

INSTRUCTIONS FOR COMPLETING YOUR PROPOSED EDUCATIONAL PLAN (PEP)

All students must submit a PEP documenting their planned Advanced Studies Curriculum by March 1st.

Purpose of the PEP: Your Proposed Educational Plan (PEP) is a planning tool for you and your Learning Community Mentor to use in your discussion of your educational goals for your Advanced Studies Year. If this is your initial PEP, you should make an appointment with your LC Mentor to discuss your 4th year plans and review your PEP.

Instructions: Complete the following sections of the PEP form.

- **Section A:** Note the field(s) of medicine you're considering.
- **Section B:** Outline your 'ideal' Advanced Studies Schedule. You should have at least one choice for each session in each semester.

Any courses that you are already enrolled in prior to the PEP being available, i.e. ECPS, will default into your PEP and may be changed if necessary.

For each row choose the Elective Category – your choices are UMASS, AWAY and OTHER.

UMASS

Use this category to choose a class scheduled at UMASS. Click on the magnifying glass on the Class Number field to search for and choose the class desired. You may search by many different fields. Choose the class on the lookup page and the data related to that class will default into the page.

AWAY

Use this category to indicate when you will be taking an elective at another school. Enter as much information as you have available, including start & end dates, location, credit hours and course type.

OTHER

Use this category when scheduling a session when you will not be taking an elective. This could be time scheduled off to study for the Step Exams or when planning interviews for residency programs.

There may be sessions where you will be taking more than one class, i.e. you are taking ECPS & ABTS in the same term. Use the '+' sign to add a new row for the same session. You can then choose additional classes, enter an away elective or the time to Other to fill in the remaining weeks of the session. The '-' should be used to remove rows that were added and found to be not needed.

- **Section C:** Is used to identify additional electives you are considering. These can be additional electives or those you intend to take in place of others if they are not available or if an away elective is not accepted.
- **Section D:** Indicates the dates you have taken or plan to take USMLE Step 1 and Step 2 (CK/CS) Exams.
- **Comments:** Use this section to include communications with your mentor regarding the PEP.

- **Save – Submit to Mentor:**
 - You may continue to use the Save button to save your PEP as you add data and need to leave and return.
 - Once you have completed the form and are ready for your mentor to review & approve, click the Submit to Mentor button. You will receive a warning asking if you are sure you wish to submit. Click okay to proceed.
 - Your mentor will receive an email that this is ready for their review.
 - You will receive an email (to you umassmed.edu email address) when your mentor has either approved or returned your PEP form.

PEP FAQs

- **What are the fourth-year required courses?**
 1. Approved required UMMS Sub-internship (IM, FM, Peds or Surgery) 4 weeks
 2. Emergency Clinical Problem Solver (ECPS) 4 weeks
 3. Advanced Biomedical & Translational Sciences (ABTS) 1 week
 4. Capstone Scholarship & Discovery 4 (CSD4) 4 weeks
- **What are the fourth-year elective requirements?**

24 weeks of electives are required. 12 weeks must be Type A and/or B. A minimum of 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 clinical international electives can count toward graduation.
- **How do I count credit hours?**

All Advanced Studies required courses and electives count as 1 credit hour per week. A minimum of 9 credits per semester are required to be enrolled as a full-time student.
- **Do I need to submit a revised PEP if I have arranged to do an elective at a different time or site from what is listed on my original PEP?**

No. As long as the elective is listed on the previously approved PEP, Student Affairs will process the elective paperwork. Time and location are listed on the PEP only to assist the LC mentor/mentee in discussing timing and location strategy.
- **Do I need to meet with my LC Mentor in person to discuss/submit a revised PEP?**

A face-to-face meeting is strongly advised to review the student's initial PEP before the Advanced Studies year begins. Subsequent meetings are at the discretion of you and your LC Mentor, if you both agree on the *revised* PEP following an email or telephone conversation, then the LC Mentor can approve the revised PEP without a face-to-face meeting.