

# Keck School of Medicine of USC

## Internal Medicine I Clerkship Syllabus

Academic Year 2024-2025

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## **Introduction**

Welcome to Internal Medicine! We hope you will find the following six weeks of Internal Medicine both fun and educational.

Your experience in Internal Medicine will be directly proportional to the energy and interest that you invest. You will spend six weeks participating as an integral member of the inpatient medicine team. We expect you to attend all student lectures and conferences, participate fully in all inpatient experiences and perform in-depth investigations about your patient's medical problems.

We hope that you will enjoy this learning opportunity and find gratifying the profound contributions that you can make to your patients' care.

**Please note that you are responsible for knowing and following the [Keck School of Medicine Student Policies](#).**

## **Internal Medicine I Clerkship Goals**

The diversity of learning experiences on the Internal Medicine clerkship will provide you with rich opportunities to learn about and from your patients. The following are the goals of this clerkship:

1. Experience caring for a broad range of diseases and conditions in adult patients.
2. Develop an appreciation for the role of other healthcare professionals and working in an interprofessional team.
3. Practice writing clear and accurate orders and prescriptions and concise and complete discharge summaries.
4. Develop attitudes and skills required for success as a physician, including self-directed learning, adequately assessing limits of one's own knowledge and proactively setting learning and improvement goals to improve performance (through mid-clerkship feedback activity), provision of patient care without interference by personal biases, and improving the health of all members of the society and public at large.
5. Recognize the ethical dimensions of end-of-life issues.
6. Learn to optimize care for individual patients and the community by incorporating ancillary services, community resources, and discharge planning techniques to optimize patient care; incorporating patients' social, cultural, and spiritual beliefs in the care of the patient; developing an appreciation for diversity, cultural beliefs, perspectives and practices that may enable or hinder the ability to deliver equitable access to health care services; identify patients whose illnesses may put the community at risk; identifying the unique characteristics of a community that affects an individual's health as well as that of the community.

## **Internal Medicine I Clerkship Objectives**

The clerkship objectives support the achievement of the KSOM Educational Program Objectives: <https://medstudent.usc.edu/academics/ksom-educational-program-objectives>. Note that the professional attributes expected of a medical student are associated with Objectives P1-P6 in the KSOM Educational Program Objectives.

What follows are the specific objectives for the Internal Medicine I Clerkship. By the end of the Internal Medicine I Clerkship, the medical student will be able to, in real or simulated patient care settings:

Clerkship Objectives	KSOM Educational Program Objectives
1. Demonstrate foundational basic science and clinical knowledge of a broad range of medical problems relating to adult patients.	KP1, KP2

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2. Accurately gather and prioritize patient information, develop differential diagnoses, and suggest evidence-based diagnostic and treatment strategies.	PC5, PC7, PC9
3. Efficiently perform and chart accurate and thorough histories and physical examinations, with specific emphasis on Cardiac and Pulmonary examinations.	PC1, PC2
4. Accurately describe the indications and contraindications for common procedures in internal medicine.	PC6
5. Accurately interpret common laboratory and diagnostic tests: EKG, CXR, UA, blood chemistries, CBC, peripheral blood smear, ABG, cell counts, and chemistries of spinal, pleural, joint, or ascitic fluids.	PC6, KP3
6. Perform concise, complete, and well-organized verbal case presentations.	PC4
7. Communicate effectively with patients and develop close and therapeutic medical student-patient relationships under direct supervision.	ICS1
8. Work effectively and harmoniously with colleagues, nursing staff, allied health personnel, and physicians.	IC1, ICS2, ICS3
9. Prepare concise, case-based, write-ups of a patient encounter(s).	PC4, KP5, ICS4
10. Effectively use medical literature, computer-based searching tools, and other evidence-based informational resources in the care of patients.	PBLI4
11. Act professionally with compassion, integrity, and respect in all interactions with patients, families, faculty, colleagues, and staff.	P1, ICS5
12. Carry out responsibilities in a timely manner	P2
13. Behave ethically in caring for patients and in relating to patients' families and others involved in patient care.	P3
14. Ensure confidentiality and comply with all relevant laws, policies, and regulations.	P7
15. Identify strengths, deficiencies, and limits in one's own knowledge and behavior and engage in appropriate help-seeking behavior including soliciting and incorporating feedback.	PBLI1, PBLI2, PBLI3
16. Apply cultural humility and anti-racist principles to a patient case.	HJ4

