

Advanced Integration Requirements FAQs

What makes an AI an AI?

An Acting Internship (AI) consolidates and refines the student's medical knowledge and clinical skills at a level of competency necessary to deliver comprehensive care to inpatients through increased responsibility in the evaluation and management of patients via closely supervised direct patient care experiences on an inpatient service. Students are expected to perform as part of the resident team in order to attain a level of competence and self-confidence sufficient to enter the first year of residency.

Does the MICU AI count as an Internal Medicine AI?

No, but it can serve as your second/student choice acting internship.

Which courses meet the Surgery subspecialty requirement?

Under SURG 9550:

Acute Care Surgery
Cardiothoracic Surgery
Neurosurgery
Orthopaedic Surgery
Otolaryngology
Pediatric Otolaryngology
Plastic Surgery
Pediatric Surgery
Surgical Critical Care (SICU)
Surgical Oncology

SURG 9550 Cont.

Transplant
Urology
Vascular Surgery
Ophthalmology (SURG 9510)
Gynecologic Oncology (OBGY 4504)**
Urogynecology (OBGY 4526)
Ortho for the PC Physician (ORTH 8507)
Diabetic Foot Management (ORTH 8520)
Interventional Radiology (RAD 7520)

* No more than 2 weeks of **Anesthesia** may be counted toward the surgical subspecialty requirement. ANES 9550, ANES 1501 (Clinical Anesthesiology) may count towards half of the requirement.

** Contact the OB/GYN coordinator for a non-AI option.

Can a surgical acting internship count as both the second AI requirement, as well as the surgery requirement? No.

Can I overlap a reading month with a light rotation? No.

Can I enroll in an acting internship through another institution to fulfill my subspecialty acting internship requirement?

No. While you may enroll in an approved away rotation to earn Advanced Integration credit, only acting internships supervised by LCOM faculty members may be used to fulfill the acting internship degree requirement.

I am going into a specialty without an associated acting internship. What would count as a second AI?

The following acting internships are available to be taken as your second AI:

FM-1120	Family Medicine
MED-2417	MICU at CT Campus
MED-2517	MICU Service
NEUR-3501	Neurology
OBGY-4502	General Obstetrics – CT Branch Campus
OBGY-4503	General Obstetrics
OBGY-4504	Gynecologic Oncology
OBGY-4506	Maternal-Fetal Medicine
PED-5500	Pediatric Intensive Care
PED-5501	General Pediatrics
PED-5502	NICU Pediatrics
MDPS-3550	Psychiatry
SURG-9424	SICU at Danbury Hospital
SURG-9501	Surgical Critical Care
SURG-9506	Thoracic & Cardiac Surgery
SURG-9508	Neurosurgery
SURG-9515	Pediatric Surgery
SURG-9516	Vascular Surgery
SURG-9518	Otolaryngology
SURG-9519	Urology
SURG-9520	Plastic Surgery
SURG-9521	General Surgery
SURG-9522	Surgical Oncology
SURG-9524	Acute Care Service

If you are going into a specialty with no AI, consider these options:

- Anesthesiology: SURG 9501, Surgical Critical Care
- Dermatology: MED 2522, Hematology/Oncology
- Radiology: SURG 9524, Acute Care Service
- Pathology: OBGY 4505, Gynecologic Oncology OR
SURG 9522, Surgical Oncology

Are there AI scheduling recommendations for students considering an Internal Medicine residency application?

Students may enroll in one of the required IM acting internships (MED-2516, 2518, 2522, 2585, 2586). Some students opt to use MED-2517/MED-2417, AI MICU as their choice AI. From a residency application standpoint, several **electives** might strengthen your application or prepare you for an IM residency. Consider Clinical Cardiology, Outpatient Hem/Onc, Clinical Gastroenterology, Clinical Nephrology, Clinical Pulmonary Medicine, and Endocrinology/Diabetes, as well as courses listed under other departments. Reach out to your specialty advisor or a Dean for Students to discuss options.

I couldn't complete my AI in my specialty area in time to include it on my transcript or MSPE for residency application. What is my best course of action to prepare a strong application for my chosen specialty?

It is not necessary to have completed your specialty AI before residency applications go out. Program Directors understand that it is mathematically impossible for every student to schedule their AI before applications are submitted. Students may do elective rotations in their specialty, at home or away, and get strong letters of recommendation. Department Chair letters, if required, will be completed for each student who needs one. Most importantly, be engaged in our rotations and perform well! Reach out to your specialty advisor or a Dean for Students to discuss your approach to the application process.

Where can I find more information on the Teaching/Scholarly Project requirement?

