



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 is responsible for reviewing new elective proposals and determining actions related to each proposal.
- (2) A standard elective proposal form should 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) It is expected that all new courses are 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 the electives 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.

ii) Creation of Official Phase 1 Elective Courses

- (1) Any new elective must be approved during 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 is 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.

iii) 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 Pass. The Office of Academic Affairs will assign the grade to appear on the student's transcript.
- (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.

iv) 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) The Office of Academic Affairs will provide a budget for each Phase 1 elective (\$1,000 for 2023-24) that may be used for food for participants, required supplies, or costs for facilities. 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.
- (3) Faculty and student directors are responsible for tracking student participation/completion so that final grades can be assigned in a timely manner.

v) 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.

1. References: Thomas, PA, Kern, DE, Hughes, MT, Tackett, S,A and Chen, BY. 2022. **Curriculum Development for Medical Education: A Six-Step Approach (fourth edition)**. Johns Hopkins University Press.