## **Clerkship Structure**

You will participate in 6 weeks of inpatient medicine during the Internal Medicine clerkship. You will spend six (6) weeks as a member of an inpatient team consisting of clerkship phase students, a faculty attending, a resident, and one to two interns. One of the primary responsibilities of the resident, in addition

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to the overall supervision of the medical team, is to teach and supervise medical students. Your resident will select appropriate patients for you to manage and will aid you in fulfilling the goals covered in the Clerkship Objectives. You are expected to perform a complete history and physical examination on all patients during the rotation. It is important to remember that an attending or resident must countersign all histories, physicals, orders, progress notes, and discharge summaries.

**Mid-Rotation Feedback:** Mid-Rotation feedback enables students to assess their progress to date and to develop goals for growth and improvement over the remainder of the rotation. It also helps to ensure that the students can learn from and improve from practice; the supervising faculty/residents and the students must participate in a mid-rotation feedback exercise. The student will first complete a self-evaluation, provide comments, and identify learning goals they would like to accomplish before the end of the clerkship. Students are responsible for giving the attending the feedback form and arranging a time to receive individual feedback. This form needs to be turned in to the Medical Student Educator via Elentra on the 4<sup>th</sup> Monday of the rotation.

**Wellness Day** – On the fourth Friday of the Clerkship, students will have the full day off for Wellness.

## Clerkship Site Descriptions

Clerkship site descriptions can be viewed at the following website: <https://medstudent.usc.edu/clerkship-site-descriptions/>

## Clinical Learning Activities

### A. Schedule Overview

<b>Time Schedule:</b>	<b>Conference/Activity</b>
6:30 – 7:00 am	Pre-Rounds on Patients
7:00 – 8:00 am	Work Rounds with Team
8:00 – 9:00 am	Morning Report (Mondays and Thursdays)
9:30 – 11:30 am	Teaching Rounds
12:00 – 1:00 pm	Lunch
1:00 - 2:00 pm	Clerkship Director Rounds (two- exact time and date TBD)
1:00 – 4:00 pm	Discharge Planning & Management Rounds
1:00 – 5:00 pm	Student Curriculum (TBD)
6:30 am – 5:30 pm	Clerkship Work Schedule

Students are expected to admit patients on a daily basis. Students are expected to remain with their residents daily from 6:30 am to 5:30 pm. You need to return each morning at 6:30 am prepared to pre-round on your patients. Remember that your supervising resident **must** countersign all of your work. You are relieved of all clinical responsibilities on the last Tuesday of the rotation at 5:30 pm.

- B. **Work Rounds** - The entire team will see the team's established patients. You should be prepared to present your patients and discuss your findings with your resident. Work rounds provide an opportunity to determine and implement the plans you wish to carry out for the day: which lab studies need to be drawn, which diagnostic studies need to be scheduled, which lab results need to be checked, which films or scans need to be reviewed, which consults need to be called, and which therapies to continue or change.
- C. **Teaching Rounds** - All admissions and established patients with new problems will be reviewed at the bedside by your attending faculty. During the last one-half hour of teaching rounds, residents or medical students may give didactic presentations on medical topics relevant to the team's activities.
- D. **Sign-Outs** - It is imperative that you sign out your patients to the physician responsible for the care of your patients when you are outside the hospital. The IPASS method for signouts will be used,

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and a mnemonic sign-out card will be provided to you while on service. You must communicate directly with this physician in person. A sign-out consists of the name and medical record number of your patient, a brief summary of the medical problems and present therapy, and an explanation of any procedures or diagnostic studies you wish to be performed in your absence (such as serum glucose level in a diabetic, a hematocrit in a bleeding patient, or a fever work up). Please do your sign-outs in conjunction with your residents.

