

Clerkship Request Policies

Student should notify clerkship coordinators ASAP of any event/circumstance that may need to be considered when making the rotation schedule. This includes life events, conferences, transportation needs etc. Student will still need to follow school policy in regards to requesting an excused absence if the event is not able to take place on a day off.

Clerkship/Contact	Request Policies	Other Considerations
Family Medicine Kimra Stout Kimra.Stout@uth.tmc.edu	Site preference email sent by coordinator 2-3 weeks prior to the start of each rotation. Students are given 3 days to return form. Preference is on a 1st come basis. No site preference accepted outside of this perimeter.	Elective students do not receive a site preference email.
Geriatrics Minnie Booker Minnie.EllisorBooker@uth.tmc.edu	Will accept requests for sites and attending but does not solicit requests. Students should send requests at least 2 weeks prior to the start to of the clerkship.	
Internal Medicine Venettea Mitchell Vanettea.Mitchell@uth.tmc.edu	Site preferences are not solicited but students can submit a preference request to the Coordinator 3-4 weeks prior to the start of the rotation. Students must include the rotation dates in their requests. Note: preferences are accepted on a first come basis.	Orientation day, call days and lecture days are required.
Neurology Sherri McCollum Sherri.A.Mccollum@uth.tmc.edu	Will accept requests 2-3 weeks or more in advance for sites and attendings but does not solicit requests.	Orientation day and lecture days (Fridays) are required.
Obstetrics & Gynecology Clarissa Spraberry Clarissa.J.Spraberry@uth.tmc.edu	Will accept requests made 8 weeks in advance but does not solicit requests.	
Pediatrics Deborah Hernandez Deborah.Hernandez@uth.tmc.edu	Coordinator will solicit request 4 -3 weeks prior to the rotation start date on a 1st come basis. Does not accept request prior to this.	Orientation and Lecture days (Wednesday AM) are mandatory, request for days off accepted when preference form is turned in. Schedule is posted the Friday before rotation begins.

<p>Psychiatry</p> <p>Kristi Rowell Kristi.D.Rowell@uth.tmc.edu</p>	<p>Coordinator will email the group a preference submission with a due date, 6-5 weeks prior to the start of the clerkship. This email, also, requests your UHealth badge number so if you don't have preferences please submit your badge number.</p>	<p>Schedules will be emailed to you 1-2 weeks prior to the start of the clerkship. Canvas will be available at the same time the schedules are emailed unless otherwise stated. Orientation and Lecture days (Wednesdays, 12-4 pm) are mandatory. For absence requests that fall during the Psychiatry Clerkship, contact the coordinator and director's office as soon as you are aware even if you are not currently rotating on Psychiatry.</p>
<p>Surgery</p> <p>Amber McNutt Amber.J.McNutt@uth.tmc.edu</p>	<p>Coordinator will email group 7-8 weeks prior to the start of clerkship. Does not accept requests prior to this.</p>	<p>Orientation and didactic days (typically Thursdays are required).</p>