

Student Interest Group (SIG) and Student Focus Group (SFG) Handbook



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This handbook is written and revised by the SIG Coordinators and the CMED Office of Student Affairs.
If you have questions, please contact the CMED Office of Student Affairs at 989-774-4462.

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Student Interest Groups (SIG) Definition

Student Interest Groups (SIGs) focus on a specific field of medicine and are designed to increase student knowledge in those areas. SIGs provide networking opportunities for students with faculty, staff, and guest speakers, and facilitate the mission of diversity in the College of Medicine. SIGs provide leadership opportunities for CMED students to run meetings and coordinate events.

Student Focus Groups (SFG) Definition

Student Focus Groups (SFGs) are more focused in their pursuits than SIGs, and they delve into much smaller topics in medicine. SFGs have fewer requirements to apply and fewer requirements to remain active. SFGs still provide leadership opportunities, facilitate the missions of CMED, and provide valuable opportunities for students to broaden their experience in medicine.

Student Group Coordinators (SG)

Elected M1 and M2 student leaders who coordinate the SIG and SFG groups.

Process for starting a new SIG or SFG

There are three steps to getting a new SIG or SFG approved.

1. Apply:

- a. Students wishing to start a new SIG or SFG must fill out the SIG or SFG application form linked at the top of the relevant column below.

<u>SIG Requirements and App Link</u>	<u>SFG Requirements and App Link</u>
<u>Items Required on SIG Application</u> <ul style="list-style-type: none">▪ Proposed SIG name▪ Name of 2 leaders/contact information▪ Name of advisor/contact information▪ SIG Advisor Acknowledgement Form▪ A description of your proposed SIG will provide CMED students with experience in one or more of the following areas:<ul style="list-style-type: none">○ Various careers in medicine○ Diversity for the CMED Community○ Networking opportunities with faculty, staff, guest speakers▪ Networking with other CMED students▪ A description how the new SIG fills a role that is not already addressed by other SIGs/SFGs.▪ Rules Acknowledgement▪ Examples of possible events▪ National Affiliation response▪ A roster of students interested in your proposed SIG	<u>Items Required on SFG Application</u> <ul style="list-style-type: none">▪ Proposed SFG Name▪ Name of leaders/contact information▪ A description of the proposed SFG and what role it fills that is not being served by other CMED SIGs or SFGs▪ Rules Acknowledgement▪ Examples of possible events▪ A roster of CMED students interested in your proposed SIG. <p>*SFGs do not require group advisors.</p>

2. Application Consideration:

- a. For SIG applications: Completed applications are reviewed by the SG Coordinators and forwarded to the CMED Student Senate for discussion and approval pursuant to their bylaws.
- b. For SFG applications: Completed applications are reviewed by the SG Coordinators and OSA. A decision on the application will be made jointly.

3. Decision and Appeals:

- a. If your proposed application is **granted approval**, you will be contacted by the SG Coordinators who will set up a meeting with your group's leadership and OSA to discuss rules and expectations.
- b. If your proposed application is **denied approval**
 - i. For SIGs: the CMED Student Senate will provide the reasons why your proposed group was denied, and your proposed group's leaders may **appeal** the Student Senate decision.
 - 1. The appeal must
 - a. explain why your proposed group meets SIG or SFG requirements,
 - b. Specify any changes made to the original application. The CMED Student Senate reserves the right to send an **appeal** to the Office of Student Affairs (OSA) with a simple majority vote. If an appeal is sent to OSA, the decision of OSA is final and may not be appealed further.
 - ii. For SFGs: OSA and/or the SG coordinators will contact you via email with their decision and the reasons the application was rejected.