- E. **Procedures** - Your resident is expected to instruct and supervise you in all procedures you may need to learn. Anyone who feels uncomfortable with a procedure (thoracentesis, paracentesis, central line replacements, etc.) should express their discomfort.
- F. **Clerkship Director Rounds** – *See calendar for date, time, and location.* Designated rounds with the Internal Medicine Clerkship Directors (Drs. Jeff Canceko and Matthew Johnson). During this meeting, the Directors will informally teach the students about various topics common to Internal Medicine related diagnoses. Students will be able to ask questions about any Internal Medicine diagnoses/topics that are not clearly understood. The rounds are typically once a week for the first two weeks of the clerkship (see clerkship schedule for exact dates, times, and meeting locations).
- G. **Student Core Curriculum** – *See calendar for date, time, and location.* Medical Workshops, curated links, videos, podcast lectures, and case-based and didactic learning experiences will cover a variety of topics in Internal Medicine. ***Students must prepare in advance by reading relevant syllabus materials and answering the questions accompanying the sample cases.***
- H. **Ethics Conference** – *See calendar for date, time, and location.* Attendance is mandatory for all students. Dr. Canceko et al. will conduct a conference that deals with biomedical ethics topics such as end-of-life care. The purpose is to promote thought and discussion and develop a reasoned approach to the ethical dilemmas confronted by physicians. Students will be asked to submit a completed POLST form electronically via Elentra.
- I. **Goldstein Morning Report** – *Monday and Thursday, 8:00-9:00 a.m., Inpatient Tower-Conference Room B.* Residents present and discuss cases recently admitted to the Internal Medicine Service. This is an excellent conference for observing clinical problem-solving. A wide array of medical problems are discussed, and faculty representatives from the Department of Medicine are present for expert advice. ***Medical Students are asked to arrive on time.***
- J. **Faculty Mentor Rounds** – ***(Timing at the discretion of the faculty attending.)*** The team's attending will allot time with the medical students reviewing clinically based topics. Topics include medical documentation, physical examination, critical thinking, and patient management.
- K. **Medical Grand Rounds** – *Tuesdays, 12:00-1:00 p.m., Inpatient Tower – Conference Room B* Senior residents, under the guidance of faculty mentors, present interesting Internal Medicine cases with didactic overviews.
- L. **Designated Study Time (DST)** is a 4-hour window of time set aside for the students to study and prepare for several required Internal Medicine examinations during the clerkship. On Saturday of the 5<sup>th</sup> week, the clerkship phase students will leave the hospital by 1:30 pm. In instances where the team has arranged an alternate schedule, the students will take their DST on Sunday.

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## Required Assignments

**A. Cardiac & Pulmonary Physical Examination Skills Workshop** – This workshop is divided into four parts.

- **Cardiac and Pulmonary Wards Experience** – Dr. Ostrzega (Cardiology) and Dr. Juarez (Pulmonary) will review cardiac and pulmonary physical exam findings on patients in the LA General Medical Center CCU and MICU. Students will review the patient's history with their faculty instructor, then be taught and practice relevant cardiac and pulmonary physical exam findings. Dr. Ostrzega and Juarez will also provide a short lecture on Coronary Artery Disease and Cough/COPD/Asthma, respectively.
- **Demonstration of Cardiac / Pulmonary Physical Exam** – Each student will demonstrate the cardiac and pulmonary examination to their medicine ward attending. Students will also be expected to demonstrate a pertinent medical interview regarding cardiac and pulmonary issues. It is the medical student's responsibility to schedule this activity during the 2<sup>nd</sup> or 3<sup>rd</sup> week of the clerkship rotation. Attendings will complete a cardiac/pulmonary checklist once the student shows competency with the exam. This checklist must then be signed by the attending and student and turned in to the clerkship coordinator by the 4<sup>th</sup> week of the rotation. A copy of the checklist is available in your orientation packet and online.

