

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? _____

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? _____

12. 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.) _____

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)

PLEASE RETURN THIS SURVEY IN THE ATTACHED ENVELOPE BY FEB. 23, 2001.

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.

- _____ Ed.D.
- _____ Ph.D.
- _____ M.D.
- _____ Trained in adult learning
- _____ Experience with college students
- _____ Other (please describe.) _____

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? _____

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.

THANK YOU FOR YOUR PARTICIPATION.

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

Title_____

Medical School_____