

## STATEMENT OF RESPONSIBILITIES FOR VISITING STUDENTS

The following rules and responsibilities are expected of all visiting students:

- The student must be in the **final** year of medical school. If it is determined that you are not in your final year, you will not be given a final letter.
- The student will perform a **minimum** of 20 working days on a rotation and will follow the assigned schedule as Tulane students. There is no maximum number of days that a student can be assigned within the month.
- Visiting students must conform to rules and procedures of Tulane students.
- Evaluations are based on eagerness to learn, willingness to work, and the fund of knowledge. Students are expected to share the workload and to work as a team with other students.
- Special request for scheduling to meet personal travel plans will NOT be accommodated. If a student interrupts the schedule to take a holiday, the final letter will not state that there were no interruptions in training, nor will it state that the visitor had "the same responsibilities, rights, and duties" ("denselben verantwortlichkeiten, rechten und pflichten") of Tulane's final year students.
- In the clinic setting and the academic environment, it is expected that visitors will converse in English.
- Visitors are expected to follow orders given by the assigned fellow or resident.
- Visitors are expected to communicate with the fellow or resident supervising their training, and they are not to break protocol by going directly to section chiefs or department heads.
- Visiting students should not request letters from department chairmen and section chiefs unless they have worked directly with that physician. No department faculty members are required to provide any visiting student with a letter of recommendation or grade. A final letter is sent only from the Office of Student Affairs and is signed by the Associate Dean of Student Affairs.
- Students who change their rotation schedule without following procedures for approval of such changes jeopardize their continued training and may lose credit for the rotation not approved.
- If a student is ill, he/she must notify the section where he/she is assigned and the Office of Student Affairs. The student must secure an excused absence letter from the Associate Dean of Student Affairs and present the letter to the section. Students must make up days missed due to illness.
- Before requesting a final letter from the Office of Student Affairs, the visiting student must have the attending from each rotation verify the training dates on a form provided.

I have read the statements above and agree to fulfill my responsibilities. I understand that failure to do so may result in loss of credit for a rotation and/or my dismissal from Tulane's visiting program.

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International Visiting Student

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Date