**B. Cultural Humility Narrative (Patient Write-Up)** – During the clerkship, each student will submit a patient write-up, which will consist of a one (1) page Cultural Humility Narrative (story). You will perform a detailed history, and the information gained from your admission/patient interaction, will be used to craft your narrative. A definition list and narrative example will be included. In your plan, briefly describe what you will do to make your patient healthier, even under adverse circumstances. The one-page assignment is due on the fourth (4<sup>th</sup>) Monday of the clerkship and can be submitted on Elentra.

**C. Inter-Professional Education (IPE) Experience** – Students who have patients requiring PT/OT or Pharmacy Team consultations will follow these steps:

- 1.) Enter the PT or OT order for your patient.
- 2.) If at LA General Medical Center, page the PT supervisor, Lori, at (213) 717-6374 or the OT supervisor, Ben, at (213) 704-5723. If off-site, please consult your site PT/OT.
- 3.) After receiving a callback, set up a time to perform the consultation/evaluation on your patient. Students can use spok.com to text page information.
- 4.) On MedOasis, when you log in to your information, you will see a radio button that asks if this is an IPE, and then you will fill out the demographics of the experience.

Your IPE Experience entry is due on the 5th Friday of the clerkship by 5 pm. If you don't have a PT/OT/ Pharm patient, you can pair up with a fellow teammate to perform.

## Required Clinical Experiences

In the clinical setting, students are expected to acquire primary responsibility for and log at least one patient with each of the Required Clinical Experiences.

Log all patient encounters for each Required Clinical Experiences (15 cases) listed below in the corresponding diagnosis folder in MedOasis. For each encounter, log the level of responsibility that you provided:

- Participated: You assisted or performed direct patient care responsibilities under direct or indirect supervision.
- Observed: You watched or discussed a patient's care, but did not have an active role in their care.

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- Simulated: You completed an assigned activity through high-fidelity simulation, virtual case scenarios (e.g., Aquifer), or other simulated means.

Logging all of your Required Clinical Experiences for a rotation allows KSOM to ensure comparable student experiences across clinical sites. Failure to log Required Clinical Experiences will result in a reduction in your overall clerkship score (see Student Assessment section of clerkship manual). Please note that each patient can only be used to log a single Required Clinical Experience (even if they have multiple applicable conditions).

Please note that your logs will be reviewed at your mid-clerkship feedback session. It is your responsibility to ensure you have completed all Required Clinical Experiences by the end of the rotation. If you have not logged at least 1 encounter for each Required Clinical Experience by the 5<sup>th</sup> week of the rotation, please reach out to the Clerkship Directors for further guidance.

## Required Clinical Experiences:

1. Acute Kidney Injury
2. Altered Mental Status
3. Coronary Artery Disease/Acute Coronary Syndrome
4. Cirrhosis
5. Congestive Heart Failure
6. COPD
7. Diabetes (including Diabetic Ketoacidosis)
8. Dyspnea
9. Gastrointestinal Bleed
10. Hypertension
11. Pancreatitis
12. Pneumonia
13. Pyelonephritis
14. Tuberculosis
15. Venous Thromboembolism

**Note: Students must submit at least five patient experiences per week, between weeks 1 through 5, meaning all experiences must be completed on MedOASIS no later than 5 pm the fifth Friday of the rotation.**

## Learning Resources

Attendance at all sessions are mandatory unless otherwise stated.

- A. **Syllabus and Text** – There is no required textbook. However, an excellent resource is: **Andreoli and Carpenter’s Cecil Essentials of Medicine 9<sup>th</sup> Edition.** E-book available through Norris Medical Library.  
Requires USC network connection. Link:  
[http://web-app.usc.edu/e\\_resources/hsl/gateways/30681.php](http://web-app.usc.edu/e_resources/hsl/gateways/30681.php) (click on “Access this resource”).
- B. **Secure Storage, Study, and Relaxation Space**  
This information can be found on the website: <https://medstudent.usc.edu/clerkship-sites-study-storage-and-relaxation-space/>



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## Student Assessment

### **Evaluation and Grading**

All clerkship activities, assignments, and evaluations are required and must be completed before you receive your final grade:

<b>Graded Component</b>		<b>Weight</b>
1.	Clinical Performance (completed by your preceptor/resident)	55%
2.	NBME Medicine Subject Exam Note: minimum score required to pass exam = 56	25%
3.	OSCE	15%
4.	Professional Accountability (one point will be given for each of the following): <ul style="list-style-type: none"> <li>• Logging ALL Required Clinical Experience cases per clerkship stated deadline.</li> <li>• Completing ALL administrative tasks (e.g. evaluations) of clerkship on time.</li> <li>• Completing ALL assignments on time and to satisfaction.</li> <li>• Being present at ALL required activities of the clerkship.</li> <li>• Responding to all communications from the clerkship leadership within 48 hours.</li> </ul>	5%
5.	Other: <ul style="list-style-type: none"> <li>a. Completion of all Required Clinical Experiences</li> <li>b. Mid-Rotation Feedback/Goals</li> <li>c. One patient write-up (Cultural Humility Narrative)</li> <li>d. Handover Mnemonic Card</li> <li>e. Observation Questionnaire</li> <li>f. Cardiac and Pulmonary Checklist</li> <li>g. History and Physical Observation/Rubric Form</li> <li>h. POLST form submission</li> </ul>	Satisfactory completion required ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓

The final clerkship grade is determined by your overall score, rounded to the nearest whole number, and students must also achieve a minimum NBME score for a final grade of Pass, High Pass or Honors:

<b>Internal Medicine</b>		
	<b>Overall Score cut off for each grade</b>	<b>Minimum NBME Subject Exam Score for Grade of Pass, High Pass or Honors</b>
<b>Honors</b>	92+	<b>56</b>
<b>High Pass</b>	74 - 91	
<b>Pass</b>	66 – 73	
<b>Fail</b>	65 or below	

**Eligibility Criteria for Faculty and Resident Supervisors to Submit an Evaluation of Student Performance:** All attendings and residents who are scheduled with a student for a minimum of four (4) days. At least one attending evaluation is required to generate a grade. KSOM health professionals who provide health and psychiatric/psychological services to a medical student cannot be involved in the academic assessment or promotion of the medical student receiving those services. Please see the [Supervision of Student Performance by Healthcare Providers](#) policy for more information.

**OSCE and NBME Subject Exam Logistics:** The Internal Medicine Clerkship OSCE will take place on Wednesday afternoon during Week 6 of the rotation. The OSCE will consist of two stations that focus on primary care skills used in Internal Medicine. Each station will consist of a 15-minute standardized

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patient encounter followed by completion of a 10-minute post-encounter note. OSCE cases will be derived from the Required Clinical Experiences. Detailed instructions will be provided to you the week before the OSCE. The NBME subject exam will be administered on Friday of Week 6 of the rotation.

**Passing the Clerkship:** To receive a passing grade (Pass, High Pass, or Honor) for the clerkship, students must demonstrate minimum competence based on their 1) overall clerkship performance; 2) the NBME subject exam performance; 3) the satisfactory completion of all required activities; and 4) the absence of unprofessional behaviors as outlined in the student handbook. Note: Unexcused absence or other unprofessional conduct will preclude a final grade of Honors regardless of the overall performance score.

1. Students who do not pass the NBME subject exam on their first attempt will be ineligible for Honors.
2. Students who pass the retake exam (second attempt) are ineligible for Honors and will receive a grade of Pass (P) or High Pass (HP) based on their overall performance.
3. Students who fail the retake exam (second attempt) will continue to have a grade of Incomplete (I) noted on their transcript for that clerkship and will be required to sit for a second retake (third attempt) of the NBME subject exam.
4. Students who pass the second retake exam (third attempt) are ineligible for a grade of HP or Honors and will receive a grade of "Pass" for the clerkship.
5. Students who fail the second retake exam (third attempt) will receive a grade of "Fail" (F) for the clerkship and must repeat the clerkship.

**Fail:** A grade of a fail may be given in the following situations: 1) failure to demonstrate minimum competence based on overall clerkship performance, 2) inability to pass the NBME on three attempts, 3) any unprofessional behavior as outlined in the student handbook, 4) failure to resolve a grade of incomplete.

