APPENDIX

October, 2000 Survey:

Dear Colleague,

We are interested in information about academic support services available to medical students in the Northeast region. This information will be collated and reported at the spring meeting of the AAMC Northeast Group on Student Affairs. If you would like a copy of the information, please include your address on the survey. Your participation is essential and appreciated.

Norma S. Saks, Ed.D.
Assistant Dean of Educational Programs & Director, Cognitive Skills Program
UMDNJ-Robert Wood Johnson Medical School

Sarah Karl, Ph.D.
Director, Office of Academic Development
UMDNJ-New Jersey Medical School

PLEASE RETURN THIS SURVEY IN THE ATTACHED ENVELOPE BY NOVEMBER 15, 2000.

1. Academic support is provided to medical students in which years? (Check all that apply.)
   ____ year 1
   ____ year 2
   ____ year 3
   ____ year 4
   ____ none provided

2. Is academic support offered by faculty through the departments in connection with individual courses?  yes no

   If yes, how is this service provided? (Check all that apply.)

   _____ 1:1 tutoring
   _____ Small group reviews
   _____ Other (Please describe.) ______________________________________
   ____________________________________________________________

3. Is academic support offered via a centralized office, e.g., Office of Education, Deans Office, etc.?  Yes  No

   If yes:
   What is the name of the office? ________________
   What services are provided? __________________

Academic Support Services Survey 1
Tutoring by faculty in specific subjects  yes  no
   If yes, which subjects__________________________________________
   ____________________________________________________________

Peer tutoring  yes  no
   If yes, for which subjects?_______________________________________
   ____________________________________________________________

General academic support (for time management, test taking, etc.)  yes  no

Other (Please describe.)_______________________________________________
   ____________________________________________________________

4. How many professional staff are directly involved in academic support? _______________________
   Do these individuals have faculty appointments?  Yes  no

5. Is there administrative/secretarial staff designated specifically for your academic support programs?
   yes  no
   If yes, how many people and for what percentage of time?______________________________
   ____________________________________________________________

IF YOU HAVE A TUTORING PROGRAM, PLEASE ANSWER QUESTIONS 6 TO 13.
IF YOU DO NOT HAVE A TUTORING PROGRAM, PLEASE SKIP TO QUESTION 14.

6. How do you identify medical students who are eligible for tutoring?
   ____________________________________________________________
   ____________________________________________________________

7. Do medical students provide the tutoring?  yes  no

8. Do graduate students provide the tutoring?  yes  no

9. How are your tutors selected?_______________________________________________________
   ______________________________________________________________________________

10. What, if any, training/supervision is provided for the tutors?_____________________________
    ______________________________________________________________________________

11. How much are the tutors paid? __________________________________________________________________如果不提供，将留空。

12. Do you limit the number of sessions available to a student?  Yes  No
   If yes, how do you do this? __________________________________________________________________如果不提供，将留空。
   ______________________________________________________________________________

13. If yes, how much service is allowed per student? (# of hours, length of time, etc.)________

Academic Support Services Survey
13. What is the total yearly cost for your tutoring program?___________

14. What is the annual cost for all your academic support programs available to medical students?
_________________________________________________________________________________

15. From where are the financial resources allocated (departmental funds? deans funds? grants? personal payment? etc.) _____________________________________________________________________
_________________________________________________________________________________

16. In what locations are academic support services provided? (Check all that apply.)
_____Offices designated for this purpose
_____Classrooms
_____Offsite
_____Other (Please describe.)______________________________________________________

17. Please comment on any other aspects of your academic support program which you think would be of interest (e.g., Do you provide services only to medical students or to others in the university community as well? Are there any services designated specifically for students with learning disabilities? Is consultation on teaching/learning issues provided to faculty?) Continue on back of page if necessary.
_____________________________________________________________________________________
_____________________________________________________________________________________
_____________________________________________________________________________________
_____________________________________________________________________________________
_____________________________________________________________________________________

18. Is passage of the USMLE Step 1 required for graduation at your school? yes no

19. Is passage of the USMLE Step 2 required for graduation at your school? yes no

20. Is a Board preparation program offered at your medical school? yes no
   If yes, do you have a program for_____all students
   ____only for students who failed and are planning to retake exam

THANK YOU FOR YOUR PARTICIPATION.