Requirements for SIGs and SFGs to maintain active status

<u>SIG requirements to Maintain Active Status</u>	<u>SFG requirements to Maintain Active Status</u>
<ul style="list-style-type: none">▪ Must have 2 leaders▪ Must have an advisor▪ Must hold 1 general meeting per semester (spring and fall)▪ Must hold 1 event in the fall semester▪ Must hold 2 events in the spring semester<ul style="list-style-type: none">○ One event must be held before leadership transition▪ Must complete an end of year report	<ul style="list-style-type: none">▪ Must have 2 leaders▪ Must hold 1 general meeting per school year▪ Must hold 2 events per school year<ul style="list-style-type: none">○ Must hold one event before leadership transition○ both events must be completed by the end of M1's end of year▪ Must complete an end of year report

SIG probation

SIG: Failure to meet the requirements to maintain active status will result in a SIG being placed on probation for the following semester. Failure to correct these issues during the probation semester will result in the inactivation of the SIG. Any SIG on probation is not eligible for funding from OSA.

SFG: SFGs who do not meet required criteria will become inactive, there is no probation period for SFGs.

Reactivating an inactive SIG or SFG

The SIG and SFG reactivation process follows the general process of starting a new SIG or SFG. Completion of both a new application and subsequent approval by the Student Senate will be required. If a SIG or SFG is successfully reactivated any previous materials and resources will be transferred to the new leadership. Students should note that reactivated SIGs will only be eligible for funding after the first general meeting is held.

Process for electing the SG Coordinators

Each year, there are two Student Group (SG) Coordinators, an M1 student and an M2 student who are elected in the spring semester. The elected M1 is the Assistant SG Coordinator and the previously elected M2 is the Lead SG Coordinator. This is a two-year position that begins in the M1 year as Assistant SG Coordinator and culminates in the M2 year as the lead SG Coordinator. The Office of Student Affairs (OSA) holds the elections for the M1 position each spring semester.

Role of the SG Coordinators

Lead SG Coordinator

- with OSA, provide oversight to the SIG and SFG application and notification process
- provide mentorship to SIG and SFG leaders throughout the year
- work with OSA to track SIG and SFG requirements for maintaining active status
- work with OSA to place SIGs and SFGs on probation if active status is not maintained
- work with OSA to reactivate SIGs and SFGs who successfully reapply after being placed on probation
- work with OSA, to coordinate the fall SIG and SFG Get Involved Fair
- maintain regular communication with the Office of Student Affairs
- beginning in January, guide SIG and SFG leaders through the election/appointment process for new leadership
- after elections are held, work with OSA to hold a SIG and SFG new leader orientation event in the spring semester
- prepare two copies of an end of year report for new SG Coordinators and OSA
- work with OSA to plan a leader appreciation event in the spring, for outgoing SIG and SFG leaders

Assistant SG Coordinator

- assists the Lead SG Coordinator
- learn the responsibilities of the position before assuming leadership in their M2 year

Electing SIG and SFG leadership

Active SIGs and SFGs must have at least two elected members serving in leadership roles. These roles may not necessarily be equal, but should be designed to help distribute the burden of running a SIG while maintaining required studies

Apart from National SIGs/SFGs, (who may have a different election timeline if their national charter requires such), all SIGs and SFGs should use the following leadership election timeline.

Mid-January	OSA contacts current SIG and SFG leaders about upcoming election timeline
By February 1	OSA puts out a call for new leadership to the M1 Class, via email, including the Statement of Interest Form, which is due February 15, by midnight.
February 1-February 15	Individuals interested in leadership positions submit a Statement of Interest Form to the current leader of each SIG or SFG* they are interested in leading, no later than February 15 at midnight.
February 16-February 28	Each SIG and SFG selects new leadership through either elections or appointments made by a selection committee.
March 1	SIG and SFG leaders provide OSA with a listing of new leadership using this form: https://forms.office.com/r/ZP6UY61kLB
March	<ul style="list-style-type: none">▪ OSA and SG Coordinators host a new leader orientation meeting▪ Individual meetings take place between exiting leaders and incoming leaders to pass down key information

***As a reminder, no student may hold more than 3 SIG and SFG leadership positions, (including co-leader positions).**

Role of SIG and SFG Leaders

SIG and SFG leaders hold group meetings, plan educational events and fundraisers, ensure their group meets SIG and SFG expectations, submits annual impact statement and end of year reports, determines how new group leaders will be elected/appointed, helps new leaders transition into their new roles. SIG and SFG leadership maintains an active and up-to-date list of the number and names of their group's members.