**Incomplete:** An **Incomplete** is not a final grade, but a designation used if a student has been excused from meeting a clerkship deadline. Designations of "**Incomplete**" will be assigned to any student who does not complete any required clerkship component. Designations of "**Incomplete**" will be assigned to any student who has not achieved the minimum NBME Subject Exam score set for passing the clerkship on their first and second attempts.

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## **Policies and Procedures**

Please note that you are responsible for knowing and following the Keck School of Medicine Student Policies (<http://medweb.usc.edu/policies/>).

## **EHR Access and Emergency Protocols**

### **Electronic Health Record Access**

If you have questions or issues with access to the electronic health record system at Keck Hospital or LA General Medical Center, please contact the Office of Student Affairs at [medstuaf@usc.edu](mailto:medstuaf@usc.edu) or 323-442-2553.

## **Emergency Procedures**

### **Contact Student Affairs**

If you have an urgent issue that requires assistance, you may contact the Office of Student Affairs for assistance at 323-442-2553. You can call this number after hours and be connected to the Dean on call.

### **Clerkship Director/MSE/Site Director/Coordinator**

You can also reach out to the Clerkship Director, Medical Student Educator, or Site Director for assistance.

### **Needlestick and Exposure Policy Protocol**

Call **During Business Hours: 213-740-9355 (WELL)**; **After Hours: (323) 442-7900**. Please leave a voicemail. There is a provider available 24/7 who will return your call. More information can be found at <https://engemannshc.usc.edu/bloodborne-pathogen-exposure/>.

**Additional information on emergency procedures can be found at:**

<https://medstudent.usc.edu/emergency/>

**The KSOM blood-borne pathogen policy can be found [here](#).**

## **Policies**

### **Mistreatment**

The Keck School of Medicine (KSOM) is committed to maintaining and promoting a respectful learning environment for all members of the Keck community. KSOM has a zero tolerance policy for mistreatment. For more details on what constitutes mistreatment and how to report it, please review [here](#). To report mistreatment, access MedOasis through <http://my.usc.edu/> and select the MedOasis Widget. The mistreatment report form is located in the announcement box at the top of your MedOasis home page.

### **Code of Professional Behavior**

Students are expected to adhere to the Code of Professional Behavior in all settings by demonstrating honesty and integrity, responsibility, reliability, and accountability as well as respect for all patients, peers, faculty, and staff. For a detailed description of various dimensions of professionalism, please review [here](#).

### **Clerkship Evaluation**

We rely on your thoughtful and constructive feedback to continually improve the curricula and instruction. Completing evaluations is a professional expectation of medical students' professional responsibility. Please refer to the [Evaluation Completion Policy](#).

### **Grade Appeals**

Information about appealing a grade or evaluation can be found in the [Evaluation and Grade Appeal Policy](#). Evaluation and grade appeals have timelines and requirements.

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## **HIPAA Privacy Regulation**

Please note that HIPAA privacy regulations are always in effect in all clinical settings. Individual practitioners (including medical students) are held personally responsible for violations of HIPAA regulations which may result in financial and other penalties. You have previously completed HIPAA training on Trojan Learn and have access to the training modules if you wish to review them. You can also find additional information by visiting [here](#).

## **Medical Student Supervision Policy**

Students must have an identified faculty supervisor at all times. Students may be directly or indirectly supervised by faculty members and/or residents and, when indirectly supervised, direct supervision must be immediately available at all times by a faculty member or resident. Please review the [Medical Student Supervision Policy](#) for more information.

## **Medical Student Time Requirements**

Student hours include the following limits: a maximum of 28 consecutive hours in the hospital and a maximum of 80 hours per week averaged over four weeks. Students receive at least one day off per week. Refer to your individual calendar. Please review [the Medical Student Time Requirements for Clinical and Education Activities Policy](#) for more information.

## **Code of Conduct in Faculty-Student Relationship**

The [faculty code of conduct](#) includes language about the standard of conduct in the faculty-student relationship.

