School of Medicine Electives Policies and Procedures

Elective Curriculum Statement of Purpose

Phase I and II Electives
Electives in the first two years of medical school should supplement the required courses and provide additional experiences that allow for career exploration and support the diverse interests of our students.

Advanced Studies
The Advanced Studies Curriculum of the School of Medicine should foster the development of graduates who are knowledgeable, skillful, and ethical while providing an opportunity to individualize the student’s experiences based on his/her own unique needs and interests. Electives should both broaden and balance the overall educational development of each student, while allowing for career exploration and assuring that students are prepared for graduate medical education and residency training.

Curriculum Oversight
Three offices are responsible for the management and implementation of the UCSOM electives:

1. CU SOM Office of Undergraduate Medical Education (UME): The Office of UME, through the Director of Electives (Tai Lockspeiser, MD, MHPE Tai.Lockspeiser@childrenscolorado.org), provides oversight, organization, and structure to the electives.

2. CU SOM Office of Student Life assures fair and consistent implementation of the electives curriculum, including scheduling and assessment and collects all student grading and evaluation information.

3. The University Office of the Registrar (Registrar’s Office) serves as the steward of student records and enrollment data for the University of Colorado School of Medicine. It provides judicious management and dissemination of student data for students, faculty, staff and community constituents.

Course Director’s Obligations
The Course Directors responsibilities include the following:

1. Assure quality educational experiences.


3. Assure accurate and timely grade submission – grades for all courses in the SOM must be submitted within 4 weeks of the completion of the course.

4. Assure that appropriate affiliation agreements are always on file with UME and updated as necessary.
   - Dean’s Office, SOM – Deborah Stevens Deborah.Stevens@UCDenver.edu

5. Ensure compliance of course with all requirements and policies of the SOM.

6. Participate in continuous quality improvement of the elective, evaluating the course and revising where necessary and complete a yearly course update form.

7. Notify the following departments immediately if there are any changes to the contact information for the course director or coordinator
   - Office of Student Life, SOM – Katie Watts Katie.Watts@UCDenver.edu
   - Electives Office, UME/SOM – Helen Gurnee Helen.gurnee@UCDenver.edu

8. Sub-Internship directors will have additional obligations. For more information, please contact Adam Trosterman, MD, Director of Sub-Internships (Adam.Trosterman@UCDenver.edu)
ELECTIVE SCHEDULES AND REQUIREMENTS

Phase I and II Electives

- Electives can only start after the completion of the Human Body Course for first year medical students.
- No required sessions for electives are allowed during the dedicated study period for the USMLE at the end of second year.
- Electives may not conflict with other required sessions in the Essential Core.
- Credit for Phase I and II Electives does not count towards the required number of units for graduation.
- Students may not enroll in electives if they are on probation. The promotion committee may elect to limit electives for students on Academic Warning but that is done on a case-by-case basis.

Phase IV electives

- **Students are required to complete 32 total weeks of 8000 level course work for graduation**
  - 4 weeks in one of the school-approved Sub-Internships.
  - 4 weeks of required Integrated Clinicians Courses.
  - 24 weeks of additional electives
- Electives range in length from 2 to 12 weeks based on the course and some are longitudinal (i.e. the student receives 2 weeks of credit for a course they completed over an entire semester)
- **Absence Policy**
  - ***Summarized from the University of Colorado, School of Medicine Policies and Procedures – please refer to this for additional details***
  - Attendance on clinical rotations is required. Absences are generally not permitted, but a unique circumstance may be considered.
  - Specific Attendance Expectations:
    - 4-wk courses: > 2 days, must make up work.
    - 2-wk electives: > 1 day, must make up work
  - Interview days (including interview days for CU residency program) are considered “voluntary absences” and count towards the attendance limits.
  - Absences exceeding these limits for any reason requires a student to make up any missed time beyond that allowed. The Course Director will work with the student regarding make-up time/work, issues for credit, etc.
  - **All absences beyond the allowed limits must be reported immediately to the Office of Student Life (Katie.watts@ucdenver.edu).**
  - Students are informed that to request an absence they must submit a request in writing to the Office of Student Life, which will forward the request to the Sub-Internship or Elective Director for approval. Requests must be presented 45 days before the start of the student’s rotation, and submitted in writing and with reasonable documentation. If accommodations can be made, an appropriate plan will be developed by the Course Director in conjunction with the student.
**ADD/DROP POLICY**

- **Phase I and II**
  - Although each academic semester has a pre-set add/drop deadline, a student may drop an elective without penalty up to 7 days after the first offering of the elective. If this drop occurs within the standard add/drop period, the student drops the course through CU **Student Information System** (CU-SIS). If it is after the standard add/drop period, the appropriate form with approval from the Course Director must be completed and submitted to the Office of Student Life (Katie Watts).
  - We will send out a document with important dates including add/drop deadlines each fall.