Role of the SIG Advisors

SIG advisors are faculty and staff who agree to serve as a resource for student leaders as they plan events and bring in speakers. All SIGs are required to have a current and documented advisor, to ensure that SIG events and meetings are professional and appropriate, as well as connecting students with additional resources. The advisor can be faculty, staff, or an approved outside physician or other relevant expert. Please note that an advisor may only advise a maximum of five SIGs as outlined in the advisor guidelines.

SFGs are not required to have an advisor.

Role of OSA with SIGs and SFGs

The Office of Student Affairs works with SG Coordinators and SIG/SFGs in several ways. First, OSA holds elections for the SG coordinators, and assists the coordinators with the transition to their new roles. Second, OSA assists the SG Coordinators in receiving new SIG and SFG applications, the approval process, and decision notifications. Third, OSA receives and tracks the pre-event forms and post-event forms. In addition, OSA reserves rooms, sets up meeting links, assists with event planning, and responds to funding requests. Fourth, OSA updates the SIG and SFG student handbook and College of Medicine website regarding SIGs and SFGs. Finally, OSA keeps historical records of SIG and SFG leadership, membership, and events.

Get Involved Fair

The “Get Involved Fair” takes place each year in August and is planned by the Lead SG Coordinator and OSA. During this evening event, SIGs and SFGs attract new members from the M1 class. This event is not mandatory; however, it is strongly recommended, as it is a great opportunity for SIGs and SFGs to provide information about their groups. At this event, at least one group leader should be present to answer questions. A sign-up sheet is recommended to capture the contact information of interested M1 students. This event is designed to be fun and interactive! Posters, pictures, and pre-packaged snacks are welcome and highly encouraged.

Documentation Required for SIG and SFG Events

Each SIG and SFG group is required to host, sponsor, or facilitate events and informational meetings [as noted in the requirements section above](#). Sample events include speakers, volunteer opportunities, fundraisers, conferences, etc. These events can be in-person or virtual.

All SIG and SFG events, whether on or off campus, must be documented, as follows, otherwise they are in violation of OSA and CMED policy, and cannot count as events required to maintain “active status.”

Following is a list of required documentation for SIG and SFG Events:

1. Before the event takes place, the SIG or SFG leader completes and submits a [Pre-Event form](#). This form must be submitted two full weeks prior to the event to ensure the event approval, timeslot, day, and room availability. Any, and all, requests submitted less than 14 days in advance of said event will not be approved. In addition, OSA will not approve more than 2 SIG or SFG events per timeslot. OSA reserves the right to modify or reject events and will notify the submitting SIG with their reasoning. Below are general rules to keep in mind regarding student-hosted events:
 - a. Any event that is clinical in nature (i.e., casting clinics, suturing, health screenings etc.) MUST have a CMED faculty member on-site to provide supervision.
 - b. SIG and SFG groups cannot host vendors in the CMED Building.
 - c. For guest speakers providing career advising, the Associate Dean of Student Affairs should be contacted by email with the event details in advance to discuss the nature of the meeting. This allows the Associate Dean of Student Affairs to coordinate with interested parties to ensure consistent student advising and to merge events and/or provide CMED resources outside of the SIG/SFG structure.
 - d. Feature films, or clips of feature films, cannot be shown on campus with a general open admission without a public performance right license from the copyright holder. Likewise, images from movies cannot be used on things such as flyers without permission from the copyright holder. With permission, movies may be shown in a classroom to enrolled students for instructional purposes. Please reach out to OSA with any questions and they will let you know if viewing is allowed.
2. After the event takes place, SIG or SFG leaders fill out the [Post-Event form](#), reporting the actual attendance number, event highlights, and suggestions for improvement. This form must be submitted within 48 hours of the event.

Holding Fundraisers

Fundraisers: All fundraisers (including lottery fundraisers) must be approved by OSA before they can proceed. SIG leadership must submit a [Fundraiser Form](#) at least two weeks in advance of the planned fundraiser, detailing the type of fundraiser, the benefiting organization, the goal, and time period. Once OSA approval has been issued, the SIG group may proceed with the fundraiser. Any promotional items being sold must be approved by OSA and follow CMU [brand identity guidelines](#). Note: Fundraisers including home baked foods are not allowed due to health code requirements, however, prepackaged foods are allowed.