## **Assessment and Supervision of Student Performance by Healthcare Providers**

KSOM health professionals who provide health and psychiatric/psychological services to a medical student cannot be involved in the academic assessment or promotion of the medical student receiving those services. See policy [here](#).

## **Attendance**

It is the responsibility of the student to communicate with the curriculum office regarding absences from required events that result from anticipated conflicts, personal emergencies or unforeseen events. Please review the [KSOM attendance policy](#) for more details.

## **Requesting Time Off**

Students requesting an excused absence for one or more missed classes, or who need to seek a leave of absence, are instructed to submit the appropriate form, which can be found here: <https://medstudent.usc.edu/forms/>

## **Access to Health Care Services**

Students are excused from classes or clinical activities to access needed healthcare services. Please review the [Students Needing Access to Healthcare Policy](#).

## **Computer-based Examination Administration**

Students are required to bring fully charged laptops and chargers to participate in all pre-clerkship course examinations that are administered electronically. No additional items (cell phones, purses, notes, etc.) are allowed in the examination area and their presence in the examination area might result in a grade of fail for the course. For more information on the administration of computer-based examinations, please review [here](#).

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## **Diversity**

The Keck School of Medicine (KSOM) is committed to creating a culture that promotes and celebrates diversity and inclusion at all levels of the institution. The diversity policy is [here](#).

## **Dress Code**

The image presented in interactions with patients, colleagues, and visitors has a major influence on how one is perceived as a professional. Students at the Keck School of Medicine are expected to promote a professional environment. The following guidelines are the minimum standards for all Keck School of Medicine students. Furthermore, students must adhere to the dress code policies of any assigned clinical sites. The dress code policy is [here](#).

## **Grading Policy**

The KSOM Grading Policies can be found [here](#).

## **Examination Retake Policy**

KSOM permits students to retake examinations under certain circumstances. Students retaking examinations are required to work with LEAD (see Additional Resources below) in preparation. The Examination Retake Policy is [here](#).

## **Additional Resources**

### **Office of Student Accessibility Services (OSAS)**

OSAS provides support services and accommodations necessary to enable students with disabilities to develop their maximum potential by making their education accessible, while having the dignity to work independently. For more information, please review <https://osas.usc.edu/>.

### **Learning Enhancement and Academic Development (LEAD)**

The Learning Enhancement and Academic Development provides an array of services and resources to help medical students master the curriculum. More information about LEAD can be found [here](#). Students may also contact Dr. Ranna Nash or Dr. Melissa Lopez at Keck Learning Enhancement and Academic Development (LEAD) at [Ranna.Nash@med.usc.edu](mailto:Ranna.Nash@med.usc.edu) or [lopezms@usc.edu](mailto:lopezms@usc.edu).

### **Emergency Procedures and Preparedness**

The Keck School of Medicine has emergency procedures and a preparedness plan. Visit this site to find out more, including whom to reach in an emergency: <https://medstudent.usc.edu/emergency/>

### **Right to Inspect Student Records**

According to the Family Educational Rights and Privacy Act (FERPA), students have a right to inspect their educational records within 45 days of the request and to request corrections. For information on the review and challenge of student records, as well as general information about FERPA, visit: <https://arr.usc.edu/students/ferpa/>

### **Wellness Day Policy**

Wellness days are mandatory and are incorporated into clerkship schedules to provide students with an opportunity to attend to their personal well-being. Students are released from clinical duties one full day for each 6-week clerkship and 1/2 day for each 4-week clerkship. The timing of wellness days can be found here: <https://medstudent.usc.edu/academics/curriculum/wellness-days/>.

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## **Essential Technical Standards Policy**

All students admitted to and enrolled in the Keck School of Medicine M.D. program must meet and continue to meet throughout their enrollment, the Essential Technical Standards (Standards) set forth in this policy:

<https://medstudent.usc.edu/faculty-staff-information/keck-school-of-medicine-md-student-essential-technical-standards-policy/>

## **Timeliness of Grades Policy**

The Keck School of Medicine requires timely reporting of final grades:

<https://medstudent.usc.edu/faculty-staff-information/keck-school-of-medicine-md-student-final-grade-submission-and-reporting-policy/>