



Guthrie Scholars Premedical Internship

Program Description - Part III *SCHL396 Syllabus*

Instructor of Record: Professor William Ziegler

Email: Ziegler@binghamton.edu

Cell phone: please ask Professor Ziegler and please call at any time for any reason

Credit hours: 1-12 credit hours, variable credit – For credit details please see *Guthrie Scholars Premedical Internship Program Description – Part I: Opportunities at the Guthrie Clinic and Robert Packer Hospital* and *Part II: Academic Requirements and Applying to the Program*.

Catalog Title: SCHL396 Guthrie Scholars Premed Intern

Grading: Letter grade

Offered: Every spring and fall semester

Instructors: Physicians and professional staff at Guthrie Clinic and Robert Packer Hospital

Instructor of Record: Professor William Ziegler, Scholars Executive Director

Course Description: Full-time, unpaid internship for Scholars wishing to attend medical school upon graduation. Takes place over an entire semester in-residence at the Guthrie Clinic and Robert Packer Hospital campus, a 254-bed teaching hospital with a Level II Trauma center, Intensive Care Unit, clinical skills lab, and other diagnostic, medical, and surgical services. Interns complete weekly reflection papers and time log, a research project, a medical terminology class, an observership in trauma and on Guthrie's helicopter air-ambulance, skills lab training, clinical observations, medical/surgical grand rounds, resident and student lectures, and teaching rounds. Interns also shadow doctors, nurses, social workers, nutritionists, allied health care providers, and administrators across the Guthrie organization. Interns spend an average of 48 hours per week toward all requirements of the internship for 15 weeks. Credit hours: 1-12 variable; letter grade.

Prerequisites: SCHL127, SCHL280 (one section) and SCHL227 preferred. Junior level at the time of the internship preferred. Restricted to students enrolled in the Binghamton University Scholars Program. Permission of Scholars Executive Director, and an application process through Guthrie required.

Grades: A letter grade will be provided for SCHL 396 by Professor Ziegler in consultation with Guthrie physicians and administrators. All requirements listed herein will be used to determine a final grade.

ASSIGNMENTS:

- A. Dress and Professionalism:** Be sure to dress and act professionally at all times. To some degree, while at Guthrie you are considered a professional and no longer a student. Please ask your Guthrie supervisor if you have questions.
- B. Scheduling and time off:** There are no days off for hospitals; everything runs 24x7x365. Binghamton University observes many Jewish holidays that many at Guthrie may not be aware of. Spring break is non-existent at a hospital. Students can skip classes at Binghamton, but there is no such thing as skipping things while at Guthrie. And, what about being sick? None of these scenarios mean you cannot take holidays, breaks, or other time off; but it does mean that you have to ask permission from your Guthrie supervisor to miss any days or times that you would normally be expected to be there.
- C. Guthrie Assignments:** All written work required to be submitted to Guthrie must also be submitted to Professor Ziegler on a weekly basis. If these assignments are graded, then the graded version must also be submitted to Professor Ziegler. This is to include all written work applicable to:
- All Clinical Observations
 - Wellsboro Rotation
 - Research Project
 - Research Project presentation
 - Medical Terminology Course
 - Skills Lab
 - Guthrie Air
 - All other Guthrie assignments
- D. Reflections:** At the end of each week, write an approximately 200-300 word reflection paper on your experiences during the week. A bulleted/outline writing style is preferred.
- E. Documentation of Effort:** At the end of each week, document how your time was spent each day to ensure an average of 48 hours per week is committed to the internship. A file should be created in the following format, must be cumulative (most recent appears first), and organized as:
- Daily
 - by individual activity
 - provide daily clock-times and hours*
 - Categorized by week
 - provide total hours by week*
 - Hours summary
 - complete summary of hours (48 hours per week on average is required)*
 - *Hours are to be documented as follows in daily, weekly, and total formats. All items below, must be included each week.
 - Classroom hours
 - Observation hours
 - Skills Lab
 - Medical Terminology course and/or other courses
 - Research
 - Studying and reading hours
 - Writing Reflections
 - Preparing/Writing Research Paper
 - Preparing Research Presentation
 - Other hours (be explicit)
 - Total hours
- F. Institutional Review Board (IRB) Application** (Application to Conduct Research) (Guthrie document). Due at the time of completion.