Lottery Fundraisers: Certain fundraisers must gain Student Senate approval through a lottery system. Please see the College of Medicine Student Senate Bylaws for more information.

Booking a Room

Rooms can only be reserved by the OSA office on your behalf. Once your event is approved by OSA, OSA will then book a room for your event, and add your event on the sig.event calendar and OSA calendar. If you have questions about reserving a room, contact Tracey Miret in OSA at miret1tl@cmich.edu. Following are the spaces available in the CMED for student-sponsored events.

Auditorium- Room 1404: Available to students anytime outside of class periods. Projection capabilities. Capacity 125

TBL Room- Room 1426: Available to students anytime outside of class periods. Monitor display available. No food permitted. Capacity 130

ECS Room- Room 2403: Available to students anytime outside of class periods. Projection capabilities. Capacity 50

Teachers' Lounge- Room 2401: Available to student's weekdays after 5pm and on weekends. Capacity 21

SP Suite Conference Room- Room 2404 B: Available during the lunch hour. Monitor display available. This room has special requirements for reservation, see OSA for details. Capacity 13

OSA Conference Room- Room 1401 D: Available during the lunch hour. Monitor display available. Capacity 8

Student Lounge: Available to students anytime. Clean-up is expected.

Marketing Your Event

Flyers: All flyers, posters, slides, etc., that use the CMU or CMED logo, must be approved in advance by the CMED Communications team using the required CMU [brand identity guidelines](#). Please submit materials to Carolyn Yordy for approval, at least 2-3 weeks in advance of your event.

Use of CMU Logo: Any use of the CMU Logo must be in accordance with Central Michigan University Licensing requirements outlined in the CMU [brand identity guidelines](#).

OSA Weekly Email Blast: OSA promotes approved student events in their weekly email blast. This information is obtained from pre-event forms. Students can also provide OSA with approved flyers and additional information, but it must be received no later than Thursday, at noon, to be included in the following Monday's email blast.

Other ways to advertise events: Individual Group me groups, the SG Coordinator maintained [Event Calendar](#), student lounge calendar

Promotional items: Any, and all, items produced or sold with the CMU or CMED logo (i.e. apparel, mugs, water bottles, etc.) must meet the CMU [brand identity guidelines](#). In addition, apparel and other such items can only be ordered from a CMU approved licensed vendor. Below is a list of CMU Licensed Vendors:

Logo's Galore

2135 E Remus Rd • Mt. Pleasant, MI
989.772.0566

Total-Lee Sports

714 W. Pickard St. Mt. Pleasant, MI
989-772-6121

Mahoney and Associates

lisa@mahoneypromo.com

Dewitt, Michigan
517-669-4300

4imprint Inc.

Oshkosh, Wisconsin

877-446-7746

www.4imprint.com

khilla@4imprint.com

Outlook Groups

All SIGs and SFGs are expected to use the provided Outlook Group page for group maintenance and member contact. The reasoning in this is to facilitate simple transition to future leadership. Any issues with these groups should first be brought to the SG Coordinators, and if they do not respond in a timely manner, then you may reach out to the CMED IT department directly via submission of an IT ticket.

All groups must add the current SG Coordinators to their Outlook Group to attain credit for the events they host.

Applying for OSA Funding

Each year, depending on the budget situation, limited funds may be available from OSA to help support College of Medicine Student Interest Groups (SIGs), Student Focus Groups (SFGs), Committees, and Medical Student Councils (MSCs). Here are the rules to apply for funding:

- OSA funds are awarded on a first-come, first-served basis.
- Once the OSA student fund is depleted for the year, there will be no additional funds awarded.
- Each SIG/MSC can request up to \$100 total, per year, from OSA for food and supplies for their events.
- All funding requests must be submitted at least 2-weeks in advance, or it will be denied unless previously approved by OSA.
- To apply for funding, SIGS/MSCS should fill out the online OSA Student
 - SIG funding request form: <https://forms.office.com/r/HmdhXLCGmD>
 - MSC or Committee Funding Request Form: <https://forms.office.com/r/zux9Hlf52n>
- Once the OSA Student Group Funding Request Form is submitted, it will be reviewed by OSA staff and either approved, amended, or declined.
- OSA has final say on what items can and will be funded, or what items cannot and will not be funded. These decisions will be made in compliance with CMU funding policies and procedures.
- The funding decision from OSA will be emailed to the SIG/MSC leaders by OSA Office Professional, Tracey Miret.

