



Edward Via College of Osteopathic Medicine

MED 8900

OMS 4 Professional Development Capstone and Graduation Syllabus Academic Year 2025 – 2026

COURSE SYLLABUS



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I. Course Description

The Professional Development course is designed to prepare fourth-year medical students for the residency application process and the transition to residency. Through a series of presentations, videos and activities, students will develop the essential skills needed for success, including creating a competitive curriculum vitae (CV), crafting a compelling personal statement, preparing a residency application, practicing for residency interviews, and demonstrating professionalism.

II. Course Goals and Objectives

A. Goals of the Course

The goals of this course are to:

1. Enhance Preparation for Residency Applications: Equip students with the knowledge and skills needed to successfully navigate the residency application and match process.
2. Develop High-Quality Professional Documents: Guide students in creating polished, competitive CVs and personal statements and correspondence
3. Strengthen Interview Readiness: Prepare students through practice interviews and feedback.
4. Promote Professionalism and Accountability: Reinforce the importance of adhering to professional standards and institutional policies.
5. Ensure Completion of Fourth Year Requirements: Successfully complete all required fourth-year medical school assignments, including clinical evaluations, scholarly projects, and application materials, by adhering to deadlines, institutional guidelines, and professional standards

III. Credits

MED 8900: 4 credit hours

IV. Course Grading and Requirements for Successful Completion

A. Requirements

Requirements that require you to submit something in Canvas or elsewhere are highlighted below in yellow. All other requirements are the responsibility of the student to complete and monitor for completion.

- Complete the Residency Preference Exercise in Careers in Medicine to assess your preparedness for residency. A report will be generated by Clinical Affairs from Careers in Medicine to monitor completion.
- Create a Residency Explorer Profile if not already done and create a list of programs.
- Utilize resources such as FRIEDA and Residency Explorer to research residency programs.
- Meet with your assigned residency advisor at least once during the fourth year to review application strategies, program selection, and personal preparation. Complete the survey in CANVAS to document your meeting for credit.
- Be familiar with all of the application and match ranking deadlines for your specialty choice(s). These include ERAS, Residency CAS, NRMP, San Francisco match, AUA match and Military match. These can be found in CANVAS when they become available.
- Attend or watch required Road to Residency Presentations from Clinical Affairs. The dates and times of these will be sent out by each campus. These presentations may include but are not limited to:
 - ERAS/Residency CAS Application
 - Application Strategies and Program Signaling
 - Ranking/Preparing for SOAP
- Students participating in the NRMP match will view the following videos:
 - How the NRMP Matching Algorithm Works: <https://youtu.be/H3Uk9WAOI08>

- For Couples: Couples and the NRMP Matching Algorithm: <https://youtu.be/K2aJKrzYK8>
- Letters of Interest and the Match: <https://youtu.be/UEIp4F3Zaig>
- Guidelines for Constructing a Rank Order List: <https://youtu.be/WX75HnJREI>
- For Students with Advanced Programs: Creating Supplemental Rank Order Lists: https://youtu.be/X5tz_6dVetU?list=PLr0LH_NifZSpvQTwtqXVYn9jXfUKOTFN6
- Prepare the following professional documents:
 - Develop a professional CV that clearly and accurately reflects your academic background, clinical experiences, research, and leadership in a format tailored to residency applications.
 - Compose a compelling personal statement that effectively communicates your motivations, qualifications, and fits your chosen specialty.
 - Draft professional thank you letters that reinforce your interest, express genuine appreciation, and uphold appropriate tone and etiquette following interviews or mentorship interactions.
- Complete the following interview readiness activities:
 - Participate in at least one mock interview in person or by zoom to practice and refine communication and interviewing skills in preparation for real residency interviews. The Associate Dean of each campus will share resources to prepare you for mock interviews. The interviewer will complete the Residency Mock Interview Evaluation form and provide it to the student. The student must upload the completed evaluation form to CANVAS.
 - Create an account with Big Interview and complete assignments in Big Interview. Students will receive an access code via email to set up a Big Interview account and to access assignments. Clinical Affairs will generate a report from Big Interview to ensure completion by each student.
 - In ERAS, share interview data with VCOM. Go to the “Sharing and Adding Interview Invitations” section of ERAS and give the Dean’s Office permission to see the interview data. Completion will be monitored by Clinical Affairs.
 - Submit your residency interview numbers. This will be kept confidential and only used by Clinical Affairs to help students prepare for the match. Complete the survey in CANVAS for credit.
- Understand the following professionalism and accountability expectations: Violations in these areas will result in referral to PESB or Honor Council as outlined in the student handbook:
 - Review the VCOM College Catalog and Student Handbook to understand the fourth-year policies regarding excused absences, curriculum requirements, and conference attendance.
 - Respond to emails and calls from the school and check email every 24 hours as outlined in the handbook.
 - Adhere to the guidelines outlined in the handbook for excused absences and submitting required paperwork in a timely fashion.
 - Adhere to the guidelines outlined in the handbook for conference attendance requirements and submit any required paperwork in a timely fashion.
 - Demonstrate responsibility in managing the residency application process, including meeting deadlines for applications and attending required sessions.
 - Maintain respectful and professional conduct in all interactions, both in-person and virtually, during the course and throughout the residency application process with both in-house faculty and outside programs.
 - Follow the policies and procedures for rotation changes and adhering to deadlines.

