

Mentor Instructions for PEP review

1. Discussion of the initial version of your student's PEP should be done in a face-to-face meeting.
2. Discuss your mentee's overall educational plan for their advanced studies year. Have your student reflect on their educational goals for their 4th year and encourage them to make the most of the array of learning opportunities available to them.
 - **Educational goals**
 - Improve general knowledge and skills
 - Get experience in areas in which their residency will not focus
 - Preparation for internship/residency
 - Strengthen areas of relative weakness
 - **Career development goals**
 - Choose/confirm field of medicine to go into
 - Schedule specialty-specific recommended electives, including away rotations, sub-I's
 - Evaluate, apply to, interview at, and rank order residency programs
3. Confirm that their planned schedule for their advanced studies year is appropriate curriculum for their career plans. This is especially true for the first half of the year. Has your student discussed their planned electives with a specialty advisor?
4. Confirm that your student is on track to meet their graduation requirements including:
 - **Required courses:**
 - Required UMMS Acting Internship (Internal Medicine, Family Medicine, Pediatrics, or General Surgery).
 - Emergency Clinical Problem Solver (ECPS).
 - Advanced Biomedical & Translational Sciences (ABTS),
 - Capstone Scholarship & Discovery 4 (CSD4)
 - **Electives:** 24 weeks of electives are required. 12 weeks must be Type A and/or B. A minimum of the 8 of those 12 must be Type A or B1. The remaining 12 can be taken as Type A, B or C. Up to 8 weeks of electives can be taken in smaller blocks (2 weeks or greater). A maximum of 8 weeks of clinical international electives can count toward graduation.
 - Minimum of 9 **credit hours** per semester
5. Confirm that your student is on track to be certified for The Match:
 - Will have taken **USMLE** Step 2 CK no later than December 15 (does student need to block out CK prep time?)
 - Will have passed USMLE Step 1 and Step 2 CK before ROL certification closes
6. Students may not be able to schedule a given elective when/where they want it. Encourage your student make generous use of Section C of the PEP where they can list multiple appropriate alternative electives. If the student switches into an elective listed in Section C, they do not need to have you approve the change. Changing into an elective that is not listed on PEP will require Mentor review and approval.
7. Confirm that your mentee's proposed schedule has ample time available for **residency interviews** between late October and late January.
8. Once the Mentor's review is complete, s/he can do the following:
 - Approve the PEP
 - Not approve the PEP and volley it back to the student with remarks/questions in the comments box
 - Save the PEP to finish review later