

## Additional Externships beyond the Fourth Year Service Learning Experiences

Students wishing to participate in externships service learning experiences that fall outside of the required, year 4 service learning experience should adhere to the following protocol to obtain permission from the Dental School. The Dental School wants to support students in these endeavors, when there is no conflict with other academic or clinical responsibilities, and when students make the necessary advance arrangements and secure appropriate authorization in advance. These arrangements and authorizations require coordination with several different entities within the Dental School, and are the responsibility of the student seeking the opportunity. The student should:

1. Submit a written request to Dr. Carroll-Ann Trotman, Associate Dean for Academic Affairs. This request should include the dates that the student is proposing for the experience, the site, and the specific activities that the student wishes to undertake. If the student will be missing any regularly scheduled academic assignments, or clinical activities those should be delineated, and the strategies for addressing those responsibilities should be outlined. If clinical activities will be affected, the student will need the approval of their GP manager. Dr. Trotman will make the decision regarding whether the student's absence can be approved.
2. The student should consult with Ms. Patricia McGuire, coordinator of service learning programs, to determine whether the Dental School has a current affiliation agreement with the proposed site. Affiliation agreements are required in order for the Dental School's liability insurance carrier to cover the student's activities at the site. Without an affiliation agreement in place, the student's activities are limited to observation only.
3. If there is no current affiliation agreement with the site, and the student wishes to participate in clinical activities at the site, the student may request that an institutional affiliation agreement be established. This request must be first be submitted in writing to Dr. Norman Tinanoff, Chair of Health Promotion and Policy, and director of the service learning programs. Institutional affiliation agreements generally take two to three months to complete.
4. The extramural site documents requiring signature by the Dental School will be signed by Dr. Tinanoff.