- **Phase IV**
  - A student is considered enrolled **28 days prior to the start of a course**. Once a student is enrolled in a course, he or she must complete it. Once enrolled, a student may be allowed to “drop” the course with appropriate approval. It is at the discretion of the Electives or Sub-Internship Director whether the student can leave the course. Leaving the course after it has started may result in a permanent grade of “W” (e.g., withdraw) on the student’s transcript.
  - In order to drop a course within the 28 day window, the student must contact the Electives or Sub-Internship Director with a specific rationale for why they are dropping the course late. In some circumstances, the Electives or Sub-Internship Director may contact the course director for input on the approval of the late drop as well.
  - Students may add courses within the 28 day window only if there is space available and with the course director’s approval. The Director of Electives does not need to approve late adds if they are approved by the course director.

---

**ELECTIVE COURSE EVALUATIONS**

Every elective should have evaluation and assessment procedures in place to facilitate the following activities:

- Faculty assessment of students and assignment of a grade. This information is included in student transcripts and the Medical Student Performance Evaluation (MSPE).
- Student evaluation of the faculty.
- Student evaluation of the elective course itself.

Students are required to complete a course evaluation for each enrolled elective. Not completing an evaluation may result in withholding the student grade. Uniform elective course evaluations are available and are administered through the **New Innovations** system. All students are required to complete these **New Innovations** evaluations. There are three different types of evaluation forms used for electives: 1) Clinical/Clinical-Didactic, 2) Research, 3) Didactic.

Additional questions or faculty evaluations not covered by the **New Innovations** form may be administered as a hard copy evaluation in addition to the online evaluation, but please consider the burden placed on students.

For questions about the forms or access to the system, please contact Susan Claxon at 303-724-3205, or [Susan.Claxon@UCDenver.edu](mailto:Susan.Claxon@UCDenver.edu) or Susan Peth at 303-724-4110 or [Susan.peth@UCDenver.edu](mailto:Susan.peth@UCDenver.edu)
ASSESSMENT AND GRADING
The grading process for each elective should conform to the overall University of Colorado, School of Medicine Policies and Procedures.

The following electives are all Pass/Fail:
- All electives in Phase I and II.
- Certain Phase IV electives.
  - 2-week electives
  - Away electives
  - Non-clinical, non-research (primarily didactic-based electives)
  - Research electives (except IDPT 8601 and IDPT 8602 which are eligible for honors)

All clinical electives greater than 2 weeks are Honors/High Pass/Pass/Fail, but may use a Pass/Fail format if indicated in the syllabus or course book.

The process of student assessment is individualized course by course given the broad range of courses and learning activities. However all courses must use the same final grade submission form that includes space for both the grade and narrative comments to be included in the MSPE (see appendix 1). All grades in the SOM must be submitted within 4 weeks of the student’s completion of the course.

Please refer to the overall University of Colorado, School of Medicine Policies and Procedures for complete information.

SUBMITTING ELECTIVES GRADES
- To simplify the process of submitting grades, the Office of Student Life will now submit and finalize all electives grades via the Student Information System (CU-SIS) in the Registrar’s office.
- **Phase I and II**
  - All grades must be submitted to the Office of Student Life no later than 4 weeks after the completion of the course.
  - An email with a table including the student’s name, course number/course name, and final grade is acceptable.
- **Phase IV**
  - Course Directors must complete the final student course grade form that summarizes the student’s performance and includes comments from the New Innovations’ forms. This form also includes the grade for the course (appendix 1).
  - This form is sent to the student as a pdf. Katie Watts and Gretchen Guiton need to be copied on this email (Katie.watts@UCDenver.edu, Gretchen.guiton@UCDenver.edu). The date that this email is sent is what is used to determine if the grade was submitted within the 4 week deadline.
  - Also send a word document of the assessment to the Office of Student Life and the Office of Evaluation (Katie.watts@UCDenver.edu, Gretchen.guiton@UCDenver.edu).
  - All course grade forms must be submitted to the Office of Student Life no later than 4 weeks after the completion of the course.
The Office of Student Life will then enter and finalize the grade in SIS.

**VISITING STUDENTS (ONLY APPLICABLE TO PHASE IV ELECTIVES)**

Each Phase IV elective can decide if they would like their elective open to visiting students from medical schools around the country. Students apply to come to Colorado through the National Visiting Student Application Service (VSAS). Karina Garlington (Karina.Garlington@UCDenver.edu) in the Office of Student Life is our contact person for any questions related to visiting students. For more information on VSAS visit our visiting students website:

http://www.ucdenver.edu/academics/colleges/medicalschool/education/studentaffairs/extern/Pages/default.aspx

When we update the electives each year, we will ask all electives directors if they would like to accept visiting students in their course. If they do accept visiting students, the course director must decide if they would like to review the applications from visiting students or allow the Office of Student Life to do that. If the Office of Student Life reviews the applications they only review if the student has completed the basic requirements (i.e. has completed their third year rotations) and then fill the open slots on a first come first served basis. They will also fill ALL open slots in a particular course, which may impact what is available to our CU students. Many departments have transitioned to reviewing and approving the visiting students themselves to assure that the students accepted are of the highest quality and that the appropriate number of slots are reserved for CU students. If an elective chooses to do this, they must respond to Karina in a timely fashion with a response as to which students have been accepted into the elective.