Information on the options for the [Teaching Month](#) and [Scholarly Project](#) are available in VIC Portal under the "Teaching and Scholarly Project" course.

I've taken four weeks to work on my Scholarly Project, but I need more time to complete it. May I take additional time for this work and still get credit?

Yes, you may add additional time for your project as elective research (1007).

Is there a limit around the number of clinical vs. non-clinical electives I can take?

Although there is no limit on the number of non-clinical electives you can take, you should consider the value of each elective choice toward your educational goals. Discuss which electives are more desirable with your specialty advisor and whether multiple non-clinical electives make sense for you.

I am a student who is making up a clerkship. Are there any Advanced Integration enrollment limitations?

Yes. You may **not** schedule any departmental offering until after the prerequisite clerkship is scheduled. SURG-615 is a prerequisite for Emergency Medicine, Anesthesiology, and Orthopedics courses. Both Medicine clerkships (MED-618 and MED-619) are prerequisites for Medicine, Pathology, Radiology, and Anesthesiology.

Is there a limit to the number of courses I can enroll in?

Yes. Federal Aid Compliance regulations and university guidance limit a student's enrollment to those credits required to fulfill graduation requirements, which is 48 credits at the Advanced Integration level.

When does my Advanced Integration schedule need to be complete?

Your schedule in OASIS must reflect all course requirements no later than January 1 of your graduation year. Please see the [Advanced Integration Graduation Degree Requirements Policy](#). **Please note:** federal education loans are calculated and disbursed on a semester basis and require students to be enrolled in a minimum of six semester credits at all times to be considered eligible. The LCOM academic year is divided into two semesters for billing and aid purposes: spring (January 1 through June 30) and fall (July 1 through December 31).

Students are responsible for maintaining a current, accurate schedule in OASIS to ensure that all Advanced Integration level enrollment blocks are accounted for. Please see the [academic calendars](#) for your class at the bottom of the Vermont Integrated Curriculum webpage. Students should monitor waitlists. Retroactive enrollment and schedule changes are not permitted.

I am planning to graduate in the spring. What do I need to do?

- Schedule all degree requirements by January 1 of your graduation year in accordance with the [Advanced Integration Graduation Degree Requirements Policy](#);
- Take USMLE Step 2 CK before January, as detailed in [Policy 540.70 USMLE Examination Requirements](#).
- In late January, complete the administrative graduation survey in OASIS to specify how you would like your name and information to appear on your diploma and in event programs. Respond to messages from the Communications Department regarding the Commencement Ceremony (attendance, tickets, etc.)
- Complete mandatory exit loan counseling conducted by Student Financial Services if you borrowed federal funds for your education. Details are sent via email and the Weekly Wire, and you can contact MedSFS@uvm.edu with questions.
- If necessary, petition the Dean for Students to participate in the Commencement Ceremony, as instructed in [Policy 910.00 Commencement Participation](#).

Lottery FAQs

May I contact a department to secure a spot in a rotation before the lotteries open? No.

Two of the electives I was hoping to add are not listed: Outpatient Family Medicine (FM-1126) and Orthopedics for Primary Care Providers (ORTH-8507). How do I add them?

Both courses are excluded from the lottery because they require a student to complete an individualized independent study form to sign up. They will be available when the add/drop period opens.

Will the Electives Lottery schedule me in the same course more than once if I rank multiple months of the same course number?

No, the software will only assign you to one section of a course—the highest ranked month available when your name is chosen.

How many rotations will I have scheduled during the Electives lottery?

This lottery will assign as many of your elective selections as possible, but some courses, like the TA/Scholarly Project course, are not available until add/drop opens after the lotteries.

Will the Electives Lottery include acting internship spots that remain open after the initial lottery stages?

Yes, the Electives Lottery will include AI rotations that remain open after the initial lottery stages close. Extra spots in Pediatrics acting internships will be available in the Electives Lottery, but students may not schedule more than one Pediatrics acting internship through the lotteries. If space remains when the lotteries close, students should contact the departmental coordinator to add a second AI.

What happens if I do not participate in the lottery process?

Most students without an IM AI and/or Emergency Medicine course scheduled will be administratively assigned one prior to the Electives Lottery. Students will not be assigned a subspecialty AI. Please note that if you are ineligible to participate in the lotteries, no courses will be administratively added.

After the Lottery: Add/Drop FAQs

How do I add a TA rotation?

In January, you will receive an email outlining the process for adding a TA rotation. You will submit your top two choices for a teaching month to the [course coordinator](#) for the Teaching Requirement (MD-1005). Once you have approval for your teaching month, we will enroll you in OASIS.

