Creating a New Elective for the School of Medicine

This guide is designed to provide basic information for faculty interested in creating a new elective for the School of Medicine. Please refer to the Electives Policies and Procedures for additional information about the electives. Contact the Director of Electives (Tai Lockspeiser, MD, MHPE, tai.lockspeiser@ucdenver.edu) with any questions. Please review this guide and the associated deadlines prior to beginning course development for a new course.

**COURSE CREATION BASICS**

Creating a new course requires thought and attention to many different details. The following book provides a useful guide for creating a new curriculum in medical education:


Similar to any curriculum, all three aspects of the educator’s golden triangle must be considered in creating a new course:

![Learning Objectives](image1)

![Assessment](image2)

![Learning Strategies](image3)

The school of medicine has created a handout to guide the creation of high quality learning objectives which may be useful when creating a new course.

**Additional questions to consider:**

1. How will the course supplement the required courses in the SOM?
2. How is this course different than other electives in the SOM? Are there opportunities to work with other courses to provide a similar educational experience?
3. How will this course support the student’s career development?
FORMS NECESSARY TO CREATE A NEW ELECTIVE

There are two different forms that are required for all new courses: 1) Elective course inventory form for curriculum map (completed by the course director) 2) Anschutz Medical Center (AMC) Course Proposal Form (Completed by the Director of Electives).

Elective Course Inventory Form

- Designed to gather information needed for the SOM curriculum map.
- Includes all information necessary to complete the AMC course proposal form
- Must be submitted to the Director of Electives with copies of any relevant forms used in the electives (i.e. syllabus, list of required readings, example calendars, forms used for evaluation of the course, etc.)

Tip: Information for this form is most likely in other course documents, i.e., course syllabus. This information can be cut and pasted into this form.

AMC Course Proposal Form

- Completed by the Director of Electives and sent to the Office of the Registrar to actually create a new course, assign a course ID, and enter the new course in the Official CUSOM Course Book.

SUBMITTING THE FORMS

The Elective Course Inventory form as well as all supporting documents must be completed and submitted together in order to be processed.

Submit all forms to Helen Gurnée:

- **Email:** Send to HELEN.GURNEE@UCDENVER.EDU. Forms must be signed with an electronic signature stamp.
- **Fax:** 303.724.1629. Please follow-up with an electronic version to the above email. If the faxed forms are signed by the Course Director, an electronic signature on the e-mailed version is not necessary.
- **Campus Mail:** Please send to Helen Gurnée, MSF523
- **Drop Off:** Forms can be hand delivered to Helen Gurnée in Building 500, First Floor, East Wing, Room E1322B. Please follow-up with an electronic version to the above email. If the forms are signed by the Course Director, an electronic signature on the emailed version is not necessary.

What Happens Next

The Elective Course Inventory form will be reviewed by the Director of Electives. Additional information or clarification may be requested of the Course Director at this time. This is generally done by email request. Once the information is complete, the new course will be reviewed by the appropriate electives’ committee (The Phase I and II electives’ committee includes: Tai Lockspeiser, MD, MHPE, Director of Electives, Michele Doucette PhD, Director of Curriculum, and Andy Bradford, PhD, Director of the Essential Core; The Phase IV electives committee includes: Tai Lockspeiser, MD, MHPE, Director of Electives, Michele Doucette PhD,
Director of Curriculum, Brenda Bucklin, MD, Director of the Clinical Core, and Adam Trosterman, MD Director of Sub Internships).

After approval by the electives committee the Director of Electives will present the new course for a vote at the appropriate curriculum committee (ECBD for Phase I and II electives and CBD for Phase IV electives). The Curriculum Steering Committee (CSC) will also be notified of any new electives. After approved by the curriculum committee the Director of Electives will complete the AMC course proposal form and submit it to the Office of Student Life and the Registrar. Once approved by the registrar, an electronic copy of the signed documents will be emailed to the Course Director and Coordinator.

**DEADLINES FOR SUBMISSION**

To assure that we have accurate information about all potential courses and they can be appropriately reviewed, new course proposals will only be accepted at certain times of the year. Please review these deadlines carefully as they are at least 3 months prior to the start of the semester.

In order to be considered for creation, the completed Elective Course Inventory Form and all supporting documents must be submitted to the Director of Electives by the following deadlines:

- **Phase I and II electives**
  - Fall Semester Courses – **May 1**\(^{st}\) of the preceding year
  - Spring and Summer Semester Courses – **September 1**\(^{st}\) of the preceding year

- **Phase IV electives**
  - **November 1**\(^{st}\) of the preceding year (i.e. for the class of 2018, the course proposal must be submitted by November 1\(^{st}\), 2016 as the students start 4\(^{th}\) year in May of 2017).
**PROCESS FOR CREATING NEW COURSES**

**Course Director and coordinator**
- Elective Course Inventory Form
- Supporting documents

**Helen Gurnée -- Electives Coordinator**
- Initial review
- Input into curriculum map

**Tai Lockspeiser MD, MHPE -- Director of Electives**
- Final review
- Completes AMC course proposal form

**Electives Committee***
- Final approval

**Appropriate Curriculum Committee (ECBD for Phase I and II, CBD for Phase IV)**
- Brief Update on New Courses
- Vote

**Katie Watts -- Office of Student Life**
- Input into Office of Student Life Database

**Wayne Sell -- Registrar’s Office**
- Input into SIS
- Creation of Course ID

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*Electives Committees*
- **Phase I and II** – Tai Lockspeiser, MD, MHPE, Director of Electives, Michele Doucette PhD, Director of Curriculum, and Andy Bradford, PhD, Director of the Essential Core
- **Phase IV** – Tai Lockspeiser, MD, MHPE, Director of Electives, Michele Doucette PhD, Director of Curriculum, Brenda Bucklin, MD, Director of the Clinical Core, and Adam Trosterman, MD Director of Sub Internships

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**Key Deadlines:**
- **Phase I and II Fall** – May 1
- **Phase I and II Spring and Summer** – September 1
- **Phase IV** – November 1
CHECKLIST FOR CREATING A NEW COURSE

☐ Complete the Elective Course Inventory Form
☐ Assure that appropriate Affiliation Agreements are in place for the elective if the course involved clinical work at a site outside of the University system
☐ Attach all other relevant forms used in the elective (i.e. syllabus, list of required readings, example calendars, forms used for evaluation of the course, etc.)
☐ Assure that all relevant deadlines have been met
☐ Submit forms to Helen Gurnée, Electives Coordinator, by one of the following methods:
  • Email: Send to HELEN.GURNEE@UCDENVER.EDU.
  • Fax: 303.724.1629. Please follow-up with an electronic version to the above email.
  • Campus Mail: Please send to Helen Gurnée, MSF523
  • Drop Off: Forms can be hand delivered to Helen Gurnée in Building 500, First Floor, East Wing, Room E1322B. Please follow-up with an electronic version to the above email.