**ELECTIVE INFORMATION UPDATES**

**Yearly review of all electives**

All course directors are required to submit a brief email report to the Director of Electives yearly detailing how the course went that year and any plans for improvement or changes to the elective for the following year.

**Deadlines:**

- **Phase I and II electives updates**
  - Fall Semester Courses – **June 1st** for the following year.
  - Spring and Summer Semester Courses – **October 1st** for the following year.

- **Phase IV electives updates**
  - **November 15th** for the following year.

**Yearly updates for Phase IV scheduling**

Each year we will reach out to all Phase IV course directors to determine if they want to offer the elective again that year and if so how many slots will be available in each section. It is crucial that the elective director reviews this information carefully and provides us with accurate information on how many students can be accepted in each section. We strive to have a complete course book for Phase IV no later than December 15th (i.e. for the class of 2018, the course book must be complete by December 15th, 2016 as the students start 4th year in May of 2017).
We will only make changes to the enrollment maximums for a particular course in extenuating circumstances as the students spend a lot of time planning their fourth year and use the enrollment information to guide their course selection. All requests to change enrollment must be sent to the Director of Electives.

Changes in Contact Information
A change in Course Director, Course Coordinator, or their respective contact information, such as email address or phone number should be immediately submitted by email to all of the following offices, regardless of the time of year.

- Office of Student Life, SOM – Katie Watts Katie.Watts@UCDenver.edu
- Curriculum Office, UME/SOM – Helen Gurnee Helen.gurnee@UCDenver.edu

ELECTIVES ASSOCIATED WITH REQUIRED CURRICULUM

TRACKS
1. Colorado Urban Underserved Interprofessional Health Training and Education (CU-Unite)
   - IDPT 6671 Urban Underserved Care
   - IDPT 6672 Urban Underserved Care 2
   - IDPT 6673 CU-Unite Spanish Immersion
   - IDPT 8021 Costa Rica Spanish Immersion
   - IDPT 8023 Refugee Health II

2. Global Health Track
   - IDPT 6665 Intro to Global Health
   - IDPT 6667 Global Hlth Studies (US)
   - IDPT 6668 Global Hlth Study Abroad
   - IDPT 6669 Global Health Seminar
   - IDPT 8014 Global Health US Project
   - IDPT 8015 Global Health International Project
   - IDPT 8018 Global Health and Disaster

3. Leadership, Education and Advocacy Development Scholarship (LEADS)
   - IDPT 6637 LEADS I
   - IDPT 6647 LEADS 2

4. Research Track
   - IDPT 8601 Research Track Rsrch I
   - IDPT 8602 Research Track Rsrch II

5. Rural Track
   - FMMD 6628 Rural Track Elective
   - FMMD 6630 Summer Rural Track
LONGITUDINAL COURSES

1. Mentored Scholarly Activity (MSA has required courses in each year of medical school that are not included in this list of electives)
   - IDPT 5091 MSA Summer Elective
   - IDPT 8091 MSA Phase IV Preparation
   - IDPT 8093 IDPT Scholarly Activity

2. Foundations of Doctoring (FDC has required courses in each year of medical school that are not included in this list of electives)
   - IDPT 6636 Summer Preceptor Exp
   - IDPT 8000 Foundation Doctoring 4
   - IDPT 8001 Tutoring in Foundations
   - IDPT 8016 Physician as Educator
appendix 1: phase iv electives final grade form

university of colorado school of medicine

medical student final grade form

Date:

student name: ms i ☐ ms ii ☐ ms iii ☐ ms iv ☒

semester: dates of contact:

course title: course number: section:

please provide the student's performance in the assessment categories required in your course and enter a grade for each.

<table>
<thead>
<tr>
<th>assessment categories</th>
<th>grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>i. clinical evaluation forms</td>
<td></td>
</tr>
</tbody>
</table>

**final grade** (i/ip/pass/high pass/honors)

please include representative preceptor comments. these comments become part of the student's permanent record. all comments should be identified by the name and relationship of the author (i.e., attending, resident, intern, nurse). please type or print clearly. multiple pages can be added for comments.

comments intended for the medical student performance evaluation (mspe or dean’s letter) from attending or residents who worked with the student included:

resident:

attending:

fellow:

i. other comments intended to provide further feedback to the student included:

xxxxxxxxxx – student program director