The University of Michigan

MEDICAL SCIENTIST TRAINING PROGRAM

General Information

and

Guidelines

A Handbook for Fellows

July, 2002

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MEDICAL SCIENTIST TRAINING PROGRAM

General Information and Guidelines for Fellows

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1. *MSTP Office*

The MSTP Office exists in large measure to assist fellows to accomplish their dual degree programs as efficiently and painlessly as possible. If you have questions, need assistance to solve a problem, or just want to talk, please feel free to stop by and see Mrs. Morris or Mrs. Ketola or Ms. Koivupalo. The office is open from 8:00 a.m. to 5:00 p.m. on Monday through Friday. If you are going to be out of town, change your address or telephone number, or otherwise be difficult to reach, the MSTP Office would like to be informed.

2. *Academic Counseling*

Final approval of courses of study and other curricular matters rests with the Program Director with the advice of the Operating Committee. Counseling for the graduate portion of the dual curriculum is provided by the fellow's graduate program chair and the dissertation research mentor. Until the time a fellow is enrolled in a doctoral program, counseling is carried out in the MSTP Office. Since the University, including the Medical School and the Graduate School, has given the MSTP certain flexibilities, the way in which the medical curriculum and the graduate curriculum are integrated can vary with the individual student. It is important, therefore, for fellows to keep the MSTP Office informed of their developing interests or plans.

3. *I.D. Cards and Computer Access*

Incoming graduate students receive photo IDs at the Housing Office, 100 Student Activities Building or at the Med. Inn, room C158. During medical school orientation, the IDs are validated, and then need to be revalidated at the time of reentry to the clinical years and hospital clerkships. Access to the University of Michigan computer system is attained through the ITCS accounts office, B630, Michigan Union.

4. *Course of Study*

The common pattern followed by most MSTP fellows is to undertake the first two years of the medical curriculum, identified as Component 1 and Component 2, with some intermixed research activities and/or some graduate course work; then to engage in full-time graduate work; and finally to undertake the clinical clerkships, identified as Components 3 and 4 in the medical curriculum, preceded by a clinical refresher course. During the period devoted to graduate work, the course of study is determined by the fellow in consultation with the doctoral program advisor. It includes completing departmental preliminary examinations and meeting the requirements for candidacy, which are often modified for MSTP fellows. In general, medical school courses must be taken in sequence. There is some reduction in the length of the clinical clerkships for MSTP fellows. Other curricular patterns are possible and may be considered with the Program Director.

5. *Biological Chemistry Requirement*

Passing an approved course in Biological Chemistry is a requirement for admission to the Medical School. In addition, MSTP fellows take Biochem 550 (3 credits) in the fall term of the first year. (MWF 8:00-9:00 a.m.).

TO REGISTER for Biochem 550:
(by September 4)

Sign on to Wolverine Access at: *http://wolverineaccess.umich.edu/*
Term = Fall 2002
School or College = Rackham Graduate School
Class # = 16347
Credits = 3

6. Medical School Registration

Registration in the Medical School is handled through the Office of Student Programs, Fifth Floor, C-Wing, Medical Science I. Notice of registration dates, times, and procedures will be mailed to students. Orientation and registration for 2002-2003 are currently scheduled for M-1 students beginning August 15.

7. Graduate School Registration

MSTP fellows customarily register for two and a half terms, as this is the required registration period for eligibility to receive faculty consultation, use laboratory facilities, or to prepare for and take examinations such as the preliminary examinations, and to access computing services and receive library privileges.

Course time schedules are available in the MSTP Office and course descriptions are available from the doctoral program offices or from the course directors themselves.

8. Graduate School Credit for Selected Medical School Courses

Many of the medical school basic science courses are appropriate to the doctoral programs. For those who enter the MSTP before beginning medical school, the Graduate School will allow 18 credit hours of medical school courses toward the accumulation of the 36 fee hours necessary for admission to candidacy and for the minimal 68 fee hours overall. (This is comparable to entering doctoral studies with a relevant master's degree.) MSTP fellows will be registered in the Graduate School for only those courses elected specifically for the doctoral degree, such as laboratory rotations. At the end of the basic science phase of the medical school curriculum, the MSTP Office will forward copies of the fellows' medical school transcripts to the Graduate School Records Office to verify a satisfactory completion of the basic science course work for its recognition as 18 fee hours in the Rackham Fee Total.