I couldn't find a 4-week-long Step 2 study month, only 2-week-long electives. If I want 4 weeks to study, should I sign up for two 2-week block?

Yes, although if added to your selections during the lottery, you will only be placed in one section, and you will need to add a second section when the add/drop period opens. Study time is not considered vacation weeks, and students may enroll in MD-1080 prior to sitting for the required USMLE Step 2 CK exam.

How long does the add/drop period last?

Once it opens, the add/drop period remains open throughout your entire Advanced Integration year. You can add/drop as you wish within any restrictions configured by individual courses/departments. For example, many courses do not allow students to add/drop within 30 days of the start date of a rotation. If you want to add/drop a course within the restriction period, contact the course coordinator in the course description.

Can I swap a rotation with another student?

Contact the course coordinator who administers the course roster. FERPA prevents sharing other students' schedules, so the coordinator cannot provide you with names of other students enrolled in a course. You should contact classmates to see who is enrolled in the course and might be interested in swapping with you. Once you have identified someone to swap with, email the course coordinator with the other student copies on the email to make your request.

I would like to do a 1-week or 3-week rotation, rather than the standard 2- and 4-week blocks offered. Is this possible?

Approval for this request is rarely granted without extenuating circumstances. You must first get permission from the Course Director and then obtain permission from the Associate Dean for Students. In general, approval is limited to Scholarly Project, research, or reading electives because there is no active time commitment from the Course Director for a specific enrollment period.

I have the required 48 weeks of rotations, but I didn't realize that I needed to input vacation time for the remainder of the year. Does it matter?

It is your responsibility to maintain an up-to-date schedule in OASIS. Vacation weeks should always be added in OASIS to prevent an enrollment gap. This ensures any loans remain in in-school status, avoiding a premature grace period. Enrollment gaps should not exceed 10 days.

I forgot to add vacation time and now am unable to do so retroactively. What should I do?

Contact the [Advanced Integration Coordinator](#) with the dates of the vacation weeks that need to be added retroactively.

Is it possible to request extra days off for interviews during an acting internship month?

Requests for extra days off may not be accommodated during acting internship months. Please plan your residency interview schedule accordingly in November, December, and January. An ample number of acting internship slots are available. Please refer to the [Advanced Integration Level Attendance Policy](#).

How do waitlists work?

You are not officially enrolled in a course until you are approved by the course coordinator. Once the enrollment has been approved, the course will no longer be highlighted green with a waiting status; instead, it will appear without highlighting as another course on your schedule. If you remain on the waitlist for more than a couple of weeks without receiving approval from or being dropped by the department, contact the course coordinator for more information.

What is the Medical Spanish elective and how can I sign up for it?

The Medical Spanish course is available from [Canopy Innovations](#). The course consists of three proficiency levels of 12 lessons each, tailored to medical professionals and supported by the National Institutes of Health. We are able to offer LCOM students a discount code on new sign-ups for the full program (all three levels). Please contact the [Advanced Integration Level Coordinator](#) for the code and instructions.

After signing up through Canopy and submitting payment, you will add yourself to the waitlist for four weeks of MD 1090 Extramural in OASIS and complete the info form for approval. Upon completion of the three levels, you must forward copies of your completion certificates to the Advanced Integration Coordinator to receive your final grade. This course is pass/fail.

I have been scheduled to take Step 2CK in December, but I am planning to take it in May. How do I manage this?

Both the Step 2CK and the ACLS requirement are administratively scheduled on 12/31 in OASIS for all M4 students. For both, students will schedule their actual dates outside of OASIS (with the Clinical Simulation Lab for ACLS certification and with the NBME for Step 2CK). Once completed, OME will record their passing grades next to the “dummy courses” in OASIS so that degree audits recognize that the graduation requirements have been fulfilled.

Extramurals/VSLO FAQs

What is the difference between an extramural and an intramural?

- Extramural
 - Course number 1090, except for Extramural Research, which is 2090
 - Any rotation done outside of the UVM LCOM system under the supervision of non-UVM LCOM faculty
 - May need approval by Medical Education Leadership Team (MELT) if it is not offered through VSLO or an official elective at an LCME-accredited medical school or ACGME-accredited residency program.
- Intramural
 - Course number 1095
 - A rotation that does not currently exist in the official catalog, but that will be supervised and assessed by a member of the LCOM faculty
 - Includes rotations done at the CT Branch campus, which are not yet in the catalog
 - May need approval by Medical Education Leadership Team (MELT)

Once I have added myself to the waitlist for an extramural and filled out the electronic form in OASIS, how will I know that it's been approved?

