

## Virginia Tech Carilion School of Medicine (VTCSOM)

**Policy:** Student Clubs, Organizations, and Specialty Interest Groups (COS)  
**Subject:** Student Affairs  
**Administrator:** A. Stovall  
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### 1 Purpose

VTCSOM encourages students to form VTC Student Clubs, specialty interest groups (SIGs) and student chapters of regional and national professional medical organizations, and to become involved with local, regional, and national specialty organizations/societies.

### 2 Policy

There are specific processes involved in order for a group to become recognized by VTC for each of these categories. The Director of Student Affairs will assist students who desire to form a VTCSOM-recognized SIG, club, or local chapter, and/or become involved with medical specialty and professional organizations.

### 3 Procedures

#### Guidelines for Establishing a VTC student club, SIG, or local chapter

VTC student clubs must be established according to the following steps:

- Obtain an application form from the Office of Student Affairs or the Medical Student Council President;
- Determine which category of group you are applying for;
- Establish a name for the club, SIG, or local chapter;
- Identify the connection to one of the four Value Domains;
- Identify a faculty member or members as sponsor/advisor and obtain his/her agreement;
- Write a statement of purpose;
- Identify an organizing leader;
- List initial club members (must be at least three);
- Identify goals for the group;
- Complete an application form found on the Office of Student Affairs website under Organizations;
- Submit the application form which will be reviewed by the MSC;
- If approved by the Medical Student Council, the form will be submitted to the Associate Dean for Student Affairs for approval;
- Once a group receives approved, it should meet and elect/select a president, vice-president, and secretary/treasurer. They should submit this information to the Director of Student Affairs.

Once the Associate Dean for Student Affairs gives final approval, the group becomes a recognized VTC group and is eligible to advertise using VTC communications, be listed on the VTC website, have a presence on the VTC Blackboard site, and meet on campus. All student groups must be self-funded. There are no VTCSOM funds allocated to support student groups. All funding for VTC-recognized groups must be used to fund group activities, and must be accounted for by the secretary/treasurer of the group. VTC Student groups may accept external funding only with the approval of the Associate Dean for Student Affairs. Any external funds received must be accounted for by the group and be kept in a VTCSOM regulated agency account.

All VTC student groups require a faculty advisor. Students should petition faculty they believe may be interested in serving as an advisor. An advisor is expected to be in close contact with the group and to provide advice as may be appropriate and necessary to the group and to the VTCSOM administration.

**Student Clubs:**

Student Clubs can provide the opportunity for students to become more involved in school and community life, to foster community outreach, or to more deeply explore an academic or scholarly interest. VTCSOM encourages students to form and become involved with student clubs as a way to augment their medical school experience and help enhance their personal and/or professional development.

**Specialty Interest Groups (SIGs):**

VTC believes it is important for students to become exposed to the broad wide range of career options as they consider their future beyond medical school. To encourage students to learn about the enormously diverse fields of medicine, the Associate Dean for Student Affairs will help to coordinate a series of meetings over the course of Year 1 where faculty representatives from each of the clinical departments will share about specialty and sub-specialty career options in their discipline.

It is anticipated that over time, individual clinical departments and/or interested students will form specialty-specific interest groups. Specialty Interest Groups are student organizations aimed at helping students learn about a specific specialty within medicine and network with others who are interested in the possibility of pursuing a career in that specialty. The Associate Dean for Student Affairs can assist in this effort.

The Goals for these groups include:

- To broaden exposure to faculty role models in the major clinical specialties;
- To foster mentoring relationships with faculty, community physicians, and residents;
- To provide networking opportunities with faculty, residents, and the healthcare community;
- To facilitate learning opportunities in the various specialties at Carilion or other clinical affiliates; and
- To provide support in residency program application.

**Student Chapters of Professional Medical and Specialty Organizations:**

There are many local, regional and national professional medical organizations and medical specialty organizations that encourage student involvement. Common examples include the Organization of Student Representatives to the Association of American Medical Colleges (AAMC OSR), the American Medical Association Medical Student Section (AMA-MSS), and the American Medical Student Association (AMSA). Students will be made aware of these organizations throughout the year through information disseminated by the Associate Dean for Student Affairs and through the Medical Student Council. They will learn more through resident and faculty mentors. Additionally, interested students can contact these organizations directly.