

ELECTIVE EXTERNSHIPS

Purpose

The Creighton University School of Dentistry believe student should be provided the opportunity to explore careers in post-doctoral specialties and other training that advances their education.

Policy

Creighton University School of Dentistry offers student the opportunity to seek non-required externships (elective externships) during the four-year educational program provided students are in good academic standing and not on probation for any reason. Eligible externships must be offered by accredited degree-granting program (i.e., post-doctoral specialties, GPR and AEGD, etc.). This policy specifically excludes service trips, continuing education (CE) courses, and private practices. Students who participate in non-approved externships do so at their own risk and must not represent themselves as dental students at Creighton University School of Dentistry. Additionally, if non-approved participation occurs while the dental school is in session, time spent away from school will be considered an unexcused absence. Only those externships that are approved will receive an excused absence designation.

- (a) The Associate Dean for Academic Affairs facilitates student requests for externships. The Associate Dean will ensure appropriate documentation within the scope of the Office of Academic Affairs is completed prior to the externship.
- (b) Externships do not replace any part of the Creighton dental school curriculum. No academic credit will be issued for participation.
- (c) Students may participate in externships no earlier than the second semester of the D3 year or on a case-by-case basis.
- (d) Students will be approved for application to externships if they are in good academic standing and not on probation for any reason per School of Dentistry student policies as determined by the Associate Dean for Academic Affairs with the Associate Dean for Student Affairs and Admissions.
- (e) Students will be approved for application to externships if they are demonstrating sufficient clinical progression as determined by the Associate Dean for Academic Affairs. Prior to student application, the externship program/site (i.e., the academic and experiential learning content) must be reviewed and approved by the relevant Department Chair (e.g., Department Chair of OMFS approves OMFS externship programs).
- (f) Students are encouraged to apply for externships that occur during school breaks when possible. Student absences as a result of the externship must be approved prior to application to the program by the Associate Dean for Student Affairs and Admissions and the Associate Dean for Clinical Affairs. Absences while on externship do not impact the number of excused absence days a student is allocated for the year. The length of time that a student is allowed to attend an approved externship while school is in session will be determined on an individual basis but is not to exceed two consecutive weeks and not more than four weeks total in an academic year.

Definitions

Externships are an opportunity for students to observe and experience dental care for patients in a supervised clinical setting and broaden their education, including developing a more complete understanding of a dental specialty and its training requirements.

Procedure

To request an approval for externships, the following guidelines apply:

Prior to submitting an application to an elective externship site, all student requests for permission to apply to externships must be made by submitting a signed copy of the *Policy for Elective Externships* and a completed *Request for Approval for Elective Externships* form to the Associate Dean for Academic Affairs. Requests for externships must be submitted no later than 30 days prior to the requested absence.

1. Should the student and externship program desire/offer direct patient care, it is important to note Creighton University student liability/malpractice insurance policy does **NOT** cover sites or programs unaffiliated with Creighton University including elective externship sites. **Students must secure their own liability/malpractice insurance for these circumstances** (Note: ASDA members have access to liability/malpractice insurance for externships.)
2. Students may not be absent from regularly scheduled curriculum time for no more than 2 consecutive weeks with a maximum of 4 weeks total each academic year. Any student approved for absence to attend an externship is fully responsible to communicate and plan with faculty in accordance with the Offices of Student Affairs and Admissions and Clinical Affairs procedures.
3. Students in the first and second year participating in externships may only be absent during times when school is not in session. Except under certain special circumstances, no student at any level may participate in an externship during a time when final exams are being administered, including those exams offered "outside" the scheduled final exam period (see Final Exam Attendance Policy and course syllabus).
4. Students will be notified by the Associate Dean if their request for application has been approved or denied.