

Attendance Requirements:

- You are required to be on your assigned unit unless attending a clerkship lecture, ECT, Peer teaching, Simulation Center or your ancillary experience.
- Please remember that Clerkship time is protected teaching time.
- We ask that you do not schedule any personal or professional appointments during the course of your regular workday hours. This includes meeting with advisors or Dean's office faculty or staff.
- In the event you need to miss time, you must complete an absence request form, which can be found in your course syllabus.
- Anytime missed on a unit ***must*** be reported to Melissa Jacob, even if your attending or resident sends you home early.

Absence Requirements:

- If, for any reason, you must be absent from your clinical responsibilities or scheduled meetings, prior approval must be obtained first from Melissa Jacob, and then the unit Attending and/or Resident.
- Any absence request must be submitted on an absence request form and be within the COM Absence Policy guidelines.
- Additionally, after it has been approved by the clerkship, as per the [Clinical Years Student Absence Policy](#), your request then must be submitted to the Assistant/Associate Dean for Student Affairs to confirm the approval of the absence.

Calling In Ill Requirements:

1. If you are absent from your clinical duties due to an illness, you are required to notify Melissa Jacob as well as your attending and team members via email, prior to the start of your shift.