9. Medical and Graduate School Grading Systems

The Medical School uses the following grading system: Satisfactory (S), Fail (F), or Incomplete (I) for the first year courses. Honors (H), High Pass (HP), Pass, (P) Fail (F), and Incomplete (I) for Components II, III, and IV. A passing grade must be achieved in all courses. Questions should be addressed to the Office of Medical Education. (See Policies and Procedures for Medical Student Evaluation, Advancement and Graduation)

The Graduate School uses the A-E letter grade system. The letter grades are converted to a numerical scale from 0 (E) to 9 (A+), with an average of 5.00 (B, both cumulative and in the degree program) required for good standing in the Graduate School. (See the Horace H. Rackham School of Graduate Studies Student Handbook.)

10. Research Rotations

Each fellow has a research rotation advisory committee, which will help provide information on potential mentors. Also, the MSTP publishes a Mentor List with descriptions of faculty research, and schedules lunches with new faculty. All research rotations must be approved in advance by the MSTP Director.

11. MSTP Seminars

Special seminars for MSTP fellows are planned and arranged by the MSTP Program Activities Committee. They are commonly offered on the second Tuesday of each month, September through May, except as these dates may conflict with examinations or for other various reasons. Notice of topic and place, etc. will be provided in advance. Fellows are expected to attend all MSTP seminars unless they have an academic conflict. If you cannot attend a seminar, please notify the MSTP Office in advance.

Seminar Dates for 2002-2003

Seminars are held in the GAP Conference Room, in 2955 Taubman Medical Library and in 2901 LRC, 3:45 - 5:00 p.m. The following events and dates in 2002 are provided for planning purposes but may be subject to change; further information will be provided throughout the year:

Tuesday, September 10	Marc Lippman, M.D.
Tuesday, October 8	Clinical Case Presentations
Tuesday, November 12	Vaughan Cooper, Ph.D.
Tuesday, December 10	Charles A. Neal, M.D., Ph.D.
Tuesday, February 11	TBA
Tuesday, March 11	TBA
Tuesday, April 8	TBA

12. Medical School Educational Leave of Absence

At the end of the M-2 year, MSTP fellows who are in good standing with the medical school and have successfully completed the Basic Science Phase are placed on an educational leave of absence with the approval of the Program Director and the Associate Dean for Student Programs. This designation continues for the period of time required to achieve candidacy and complete the thesis research, usually three to four years.

13. Registration for M-3 Clerkships

Terminating the educational leave of absence and gaining registration in the medical school for the Clinical Phase requires the approval of the MSTP Office. It is expected that MSTP fellows will have finished all of their thesis research, have completed a first draft of the dissertation, and

have scheduled an acceptable defense date before registering. The thesis must be defended and post-defense corrections made prior to starting the M3 year. The following information about this process may be helpful.

The regular starting date for M-3 clerkships is in July. However, MSTP fellows sometimes do not start at this time, usually because their Ph.D. thesis defense does not take place until summer or fall. Entry into the M-3 year between August and January is permitted and does not affect the year of graduation because the M-4 curriculum for MSTP fellows is only 20 weeks long. Planning for clerkships for MSTP fellows should begin at least six months in advance of the expected starting dates. It is important that this be done well in advance of the tentative starting time so that the Associate Dean for Student Programs may be notified of your plans, your name be added to any lists to receive pertinent information, and the clinical refresher course may be arranged.

14. Research Responsibility and Ethics Course

The Program in Biomedical Sciences coordinates a series of meetings in which a group of 8-10 faculty explore issues in research responsibility and scientific ethics, through lecture presentations and meetings in small groups. The course (PIBS 503) meets 2 hours per week for 6 weeks, in late Fall. All MSTP fellows must elect this course in the PRECANDIDATE year (after the first two years of medical school).

15. MSTP Scientific Retreat

A scientific retreat is held annually for the MSTP fellows and faculty members at a site away from the Ann Arbor campus. This provides a forum in which fellows can present material from their research as it nears completion or as an intermediate status report. These presentations are very broadening for the junior students and give a perspective of the research in progress. For all fellows, the retreat provides an informal environment for scientific exchange and the development of collegiality which bridges the basic science, research, and clinical phases of the dual degree curriculum. Everyone is expected to attend; arrangements are made with the clinical departments to permit the participation of those fellows in clerkships. The dates for the 2002 Scientific Retreat are Friday, August 2 through Sunday, August 4.

16. Selecting a Doctoral Field and the Thesis Research Mentor

Fellows may select and be admitted to a doctoral program before or after admission to the MSTP. All fellows should have selected a field of specialization by the beginning of the winter term in the M-2 year. Please consult the MSTP Office for approval and to initiate the appropriate paper work to effect a "change of program" for the graduate school academic record. Under justifiable circumstances, fellows may switch from one doctoral program to another at a later date.

The selection of the thesis research mentor need not be accomplished at this time. Fellows are encouraged to explore the research activities of those laboratories that interest them and to discuss these interests with the faculty investigators. However, since approval of mentorships rests with the individual department or program chairman in concert with the MSTP Officers, fellows are requested not to make commitments to potential mentors without first conferring with the Program Director.

