

Research Electives at Off Campus Sites: Instructions

Forms needed: Sponsorship form, Progress/grading form, Elective Approval form

The elective must be confirmed a minimum of 30 days prior to its start date by submission of the signed Sponsorship form and the completed Elective Approval form to Bonnie Chalson in the OME. Doing this is the student's responsibility. The Sponsorship form can be stapled to the Approval form in lieu of completing the course description the Approval form requires.

A research supervisor at the off campus site as well as a Stony Brook faculty sponsor are required. The following outlines the responsibilities of the Stony Brook sponsor for research electives done at away sites. Two forms will be used to monitor these electives. One is the Acknowledgement of Sponsorship. The other is the Research Elective Progress form used for monitoring the progress of the research.

Acknowledgement of Sponsorship of Outside Research Activities/Electives

Stony Brook Medical Students may take a 4 week research elective if they have sponsorship by a Stony Brook Faculty member. The responsibilities of a sponsor include the following:

1. Providing the Office of Medical Education with
 - a description of the research the student will be involved in,
 - justification for how this research is significant to the student's program,
 - a description of the role of the student in doing the research, and
 - learning objectives for the elective
2. Collaborating with the Off Campus research supervisor to complete the "Acknowledgement of Sponsorship" form. Both must sign the form.
4. Communicating with the student and the research supervisor at least twice a month to monitor the student's progress. Submitting a "Research Elective Progress" form to OME twice a month to Bonnie Chalson in OME so that the comments can be placed in Cbase.
5. Collecting a summary of the research experience written by the student at the end of the elective. Collecting written evaluation of the student's performance from the research supervisor at the off campus site. Reviewing the above and the Research Elective Progress forms, and assigning of the final grade for the student's work based on this feedback.
6. Assigning the grade and appropriate comments on a "Research Elective Progress" form. Submitting the form to OME for entry to Cbase.

**Research Electives at Off Campus Sites
Acknowledgement of Sponsorship**

Student's Name _____

Title of Research _____

Site where research will be done (include name of site and official mailing address):

Start Date of Research _____ **End Date of Research** _____

Off Campus Research Supervisor's signature and contact information:

Signature *email address* *phone* *Date*

Student's Advisor signature:

signature

Printed Name, email, phone, signature of Stony Brook Faculty Sponsor
(Can be faculty at SB, WUH, NUMC, VA sites):

Signature *Name* *email* *phone* *Date*

Please attach a **description** of the research to be done and **justification** for why this is significant to the student's medical education. Please include clear **learning objectives** for this elective as well as the **specific role** to be played by the student in the research process.

Research Electives at Off Campus Sites
Research Elective Progress Form

This form should be completed a minimum of two times during each month of research.

Student's Name _____

Title of Research _____

Period of time being reviewed: **Start Date** _____ **End Date** _____

Site _____

Goals for this period:

Research Skills reviewed/learned (Check appropriate choice):

- 1. Writing a research proposal
- 2. Background reading completed
- 3. Research techniques reviewed/learned
- 4. Other _____

Research techniques employed:

- 1. Specific laboratory techniques:
- 2. Other techniques

Accomplishments for this period:

Comments:

Final Grade (At the end of the research experience. Circle one.): **H HP P LP F**

Faculty Sponsor Reporting this information

Signature Site Date

Please submit this to Bonnie Chalson in OME within two weeks of the end of the research period. She will enter it into Cbase for the student's grade/evaluation.
Fax # 631-444-9521