Name of Person filling out this survey______________________
Title__________________________________________________

Academic Support Services Survey 3
Medical School
Address if you wish to receive the results: (Please print.)
February, 2001 Survey:

Dear Colleague,

We are interested in information about academic support services available to medical students. We recently surveyed schools in the Northeast and are interested in expanding this to all the AAMC member schools. The information we collect will be collated and reported. If you have any questions about this study please contact us. Your participation is essential and appreciated.

Norma S. Saks, Ed.D.
Assistant Dean of Educational Programs & Director, Cognitive Skills Program
UMDNJ-Robert Wood Johnson Medical School
Telephone: 732-235-4129; email (saks@umdnj.edu)

Sarah Karl, Ph.D.
Director, Office of Academic Development
UMDNJ-New Jersey Medical School
Telephone: 973-972-5409; email (karl@umdnj.edu)


1. Academic support is provided to medical students in which years? (Check all that apply.)
   _____year 1
   _____year 2
   _____year 3
   _____year 4
   ____none provided

2. Is academic support offered by faculty through academic departments in connection with individual courses? _____Yes _____No
   Please describe: ____________________________________________________________
   __________________________________________________________________________
   __________________________________________________________________________

3. Is academic support offered
   _____through your Office of Student Affairs?
   _____via a centralized office, e.g., Office of Education, Academic Development, etc.?
   _____other (Please describe.)___________________________________________

4. Is academic support provided by a person(s) specifically trained and designated to provide academic support? _____Yes _____No

   If so, what is the person(s) degree/background? (Check all that apply.)
   ____M.Ed.
5. Are students able to access academic support services directly, without a referral from the Student Affairs Office?  
   _____Yes  _____No  
   Please explain:___________________________________________________________________
   _____________________________________________________________________________

6. Confidentiality: Is information about students who seek academic support routinely made available to others (e.g., Student Affairs deans, promotions committees, etc.?)  
   _____Yes  _____No  

7. How many professional staff are directly involved in academic support? __________________  
   For what percentage of time? ____________________

8. Is there administrative/secretarial staff designated specifically for your academic support programs?  
   _____Yes  _____No

**IF YOU HAVE A TUTORING PROGRAM, PLEASE ANSWER QUESTIONS 9 TO 16.**  
**IF YOU DO NOT HAVE A TUTORING PROGRAM, PLEASE SKIP TO QUESTION 17.**

9. How do you identify medical students who are eligible for tutoring?
   _____________________________________________________________________________
   _____________________________________________________________________________
   _____________________________________________________________________________
   _____________________________________________________________________________

10. Do medical students provide the tutoring?  
    _____Yes  _____No

11. Do graduate students provide the tutoring?  
    _____Yes  _____No

12. How are tutors selected?
   _____________________________________________________________________________
   _____________________________________________________________________________
   _____________________________________________________________________________

13. What, if any, training is provided for the tutors?  
    _____________________________________________________________________________
    _____________________________________________________________________________

14. How much are the tutors paid?
    _____________________________________________________________________________
    Academic Support Services Survey
15. Do you limit the number of sessions available to a student? _____Yes _____No

If yes, how do you do this?

_________________________________________________________________________________
_________________________________________________________________________________

If yes, how much service is allowed per student? (# of hours, length of time, etc.)

_________________________________________________________________________________

16. What is the total yearly cost for your tutoring program? 

17. What is the annual cost for all your academic support programs available to medical students?

18. Does your program of academic support have its own budget and funding? (Please describe.)

_________________________________________________________________________________
_________________________________________________________________________________

19. Are there any services designated specifically for students with learning disabilities? ___Yes ___No

Please describe

_________________________________________________________________________________

20. Is consultation on teaching/learning issues provided to faculty? _____Yes _____No

Please describe

_________________________________________________________________________________

21. Please comment on any other aspects of your academic support program which you think would be of interest. Continue on back page if necessary.

_________________________________________________________________________________
_________________________________________________________________________________
_________________________________________________________________________________
_________________________________________________________________________________

22. Is a Board preparation program offered at your medical school? _____Yes _____No

If yes, do you have a program for
_____ all students
_____ only for students who failed and are planning to retake exam
_____ other
(Please describe.)

Please provide a brief description of your Board preparation program.

Academic Support Services Survey 7
THANK YOU FOR YOUR PARTICIPATION.

Name of Person filling out this survey
(Please print.)

Title

Medical School