**Academic Medicine - Student Assistance Program (MS4 tutoring MS2)**

Participation in the Student Assistant Program will fulfill the requirements for one Academic Medicine Block.

Course Requirements:

1. Teaching and Tutoring
   1. For one 4th year block of your choosing, you will be in charge of offering review sessions for the MS2 students. At the beginning of the block you will meet with the course directors of the current MS2 class and plan what the review sessions will cover. You will be required to prepare once weekly (four total) review sessions and to schedule them at a time convenient for the MS2 class. The expectation is not that you will be giving a formal review session to the entire class but that you will hold smaller, informal review sessions for any students interested in attending.
   2. During this same block you will be “on call” as an individual tutor for MS2 students who request extra help. We hope to offer two one-hour sessions of tutoring each week to students who request it. The Student Assistance Program will coordinate matching the MS2 students with available tutors. At the beginning of each block we will meet with all the tutors for that block in order to assign MS2 students who have requested tutoring.
2. Mentorship
   1. You will be assigned to one or several MS2 students for whom you will be a mentor throughout the year. We ask that you meet with your assigned students at the beginning of the year and then remain in contact with them as the year progresses. Your role with these students will be to offer advice regarding study habits, develop study plans if necessary and provide a point of contact should any academic issues arise.
3. Reading assignments
   1. As this is an academic medicine block, each tutor will be required to complete a reading assignment pertaining to recent literature on teaching and tutoring in medical school. We will ask you to complete a brief written summary of your reading as well.
4. Feedback
   1. If schedules allow, we will try to meet with all the MS4 students participating in the program several times throughout the year to get your feedback regarding the program. This will also serve as an opportunity to discuss with each other what has worked and what has not worked in our teaching, tutoring and mentoring.
5. Poster presentation
   1. As with every academic medicine block you will be required to complete a Poster Presentation at the Capstone course at the end of the year. Further details regarding the due dates for these presentations will follow.

Throughout the year we expect that you will complete 160 hours of work towards this project. This is the hourly requirement for every Academic Medicine block and would include any and all work you did with the Student Assistance Program.