17. Career Advisory Panel

The MSTP publishes a listing of MD/PhDs on the Michigan faculty who have volunteered to be a career resource for fellows.

18. Foreign Language Requirement

There is no foreign language requirement for any of the core doctoral programs in the Medical School. For other programs, check with the doctoral program office.

19. Graduate School Residency Requirement

To meet the residency requirement of the Graduate School, MSTP fellows must complete at least 18 graduate credit hours, excluding 990 and 995 elections, on the Ann Arbor campus. These do not need to be concentrated in any minimum number of terms, but are usually undertaken in the fall and winter terms of the third year.

20. Advancement to Candidacy

Qualifying or preliminary examinations are necessary for advancement to candidacy. For most MSTPs they should be passed generally after one full year of graduate study, typically after 3 years in the program. Fellows should develop plans early with their departmental advisor to meet this requirement.

21. United States Medical Licensure Examination Step 1 and Step 2

The Medical School requires students to obtain a satisfactory score on both Steps 1 and 2 of the USMLE tests. Step I must be passed before entering the clinical clerkships; Step 2 before graduation.

22. Rackham Graduate School Student Handbook

Graduate students are responsible for knowing the information in this handbook which relates to their conduct, degree requirements, graduate record, etc. The handbook also provides useful information about the University's student services. The handbook's www address is: *http://www.rackham.umich.edu/StudentInfo/Publications/GSH/contents.html*

23. Medical School Student Handbook

The medical school publishes and distributes three student handbooks: one which covers the Basic Science Phase of the first two years and states medical school policies and procedures; two which cover the Clinical Phase, one for the junior year and one for the senior year. Medical students are responsible for knowing the information in these handbooks. They are designed as comprehensive references on a wide range of topics from course and clerkship scheduling to student organizations to the procedure for responding to a call to jury duty, for example.

24. Simultaneous Awarding of Dual Degrees

For MSTP fellows, the M.D. and Ph.D. degrees are awarded after the work for both degrees is completed. Medical School degrees are awarded in June of each year. Graduate school degrees are awarded at the end of each term, December, May and August, but commencement ceremonies are held only following the fall and winter terms. Fellows are expected to check with the Rackham Dissertation Office for the official time schedule and deadlines for thesis defense and to plan their programs accordingly. Fellows may take advantage of the grace periods. In February, prior to the Medical School commencement, an official memorandum must go from the MSTP Office to the Rackham Office of Academic Records stating that the student has satisfactorily completed all requirements for the M.D. degree.

25. The Fellowship Award and the Stipend Level

Fellowship support is renewed each year so long as the fellow remains in good academic standing with the medical school and the graduate doctoral program. It is possible that the source of support may differ from one year to another for the individual student. The stipend level is presently $19,000 for M1s and M2s, $21,000 for those in the research phase, and $23,000 for M3s and M4s.

In most instances, payment to you of your monthly stipend and payment to the University for your tuition are authorized through M-Pathways. In the research years you might be appointed as a Graduate Student Research Assistant (GSRA) or Graduate Student Instructor (GSI).

26. Monthly Stipend Check

Your monthly stipend check is issued on the last business day of the month. You may have this deposited directly to your bank account. Contact the MSTP Office to make the arrangements.

27. Taxability of NRSA Stipends

Fellowships which exceed tuition and course-related expenses are subject to taxation. It is important for MSTP fellows to retain for their long-term records copies of all documents pertaining to their fellowship appointments. **Since the University does not withhold taxes from fellowship or scholarship payments nor does it report your earnings to the IRS**, you will want to estimate your tax liability well in advance of the April 15 annual filing and payment deadline. If you owe $1,000 or more in taxes that have not previously been withheld, you are subject to a penalty from the IRS. To avoid any penalty, you will need to file quarterly estimated taxes. The publications and forms you need can be obtained from the IRS website: *http://www.irs.ustreas.gov/prod/forms_pubs/index.html*. Forms for Michigan taxes are available at: *http://www.treasury.state.mi.us*. The federal publication that explains estimated taxes is number 505. The forms you need are number 1040-ES. Another helpful IRS publication is number 520: Scholarships and Fellowships.

The U of M Payroll Office also has some helpful information on its website about reporting scholarships and fellowships to the IRS and how to figure your federal and state taxes. The URL is: *http://www.umich.edu/~payroll/*.

We will keep a few copies of publications 505 and 520 and the form 1040-ES in the MSTP office. Federal tax information is available by calling 800-829-1040. State of Michigan Tax questions may be answered by calling 800-487-7000.

