



INSTITUTIONAL POLICY: E-16

Category: Education
Subject: International/Special Electives, Research, Special Interest Courses
Effective Date: May 17, 2006
Updated: N/A

E 16-1. Authority

W. Va. Code § 18B-1-6

E 16-2. General Provisions

- 2.1 International/special electives, research and special interest courses are those which fall outside of WVSOM's established curriculum. Examples include: clinical rotations outside of the United States, research projects, and special interest courses related to medical practice (legal, financial and language). Only students in good academic standing shall be eligible for approval.
- 2.2 Approval for an international/special elective, research project or special interest course must be obtained from the appropriate associate dean..

E 16-3. International/Special Electives

- 3.1 Adequate preparation of required materials and adequate time for appropriate review by school administration must be allowed for consideration of a proposal.
- 3.2 The student is required to present, in writing, the following: A detailed plan of the rotation which must include on-site person in charge, sponsoring agency and contact person if applicable, dates inclusive for rotation, and must specify the benefits of the rotation. Other information may be included as appropriate.
- 3.3 As this is an elective portion of the WVSOM program the following must be understood and agreed to, particularly as it relates to out of country rotations:
 - 3.3.1 All expenses associated with a special elective are borne by the student, i.e., travel, meals, board and required or optional materials;
 - 3.3.2 Appropriate passport and/or visa must be secured;
 - 3.3.3 Appropriate immunizations must be taken;
 - 3.3.4 Proof of active health insurance;
 - 3.3.5 WVSOM liability insurance will not cover students on international rotations; therefore, students are responsible for their own professional liability insurance at levels required by the jurisdiction in which rotation will take place;

- 3.3.6 WVSOM will not intervene where foreign laws are violated;
- 3.3.7 Scheduled rotations will not be revised to accommodate a special elective; and
- 3.3.8 No more than a total of eight (8) weeks of elective rotations and/or vacation time may be utilized for an international/special elective.

E 16-4. Research

- 4.1 The student is required to present in writing a detailed plan of the research project which must include on-site person in charge, sponsoring agency and contact person if applicable, dates inclusive for the research project, and must specify the benefits of the research. Other information may be included as appropriate.
- 4.2 All expenses associated with a research project are borne by the student, i.e., travel, meals, board and required or optional materials, and
- 4.3 If this research project occurs during years 3 and 4, it should be noted that scheduled rotations will not be revised to accommodate a research project and no more than a total of eight (8) weeks of elective rotations and/or vacation time may be utilized for a research project.
- 4.4 NOTE: No more than a total of twelve (12) weeks during years 3 and 4 may be utilized for international/special electives and research.

E 16-5. Special Interest Courses

- 5.1 This applies to courses created specifically at WVSOM. As this is an elective portion of the WVSOM curriculum, the student must do the following:
 - 5.1.1 Register for the course,
 - 5.1.2 Pay any applicable fees related to the course, and
 - 5.1.3 Fulfill all of the requirements of the course syllabi.
- 5.2 Students taking International/Special Electives and/or Research Projects in Years 3 and 4 will receive credit on their transcript except if the electives were in lieu of vacation. If the elective was taken in lieu of vacation, students will receive non-credit notation on their transcript (refer to Institutional Policy E- 17). Students taking any special interest courses during years 1 and 2 will receive non-credit notation on their transcripts.