

## CAPSTONE COURSE FAQ SHEET

### WHAT IS THE OVERARCHING GOAL OF THE CAPSTONE COURSE?

The course is designed to help the 4th year medical students prepare for their future residencies.

### WHO HAS ACCESS TO THE CAPSTONE MODULES?

All M4's are loaded into the Blackboard course at the beginning of the academic year.

### HOW MUCH CREDIT IS GIVEN UPON SUCCESSFUL COMPLETION OF THE COURSE?

Two weeks (3.0 hours) of clinical credit.

### WHAT ARE THE COURSE REQUIREMENTS IN ORDER TO RECEIVE CREDIT?

- Complete 8 of the general GME modules which are defined as **core modules**.
- Complete any **4 modules each in the Emergencies and Hot Topics sections**.
- Complete **one** communication skills training session via the Hillebrand Center.
- Complete at least **one** additional clinical skills training session of your choice via the IISC Center.
- Provide OME with signed attestation form (available via Blackboard).

### HOW DO I REGISTER FOR THE COURSE IN ORDER TO RECEIVE CREDIT?

The Capstone course (INDI796) must be registered for as with any other for-credit course.

### HOW DO I SIGN UP FOR A SPECIFIC TWO-WEEK BLOCK OF THE COURSE?

The design of the Capstone course does not allow registration for a specific two-week block. When you register for this elective and still have a two week block open on your schedule it is assumed you are using the Capstone to cover this time period.

### CAN I TAKE THE COURSE WITHIN A FOUR-WEEK BLOCK?

No as the course is only a 2-week course.

### CAN THE COURSE BE USED TO FILL "GAPS" IN A STUDENT'S SCHEDULE?

Yes

### IF I SIGN UP FOR A SPECIFIED TIME FOR THIS COURSE, WILL THIS BE VERIFIED BY THE OFFICE OF MEDICAL EDUCATION?

Yes, account will be audited periodically to assure compliance.

## CAN I REGISTER FOR THE CAPSTONE COURSE IF I ALREADY HAVE A FULL SCHEDULE OF ELECTIVES?

YES

### WHAT IS THE SIGN-UP PROCESS FOR THE MANDATORY COMMUNICATION SKILLS SESSION?

The Hillebrand Center assigns the date and time for all students registered for the course during a particular term, based on the roster provided by the Office of the Registrar. The Hillebrand Clinical Skills Center notifies students of their assigned time at least one week prior to the first session via an email from the Hillebrand Center. If the assigned time does not work for your schedule, it is up to you to switch with another student and subsequently notify Judy Riggle, Cynthia Stengle and the other student involved in the switch. **No switches can be made within 7 days of the prior assigned time.** It is strongly recommended that you view the video found under the “Start Here” button on Blackboard or via the following link, prior to your communication skills session:

<http://www.youtube.com/watch?v=IUyqTHH0wYs&feature=youtu.be>

### WHAT IS THE SIGN-UP PROCESS FOR THE MANDATORY CLINICAL SKILLS SESSION?

Students should sign up ASAP via the following link:

[www.SignUpGenius.com/go/8050C4FA9A92FAB9-bridge2/8300233](http://www.SignUpGenius.com/go/8050C4FA9A92FAB9-bridge2/8300233) (for Fall dates)

[www.SignUpGenius.com/go/8050C4FA9A92FAB9-bridge3](http://www.SignUpGenius.com/go/8050C4FA9A92FAB9-bridge3) (for Spring dates)

In an effort to efficiently utilize resources, if a minimum of five (5) students are not signed up for a session, that particular session will be cancelled, with students being given alternate dates and/or sessions to sign up for.. The IISC will notify students, within one week of the session, of any such changes. A reminder email will be sent to students 10 days before an assigned session. If you are not able to attend a session, it is your responsibility to cancel the session a **minimum of seven (7) days** prior to the session date. This can be done through the SignUpGenius link or by calling the IISC at 419-383-4455. Failure to do this may result in a Professional Behavior Report being written up on the student.

### WHAT IS THE SIGN-UP PROCESS FOR THE “SPECIAL TOPICS SESSIONS”?

Once dates are announced, students should sign up ASAP via the following link:

[www.SignUpGenius.com/go/8050C4FA9A92FAB9-bridge2/8300233](http://www.SignUpGenius.com/go/8050C4FA9A92FAB9-bridge2/8300233).

In an effort to efficiently utilize resources, if a minimum of five (5) students are not signed up for a session, that particular session will be cancelled, with students being given alternate dates and/or sessions to sign up for. The IISC will notify students, within one week of the session, of any such changes. A reminder email will be sent to students 10 days

before an assigned session. If you are not able to attend a session, it is your responsibility to cancel the session a **minimum of seven (7) days** prior to the session date. This can be done through the SignUpGenius link or by calling the IISC at 419-383-4455. Failure to do this may result in a Professional Behavior Report being written up on the student.

**WHAT ARE THE CONSEQUENCES OF NOT NOTIFYING THE HILLEBRAND OR THE IISC AT LEAST SEVEN (7) DAYS PRIOR TO A CONFIRMED SESSION OF MY NEED TO CANCEL, EXCEPT IN CASES OF DOCUMENTED EMERGENCIES?**

A Professional Behavior Report may be written up on the student.

**CAN I PARTICIPATE IN THE COMMUNICATIONS SKILLS SESSION, THE CLINICAL SKILLS, OR THE SPECIAL TOPICS SESSION IF I AM NOT REGISTERED FOR THE COURSE?**

No. Although you may access all the online modules, you must be registered for the course in order to participate in any other the interactive segments of the course.

**WHEN WILL MY GRADE BE SUBMITTED TO THE OFFICE OF THE REGISTRAR?**

A grade of "Pass" or "In Progress" will be submitted to the Office of the Registrar by the Office of Medical Education within three (3) weeks of the close of the semester, pending verification by the Office of Medical Education of completion of all requirements.

**WHAT IF I REGISTER FOR THE COURSE IN ONE TERM BUT AM UNABLE TO COMPLETE ALL REQUIREMENTS UNTIL ANOTHER TERM?**

An "in progress" or IP grade will appear on your transcript in the interim. Once all requirements are successfully met, the credit will appear in the term for which you originally registered.

**IF I AM UNABLE TO COMPLETE ALL COURSE REQUIREMENTS WITHIN THE TERM, IS IT NECESSARY TO RE-REGISTER FOR A SUBSEQUENT TERM?**

No. Students should only register for the course once during their academic career.

**HOW OFTEN ARE MATERIALS ADDED TO THE CAPSTONE COURSE?**

On an ongoing basis; it is important to continually check in.

**HOW LONG WILL ACCESS TO THE COURSE BE AVAILABLE?**

The actual course is active via Blackboard for approximately 4 years from the date of its implementation (February 2013). As a UT alumni, your UTAD account and Rockets email account will not expire as long as you continue to use it.

**WHY ARE WE ASKED TO COMPLETE TWO BRIEF SURVEYS?**

One of our primary goals is to continually enhance the learning environment for our students. It was to this end that the Bridge to Internship Capstone Course was implemented. It is beneficial to compare input immediately following a student's completion of a course but perhaps even more so after graduates are a couple of months into their internship. Your input plays a large role in how we determine what needs to be added to and/or tweaked better serve future learners.