G. Photos: Submit a jpg photo at the end of the first full month, the end of the second full month, and near the conclusion of the internship showing an interesting portion of your experience. Action photos such as the sample below are preferred.

H. Research Protocol Document (Guthrie document due at the completion of the document)

I. Research Report (written):

- a. **Outline** (due 4 weeks prior to end of semester)
- b. **Rough draft** (due 2 weeks prior to end of semester)
- c. **Final Report** (due at the time of the final presentation)

An outline, rough draft, and formal final report detailing your research project and the conclusions drawn from the project are due during the internship. Assignment requirements and sample reports are available at [Final Research Report Template](#), and [Research Report Sample](#). Note that **ALL SECTIONS included in the Final Research Report Template are required in the outline, rough draft and final report;** and each document is mandatory. The **outline** is best described as an expanded and detailed table of contents. The **rough draft** should contain all sections whether complete or not, and notes on what is finished and what still needs to be completed. The Research Report is a Binghamton University Assignment. Your supervisors at Guthrie will not guide the preparation of these documents, but might be happy to assist if you ask.

J. Research Presentation (to be presented at Guthrie).

- a. **Rough Draft of Power Point** (due one week prior to final presentation)
- b. **Final presentation (Power Point and oral presentation)** (due last week of classes)

A formal presentation detailing your research project and the conclusions drawn from the project is required. Your supervisors at Guthrie will guide the preparation of your presentation. However, assignment requirements and a sample report are available at [Research Presentation Template](#) and [Research Presentation Sample](#). Some helpful information can be found at [Presentation Evaluation Rubric](#). The **rough draft must contain all sections whether complete or not**, and notes on what is finished and what still needs to be completed. Note that not all required sections have been included in the sample presentation provided. The sample is simply an example of a research presentation format and is not a model for the required components of a presentation. Note the desired heavy use of visuals and minimal use of text. The final presentation must contain all sections as shown in the template, but may include as many additional sections as deemed appropriate by the student and his/her Guthrie supervisors.

DUE DATES:

All assignments must be submitted by email to Professor Ziegler immediately upon completion, no later than Monday of the following week.

Immediately Upon Acceptance to the Guthrie Internship Program:

1. Email Professor Ziegler with your choice of Binghamton University meal plans during your semester at Guthrie. Please see *Guthrie Scholars Premedical Internship Part I* for details. Some meal plans require special permission and can only be authorized by Professor Ziegler

Weekly:

2. Guthrie Assignments (any/all written work required by Guthrie)
3. Reflections
4. Documentation of Effort

These assignments must be submitted by email to Professor Ziegler once per week,

Monthly:

5. Photos – submit with appropriate Reflection via email. See “Photo Assignments” below.

Mid-Term: As you approach the half-way point of your internship, be sure to ask Professor Ziegler for a mid-term evaluation. If you do not ask, then do not be surprised if your final grade is other than what you might have expected. [Click here to access the form](#) that Guthrie supervisors will use to assess your performance.

As Completed (see specific deadlines for each assignment):

6. Guthrie Schedule
7. Institutional Review Board (IRB) Application (Application to Conduct Research) (Guthrie document) - due at completion.
8. Research Protocol (RP) (Guthrie document) – due at completion
9. Any other Guthrie documents written for, or provided by Guthrie, such as completion certificates, etc. (ie. Certificate of completion of the Medical Terminology Course, if applicable)
10. Research Report Outline (due four weeks prior to end of semester)
11. Research Report Rough Draft (due two weeks prior to end of semester)
12. Research Report (due last week of classes)
13. Research Presentation rough draft (due one week prior to actual presentation) ppt file to Prof. Ziegler
14. Research Presentation (due last week of classes as per Guthrie) - ppt file emailed to Prof. Ziegler
15. Certificate of completion for the internship (from Guthrie) – email copy to Prof. Ziegler

Final Evaluation: Two weeks prior to completing your internship, be sure to ask Professor Ziegler for a final internship evaluation so that you will have time to discuss your evaluation with your Guthrie supervisors. If you do not ask, then do not be surprised if your final grade is other than what you might have expected. [Click here to access the form](#) that Guthrie supervisors will use to assess your performance.

Photo Assignments: Your photo assignments should model this sample action photo. This is Scholar Samantha Meadows working in a BU campus lab.

