submitted in their entirety to the MD/MPH program office at least one month prior to the rotation.

1. SOM rotation faculty
   - Signature  Date
   - Print name

2. Student
   - Signature  Date
   - Print name

3. TRMD advisor
   - Signature  Date
   - Print name

Students must return form to MD/MPH Program Office
Email: [ADIERKE@TULANE.EDU](mailto:ADIERKE@TULANE.EDU)
FAX: 504-988-5718
1440 Canal Street, Suite 2430, Box TW 13
New Orleans, LA 70112