The course will no longer be highlighted green with a waiting status. Instead, it will appear without highlighting, like the other courses on your schedule.

I am interested in VSLO and doing an away rotation. Do you have any tips?

- Visit the [VSLO FAQ webpage](#) for some basic information and tips.
- Contact the [Advanced Integration Level Coordinator](#) to have your VSLO account activated. You will receive an email from VSLO with login information.
- The use of VSLO has led to a significant increase in the number of applications that institutions receive from visiting students. Please be patient and understand that each institution has its own

method and timeline for reviewing, approving, and scheduling visiting students. You may not get an immediate response.

- Remember that you start your 4th year earlier than students from other schools. You may not be able to schedule away rotations until June because of the host institution rotation schedule. Just like UVM, other medical schools will schedule their students into rotations before opening them up for visiting students.
- Be polite to coordinators at other institutions. Getting an outside student set up for a rotation is time-consuming and requires quite a bit of logistical maneuvering behind the scenes. If you must drop a visiting rotation less than 2 weeks before the scheduled start date, please contact the host site right away to let them know.

I am interested in an away rotation at an institution that does not use VSLO. How do I get started?

Programs that do not use VSLO will most likely have a paper application and instructions that you can print off their website. A section of the application requires the Dean, Registrar, or comparable school official to attest to and sign off on your enrollment, student standing, liability coverage, personal health insurance, etc. A letter of good standing may also be required.

All application forms and letter requests can be dropped off/mailed/emailed to the Advanced Integration Level Coordinator. Some institutions may have their own online system, which will require forms to be completed electronically and items to be uploaded. The coordinator will help with those as well.

How do I get a transcript uploaded to VSLO?

You must request a transcript from the UVM Registrar's Office via [your myUVM Portal](#).

1. In the "issued to" field, enter VSLO c/o AAMC
2. In the "send to email address" field, enter mmckay@med.uvm.edu.

A PDF of your transcript will be emailed to the Advanced Integration Level Coordinator, Michelle McKay; she will upload the transcript to VSLO once she receives it.

How do I obtain my medical records or background check for away rotations?

- *Medical records:* please refer to the [guidelines prepared by the Center for Health and Wellbeing for medical students](#) to determine how to obtain medical records. Plan ahead, as UVM Student Health Services requires about 10 business days to process your paperwork.
- *Background check:* reach out to the Advanced Integration Level Coordinator to 1) retrieve the background check done during your clerkship year or 2) run a new background check if required by the host institution.

How will I be graded/assessed at an away rotation? What do I do to make sure a grade is returned?

Most host institutions assess visiting students the same way they are assessed by their home institution. PDF copies of the clinical and research assessment forms for extramurals are available to host institutions through VSLO. In some cases, the host institution will not complete UVM's form and will submit a completed copy of their own form using their particular grading scale. The official final grade will be translated to the UVM LCOM grading scale: Unofficial Honors (UH), Pass (P), or Fail (F). The rules and

regulations of LCOM state that only The Robert Larner M.D. College of Medicine at the University of Vermont faculty may award an official Honors grade (HON).

Students are responsible for making sure that an assessment form is returned to the OME via email (mmckay@med.uvm.edu), Fax (802) 656-9377, or in hard copy to Given Courtyard N-100, 89 Beaumont Avenue, Burlington, VT 05405.

Student Financial Services FAQs

How do I afford residency-related preparation costs, such as ERAS fees and airfare for interviews?

You may be eligible to borrow additional Federal loan funds for these costs. Contact [Ryan Gates](#), the Medical Student Financial Services Assistant Director for additional information.

How do I know my total debt at graduation and what steps do I need to take to manage this responsibility?

- Track your Federal loan debt by logging into www.studentloans.gov with your FAFSA credentials.
- Look up and log into your servicer's website [here](#) to view your information.
- For information about your institutional loans, log into your Heartland/ECSI account, <https://heartland.ecsi.net/>.
- Attend the Senior Series, offered in the final semester of your 4th year to learn about loan repayment and debt management strategies.

What counseling is offered by Student Financial Services to best prepare me for repayment?

Begin by exploring the [Student Financial Aid: Curriculum and Resources](#) webpage for more information. Starting in early February, the Medical Student Financial Services Assistant Director will contact the M3 class (via Weekly Wire and email), advertising the Senior Series, which consists of webinars, group sessions, and guided conversations tailored just for you. We strive to ensure you know about loan repayment options and education debt management and feel confident about your plan for repayment before you depart for your residency.