- If funding is approved, SIG/MSC leadership will consult with OSA on whether to 1) have the SIG/MSC front the money and be reimbursed, or to 2) have the OSA staff order the items on the SIG/MSC's behalf using the OSA credit card.
 - **At no time should a SIG/MSC front money and expect to be reimbursed without prior approval from OSA. If a SIG/MSC fronts money without OSA advance approval they will not be reimbursed.**
- In all cases, a detailed, itemized receipt for all items purchased (and funded by OSA) must be given to Tracey Miret on the same day the money is spent, or the day of the event, whichever is earlier. The receipt must include each item that was purchased, not just a total amount. For example, the receipt cannot simply say \$30.31 for Domino's Pizza. It must say, "2 Large Pepperoni Pizzas, 1 cheese bread, 1 2-liter of Pepsi" for a total of \$30.31. In this example, if the receipt is not itemized, the SIG/MSC cannot be reimbursed per CMU policies and procedures. If OSA paid for the pizza, and the SIG/MSC does not provide OSA with the original itemized receipt, the SIG/MSC will be billed for the purchase, per CMU policies and procedures.
- In all cases, a listing of first and last names of everyone present at the event must be provided to OSA by the day after the event per CMU policies and procedures.
- In all cases, a flyer or agenda of the event must be given to OSA by the day after the event per CMU policies and procedures.
- Acceptable items *generally* approved for funding include food and beverage items for SIG events (although not for simple informational meetings), and certain allowable supplies such as paper, markers, office supplies, craft supplies, paperware, tableware, certain décor, promotional items (pens, mugs, etc.), event apparel, plaques, service awards, etc. Tips up to 15% can be included as part of the \$100 if proof of tip is provided.
- Unacceptable items include gift cards, gas, gas cards, lodging, flowers/plants, alcohol, items donated to a charity (i.e., food for the soup kitchen), sponsorships, charitable contributions (i.e., Special Olympics monetary donation), and food for simple informational meetings, etc. This list is not exhaustive.
- Conference travel is not funded (unless if approved for AMA, AAMC, OSR representatives, SNMA, and/or limited other national professional organizations. A maximum of 2 reps for each of these groups may be funded annually, but is not guaranteed).
- Prizes: Certain prize items are allowable for an organized contest.
 - See OSA for more information.
- Thank you gifts: In most circumstances, a handwritten thank you card is appropriate for most guest speakers. In cases where the speaker travels a good

distance, it might be appropriate to present them with a small token of appreciation such as a CMU/CMED swag item. See OSA for more information.

- FOR SIGs ONLY: SIGs must be deemed “active” by the Student Senate to apply for funding. OSA will verify with the Student Senate that a SIG is active.
- The above rules apply to OSA SIG/MSC funding requests. Funds raised by SIGs/MSCs through their own fundraisers do not have to adhere to these policies.

ATTENTION: Spring 2022 Office of Student Affairs internal policy on food for medical students at indoor events

As the spring 2022 semester begins and College of Medicine students return face-to-face to the Mount Pleasant campus, the Office of Student Affairs will continue to limit food, including potlucks and communal food offerings, at indoor gatherings in the College of Medicine building. This is primarily due to the rising uptick in COVID-19 cases. This internal policy provides additional safety precautions for College of Medicine students, above and beyond what CMU Main campus requires. Due to the intensity of the College of Medicine curriculum, missing class, required activities, or any exams, has the potential to put students at academic risk which can impact their retention in the program.

