

**TEXAS TECH UNIVERSITY HEALTH SCIENCES CENTER
SCHOOL OF MEDICINE**

OFFICE OF CURRICULUM

**Checklist for Updating and Creating New Electives Years 1-4 Approved by
Educational Policy Committee 12.11.06**

- Create a brief written description of the elective, including the educational objectives and how these objectives link specifically to the School's Institutional Educational Vision, Goals, and Objectives.
- Provide an outline for how the elective will be evaluated and how the student(s) will be assessed in relation to the course objectives.
- Provide the name of the faculty sponsor, the sponsoring department and documented approval by the department chair, and contact information for the faculty sponsor.
- Provide the proposed number of credit hours
- Submit this description to the Office of Curriculum for review, posting on the web site and notification to the EPC, including the Year 4 Subcommittee.
- When the review is completed, the Office of Curriculum will request a new course number

An online template form is available at

<http://www.ttuhschool.edu/som/curriculum/year4rotations/Default.aspx>