- Be honest and clear with the school and preceptors about interview dates, limiting the number of interviews during each rotation and adhering to make-up policy for days missed. If a preceptor or rotation limits the number of interview days you may take during the rotation, their rules must be honored.
- Complete all fourth-year requirements:
 - Complete all academic requirements.
 - Submit all required rotation evaluations to ensure completion of clinical requirements.
 - Complete post-rotation evaluations of preceptors at the end of each rotation.
 - Complete the post-match survey to reflect on your residency application experience and provide feedback. The link to this survey will be sent out to the class at the end of the match. Completion of the survey will be monitored by Clinical Affairs.
 - Complete VCOM Financial Aid Exit Counseling and Federal Financial Aid Exit Counseling, if applicable, to prepare for the financial responsibilities and planning associated with residency and post-graduation life. These links will be provided at the end of the fourth year as required by the US Department of Education and completion will be monitored by the Office of Financial and the Office of the Registrar.
 - Complete the VCOM Graduation Exit Survey administered by the Office of the Registrar. This link will be provided at the end of the fourth year. Completion will be monitored by the Office of the Registrar.
 - Complete the AACOM Graduating Senior Survey. This link will be provided at the end of the fourth year. Completion will be monitored by the Office of the Registrar.
 - Satisfy all financial obligations to VCOM.
 - Participate in graduation practice and required activities as set by Student Affairs. Any exceptions must be granted by the Dean.
 - Participate in the graduation ceremony. Any exceptions must be granted by the Dean.
- Additional requirements for HPSP students:
 - Obtain appropriate service dress uniforms for respective service.
 - Participate in the military promotion ceremony practice session.
 - Participate in the military promotion ceremony. Any exceptions must be granted by the Dean.

B. Grading

This course is a Pass/Fail course. Students must complete all course requirements to pass the course.

C. Remediation

Students who fail the course will be referred to the Promotion Board. No grade will be changed unless the Office of Clinical Affairs certifies to the Registrar, in writing, that an error occurred or that the remediation results in a grade change.

- **Failure of the Course**

If a student fails to complete any portion of the course by the last day of their OMS 4 curriculum the student will receive an “F” grade for the course and will be brought before the Promotion Board. If the student is allowed to complete or repeat the course, all components of the course must be completed/repeated. In this case, the “F” grade remains the permanent grade for the initial course and the student will receive a new grade for the repeated course. The grade will be recorded in a manner that designates that it is a repeated course (eg. R-pass).

V. Academic Expectations

Grading policies, academic progress, and graduation requirements may be found in the *College Catalog and*

VI. Professionalism and Ethics

It is advised that students review and adhere to all behavioral policies including attendance, plagiarism, dress code, and other aspects of professionalism. Behavioral policies may be found in the [College Catalog and Student Handbook](#).

A. VCOM Honor Code

The VCOM Honor Code is based on the fundamental belief that every student is worthy of trust and that trusting a student is an integral component in making them worthy of trust. Consistent with honor code policy, by beginning this exam, I certify that I have neither given nor received any unauthorized assistance on this assignment, where “unauthorized assistance” is as defined by the Honor Code Committee. By beginning and submitting this exam, I am confirming adherence to the VCOM Honor Code. A full description of the VCOM Honor Code can be found in the [College Catalog and Student Handbook](#).