While College of Medicine student activities and events cannot include food during this time, students are still permitted to consume their lunch and snacks in the student lounge, other designated areas in the building, and in PBL rooms outside of curricular contact hours as long as they can socially distance at least six feet from others when eating and not wearing their masks. At no time should more than 25 students gather in any area, without masks, while consuming food.

This policy will be adapted now and will be revisited in the future with any changes in COVID-19 numbers and CMU COVID-19 policies. We ask for your patience as we work to keep everyone safe.

COVID considerations put into effect 1/14/22

New Position Orientation/Transfer of Leadership:

Students Entering SIG and SFG Leadership Role:

Once new SIG and SFG leaders are selected the following meetings should take place.

- New Leader Orientation Event: OSA will send an invitation to new leaders once the SIG and SFG elections are complete. The purpose of this required meeting is for OSA and the SG Coordinators to review the SIG and SFG handbook, and expectations, and to answer any questions.
- Incoming SIG and SFG leaders should schedule a meeting with the exiting SIG or SFG leaders who previously held their leadership position: The purpose of this meeting is to share the history of their SIG or SFG, specifically how it functions, any unfinished business for the upcoming year, and to receive important records and documents needed moving forward. This should include meeting minutes, financial accounting documents, planning documents, their SIG or SFG end of year report, email address and Outlook group site. If banking is involved, the bank account should be switched at that time. All items should be shared with the new leaders to ensure institutional memory.

Students Exiting SIG and SFG Leadership Roles:

- Prepare an end of year continuity report. At year's end, the leadership of each SIG or SFG should prepare a comprehensive electronic end-of-year report. One copy of the report should be given to OSA, and one copy to the new SIG/SFG leaders. This report must be completed one full week before the final bridge week of the academic year. The report should include the following information in one electronic file.
 - Copies of all meeting agendas
 - Copies of all meeting minutes
 - A listing of the current members, exiting SIG and SFG leaders, and advisor
 - A listing of the newly elected SIG and SFG leaders, and advisor for the coming year
 - A full accounting of financing, including bank account information, cash on hand, how any money was spent during the year, how the remaining money is to be used, a listing of any committed money, or unpaid bills, and the date the bank account was transitioned to the new leadership. Include a list of all names on the new account.
 - Bullet point listing of accomplishments, events, etc. (where applicable, include detail such as title, date, time, location, cost, number in attendance, any vendors used, suggestions for next year, etc.)
 - Bullet point list of challenge areas for SIG or SFG
 - A description of any planning that has occurred in preparation for the next year
 - A description of any unfinished business that will need attention next year
 - A yearly impact statement (How the SIG 1. furthered knowledge about careers in

medicine, 2. facilitated the mission of diversity, and 3. provided networking opportunities for students, faculty, staff, and guest speakers).

- Exiting leader's contact information in case the new leaders have any questions moving forward
- Provide/exchange passwords to any social media or communication accounts. Add the new people to any platforms you used (i.e., Teams, group-me, etc.) Transfer any financial accounts, if applicable, to the incoming leaders.
- Provide/exchange any physical items to the incoming leaders such as unused event items, scrapbooks, pictures, trophies, etc.

Technology Support

Simple technology issues can often be resolved at the technology office by available assistants. These individuals are trained in Outlook and are familiar in the functioning of the group pages. For more complex issues, the following technology representatives may be able to help.

[Mike Molter](#)

[Kip Ferguson](#)

Contacting these representatives should be reserved for when other resources are unable to help. This will ensure that they are not overwhelmed by inquiries.

Contacts/Resources

Questions? SIG and SFG students should feel free to contact the SG Coordinators, their SIG Advisor, or Tracey Miret and Judy Idema, in the Office of Student Affairs. In addition, many necessary documents and resources can be found on the [CMED SIG Leader Outlook Page](#).

Form Hyperlinks

[Pre-Event Form](#)

[Post-Event Form](#)

[Fundraiser Form](#)

[Funding Request Form](#)

[SIG Advisor Transition Form](#)

[SIG AND SFG Leader Transition Form](#)

[New SIG Registration form](#)

[New SFG Registration Form](#)

[SIG Advisor Guide](#)

[SG Event Calendar Subscription Link](#)