

Number: 5.8

<b>DESCRIPTION:</b>	<b>ACTING INTERNSHIP (AI) TIMELY GRADE SUBMISSION PROCEDURE</b>		
<b>RESPONSIBLE:</b>	<b>STUDENT AFFAIRS AND ADMISSIONS</b>		
<b>PURPOSE:</b>	This process describes the procedure for acting internships for medical students.		
<b>FREQUENCY OF REVIEW:</b>	Annually		
<b>CREATED:</b>	2020	<b>REVISED:</b>	N/A

### Acting Internship (AI) Grade Timely Submission Procedure

1. AI campus office sends out preceptor evaluation forms no later than one week **prior** to the end of the AI with explicit instructions to return within two weeks following the end of the AI in order to meet LCME requirements. **(AI Campus office responsibility)**
2. If student evaluations are not received by end of Week Two post-AI completion, Campus office notifies campus AI course director (**campus AI office**) who then personally communicates with the preceptors. **(campus AI course director responsibility)**.
3. Course director is notified by campus AI Course Director (**campus AI course director responsibility**) if evaluations not received by end of Week Three post AI.
4. Course director notifies Department Chair if evaluations are not completed by the end of week 4 post AI. **(course director responsibility)**
5. **Department Chair is responsible** for ensuring that all student evaluations have been completed and entered into Leo by end of Week Five post acting internship.

6. **Office of Student Affairs staff** notifies **campus coordinator, department chair, and Associate Dean of Medicine** if evaluations have not been submitted and grades reported by Monday of Week Six post AI.
7. A final grade for each AI student will be submitted to the **Office of Student Affairs** using **Leo by the end of Week Six post AI**. Grades will be reported as Honors, Pass, Fail or Incomplete.