28. Statement of Appointment Forms and Declaration of Non-Delinquency on Federal Debt.

These must be signed in June by each fellow appointed to an NIH Training Grant for the new fiscal year, which begins July 1. No stipend can be paid until these are submitted to and approved by NIH.

29. Tuition Payment, Billing Procedures, and Registration

Tuition and mandatory fees are paid automatically on behalf of MSTP fellows who are appointed to the MSTP training grant, other training grants, or some of the other sources that are designated for scholarship aid. Fellows will not be sent a Statement of Account from the University, although such bills are constructed each term. If fellows owe a library fine or are otherwise indebted to the University (for rent, for example, if a student is living in University-owned housing), they will not be registered. The University imposes a "hold credit" until the account is cleared.

30. Travel Monies

A limited amount of money is available to support the travel of fellows who wish to participate in a professional or scientific meeting. Regretfully, we are not able to support travel unless the fellow has an oral or poster presentation. An informational document describing the policies and procedures governing travel support requests is included in this handout.

In general, fellows seeking this additional support should submit a memorandum or letter to the MSTP Office outlining the purpose and dates of the travel; the estimated expenses (transportation, room, board, and registration fees) for which a travel advance or reimbursement is sought; an indication of other sources of support, i.e. Rackham Travel Grant and thesis mentor; and providing an approval signature of the thesis mentor or laboratory director. This should be done at least one month before the scheduled meeting to provide adequate time to obtain the Program Director's approval and process related paper work.

Upon the completion of your trip, you must submit a Travel Expense Form within 30 days of your return. (Expenses incurred outside of the United States must be converted to U.S. dollars.) You must retain and submit with this document your airline or railway ticket stubs and other receipts for hotel rooms, major meals, registration expenses, etc. Failure to produce receipts may result in a lengthy delay in reimbursement or in no reimbursement.

31. Health Care Insurance

All medical students must have health insurance. The MSTP fellowship covers GradCare, (including family coverage) but you must apply for it. In the candidacy years you are covered by your mentor/department.

32. Health Service

The University Health Service (UHS), 207 Fletcher Street, 764-8320, *http://www.uhs.umich.edu*, is a primary health care facility offering a full range of outpatient services to presently enrolled U-M Ann Arbor Campus students. For most illnesses, injuries, and other health concerns, patients are seen by a clinician in one of the four medical clinics or the nurse health center. UHS

also offers a full range of specialty clinics including dermatology, neurology, gynecology, ophthalmology, orthopedics and sports medicine. To be seen in one of these clinics, patients must be referred by a clinician in one of the UHS medical clinics. UHS also offers a full service laboratory, an X-ray department, a physical therapy department, and a pharmacy.

If you choose UHS as your primary care provider the $10 office visit co-pay is waived. The Health Service is open during the fall and winter terms (September-April) Monday through Thursday, 8 a.m. to 6 p.m., Friday, 8 a.m. to 4:30 p.m., and on Saturdays from 9 a.m. to noon. From May through August, UHS opens at 8:30 a.m., and closes at 4:30 p.m. (except on Monday: 6 p.m.). There are reduced hours during semester breaks and holidays.

33. CV and Publication File

The MSTP Office maintains a file for each fellow which contains a current Curriculum Vitae, reprints of publications, publicity articles, notification of awards or honors, and other documents relating to the professional history and development of the student. This file becomes very useful to both faculty and fellows as program completion becomes a reality and an "MSTP afterlife" becomes a possibility! Therefore, fellows should take responsibility to help keep this file up to date by preparing a CV, submitting reprints, and periodically checking the file's completeness and accuracy.

34. Vacations and Other Absences

The MSTP is a twelve-month program. MSTP fellows are entitled to the usual holidays and vacation periods offered to all students by the University in the fall and winter terms. During the spring-summer term, MSTP fellows are encouraged to take two weeks of vacation in consultation with their laboratory director or research mentor. Students who expect to be away from campus or who wish to take additional time in any term for whatever reason must obtain the permission of the Program Director. Failure to do so may place the fellowship in jeopardy.

35. Communication

Our primary method of communication is e-mail. Please check your e-mail messages daily. In addition, all first and second year medical students are assigned a mailbox. The MSTP Office will use these mailboxes until such time as you are routinely located in a laboratory or an office. Please check your mailbox regularly. We encourage and appreciate the fine art of a timely response to invitations and inquires!

36. *Citizenship*

The MSTP relies heavily on the involvement of its fellows. The Operating Committee has student representation, and the Program Activities Committee is student led. The success of our admissions process and of our programming is directly related to the enthusiasm and commitment of all fellows. Similarly, your graduate departments will call upon you to help with seminars, and recruitment. We thank you in advance for your active participation.