



SOM OP: 30.11, **Phase 1 Electives**

PURPOSE: The purpose of this School of Medicine (SOM) policy and procedure is to provide guidelines for the design, delivery, management and evaluation of elective courses delivered within the Phase 1 curriculum.

REVIEW: This SOM Policy and Procedure shall be reviewed within each even-numbered fiscal year by the Curriculum and Educational Policy Committee. Revisions will be forwarded to the Office of the Dean for publication.

POLICY/PROCEDURE:

1. **General.** This policy is intended to ensure effective provision of elective courses in the Phase 1 curriculum that meet student educational needs and conserve human, fiscal and educational resources. It has been developed to help ensure the SOM maintains compliance with Liaison Committee on Medical Education element 6.5.
2. **Procedures:**

i) Creation of New Electives

- (1) The Curriculum and Educational Policy Committee is responsible for reviewing new elective proposals and determining actions related to each proposal.
- (2) A standard elective proposal form must be used for each new elective and should include the following information:
 - (a) Name of elective (including short name for use in Banner)
 - (b) Leadership team (faculty director, student director(s))
 - (c) Elective description
 - (d) Goals and Objectives
 - (e) Target participants
 - (f) Capacity
 - (g) Prerequisites
 - (h) Needs Assessment
 - (i) Sample schedule
 - (j) Requirements for completion
 - (k) Resources
 - (l) Assessment methods
 - (m) Course evaluation procedure
 - (i) All new elective courses should be developed using the methodology described in Thomas, PA et al, **Curriculum Development for Medical Education: A Six-Step Approach**
- (3) Phase 1 elective proposals will be reviewed by a subcommittee of the CEPC. If the course meets SOM educational goals and objectives. It will be submitted to the CEPC for approval as part of the consent agenda.
- (4) Scheduling of electives

- (a) Phase 1 electives will begin in the Fall semester and continue into the Spring semester
- (b) Phase 1 electives must finish before the last day of classes for the M2 year to enable grades to be submitted in a timely manner.

ii) Leadership

- (1) All Phase 1 electives must have one or more faculty directors who are responsible for:
 - a. Ensuring that a final syllabus is available at least two weeks before the beginning of the Fall semester.
 - b. Ensuring that the elective content complies with institutional policies and guidelines related to curricular review in place at the beginning of the academic year
 - c. Ensuring that the elective has a functional site on the institutionally-approved Learning Management System
 - d. Approving student participants in the elective
 - e. Ensuring that final grades are entered in the Learning Management System within six weeks of the end of the course.
 - f. Participating in an annual review of the elective.
- (2) All Phase 1 electives must have one or more student coordinators who are responsible for:
 - a. Coordinating with the faculty director in the creation of the syllabus, including course sessions, as described in 2.ii.(2)
 - b. Coordinating activities related to student recruitment and review of applicants.
 - c. Coordinating the collection of attendance records and other records necessary for documenting completion of the elective
 - d. Electives with up to 20 student participants must have 1-2 student coordinators. One additional coordinator should be identified for every 20 additional student participants.
- (3) Eligibility
 - a. Faculty Director
 - i. Must have a faculty appointment in the School of Medicine
 - ii. Must have expertise or interest in the elective topic
 - b. Student Coordinator
 - i. Must have completed the elective (for electives enrolling Year 1 and Year 2 students) or be participating in the elective (for electives only offered in Year 2)
 - ii. Must be in good academic standing
- (4) Annual Transition
 - a. Faculty Director
 - i. Will continue in position assuming that the elective review is positive
 - b. Student Coordinator
 - i. Elected/selected from elective participants in the Spring semester
 - ii. Can assume their position for remaining sessions assuming the following

1. The elective is greater than 80% complete
2. One student coordinator continues in their position for the remainder of the year
3. All communications will be sent to the transition coordinator

iii) Creation of Official Phase 1 Elective Courses

- (1) Any new elective must be approved at or before the May CEPC meeting for inclusion in the catalog for the next academic year.
- (2) Once approval has been received by the CEPC, a new Phase 1 elective course form will be created by the Office of Academic Affairs and submitted to the Registrar so that a course number can be assigned and the course can be added to the catalog.
- (3) All Phase 1 electives will be hosted on a website managed by the Office of Academic Affairs that includes course descriptions and application processes.

iv) Registration of students in electives

- (1) Students interested in any Phase 1 elective course must utilize a central application process through the Office of Academic Affairs.
- (2) Applications will be collected by administrative staff in the Office of Academic Affairs and distributed to course directors for screening and acceptance
- (3) Accepted students will be registered in the elective course on Banner
- (4) All students who complete course expectations for a Phase 1 elective will be assigned a final grade of CR. The Office of Academic Affairs will coordinate the assignment of a final grade according to institutional policies and procedures.
- (5) Any student who does not complete Phase 1 elective requirements will be dropped and the course will not appear on the student's transcript.

v) Management of Electives

- (1) Faculty and student directors are responsible for setting the Phase 1 elective course schedule, recruiting participants and booking rooms or other locations.
- (2) An elective course syllabus must be submitted to the Office of Academic Affairs for review at least two weeks prior to the beginning of the Fall semester of the academic year in which the elective will be offered. Syllabi cannot be altered without notification and approval of the Office of Academic Affairs.
- (3) The Office of Academic Affairs will provide a budget for each Phase 1 elective (\$500 - 1,000) that may be used for food for participants, required supplies, or costs for facilities. Elective budgets may not be used to support activities associated with a student-interest group.

- (4) Budgets will be managed by the Office of Academic Affairs. Requests for other expenses, including honoraria or travel for speakers, will be considered on a course-by-course basis.
- (5) Faculty and student directors are responsible for tracking student participation/completion so that final grades can be assigned in a timely manner.

vi) Course content

- (1) All electives must include a mandatory introductory/orientation session.
- (2) Students who do not attend the mandatory introductory/orientation session will not be eligible to complete that elective in that academic year
- (3) Any enrolled student who misses the mandatory introductory/orientation session will be dropped from the course
- (4) If participation is required for completion, students must attend at least 7 sessions. If the participation requirement is listed as a percentage of total sessions, this value must be at least 7 sessions.
- (5) Course directors may designate a limited number of sessions for double credit, with appropriate justification such as duration/intensity of experience
- (6)** A final session involving a presentation or other student activity may be made mandatory for elective credit

vii) Course Evaluation

- (1) All Phase 1 electives must complete an annual evaluation process as developed by the CEPC.
- (2) An evaluation rating of “Meets Expectations” is needed for approval of Phase 1 elective continuation.

Elective Course Evaluation

This evaluation will be completed at the conclusion of each elective and presented to the CEPC Electives and Distinction Program Subcommittee for review prior to the July CEPC meeting

1. Course completion Data - students
 - a. Number of students enrolled
 - b. Number of students completing the course
 - i. Course completion percentage
 - c. Average number of sessions attended by students
2. Course completion data – organization
 - a. Number of sessions on original syllabus
 - b. Number of sessions completed
 - c. Explanation of any sessions that were not completed
 - d. Number of students who completed final project/other requirements (if applicable)
3. Satisfaction
 - a. Percentage of students who agreed with the statement: This elective was a valuable co-curricular activity for my learning