



INDIANA UNIVERSITY

SCHOOL OF MEDICINE

Office of Undergraduate Medical Education

NEW Elective Course Proposal Form

1. Submission Date:
2. Elective Course Title:
3. Department/Discipline:
4. Elective Course Director:
5. Email:
6. Telephone:
7. Location:
8. Address:
9. Faculty Appointment: Does the Elective Course Director have a current faculty appointment with the School of Medicine? Yes No
If known, Appointment Date , HRMS ID , IU Username
Note: Faculty appointment is required for ALL Course Directors. To request faculty appointment visit: <http://faculty.medicine.iu.edu/profileform/> to fill out a Personal Profile Form. Failure to submit an application for faculty appointment may result in the declination or will delay the elective approval process.
10. Proposal Contact (if different from above):
Name/Phone/Email:

ADMINISTRATIVE – UME OFFICE USE ONLY

.....Contact ..Date

Faculty Appt Verified:

IUSM Department Chair:

ESC:

CCCC:

CCSC:

Elective Course #:

Course Added: Elective Catalog E*Value MSAS

urse Status: Active Inactive Last Updated



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ELECTIVE COURSE DESCRIPTION

11. Brief Elective Course Description:

The description will be viewed by students on the IUSM Electronic Elective Catalog. Provide a brief summary of the student expectations, activities for the electives. [Click to see example of completed form.](#)

12. Elective Course Activities:

Provide additional detailed information about the activities a student will be required to complete for the elective. Include number of shifts (or hours) in clinic, laboratory work, weekly schedule, etc.

13. Elective Type/Category (Choose One):

PD – Professional Development: Students will be exposed to the knowledge and skills outside the traditional medical school curriculum that will advance their success in medical practice.

AS – Advanced Science: Designed to give each medical student the opportunity to pursue a personal scholarly experience in biomedical sciences (broadly defined) and to develop fundamental understanding in new areas of biomedical science relevant to clinical medicine. In these courses students will, after several years of clinical experience, revisit some aspects of basic science. Because of the level of sophistication that students have developed by this stage in their medical education, they can better understand the relevance of basic science to clinical problems.

CP – Clinical Practice: Students will become familiar with the fundamental principles of practicing in a particular specialty including diagnostic reasoning; evidence-based medicine; cost effective care; and self-directed learning. Further, students will learn to recognize manifestations of disease and manage the course of common illnesses found in the particular specialty. Finally, students will develop skills that address care of the healthy patient including preventive medicine; care of the patient with acute illness; and longitudinal care of the patient with chronic illness as well as care through the course of the complete illness/condition.



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14. Objectives:

List specific and attainable learning objectives designed for this elective. Content should complete the following: By the end of this course, a student will: ([Tips for writing student learning objectives](#))

15. Assessments:

Describe the method(s) by which you will determine that the students have achieved the course objectives. (Examples may include observation, oral exam, written exam, logbook entries, case presentation, oral presentation, written essay, discussion with faculty, etc.) and by whom the assessment will be completed.

16. Assessment Tools (Choose One):

Clinical Performance Evaluation (e.g. <https://iu.box.com/s/lb48qygzuixc5an9bon9>)

Research Evaluation Form (e.g. <https://iu.box.com/s/8lqmupjsbetsucnoysqh>)

Other (Attach sample(s) of the assessment rubrics used in the elective)

17. Additional Elective Course Information:

(i.e., Housing being provided for students, off-site locations, or other special working conditions)

18. Additional Faculty:

List additional faculty who will be working with students.



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19. Will residents be teaching? Yes No

If yes, what program are the residents from?

20. Prerequisites (mark all the following that apply):

Third year status

Fourth year status

Clerkship prerequisite (Please specify):

Other (Please specify):

21. Number of consecutive units/months a student may take a course:

Note: Most electives will be 1 month in duration. Exceptions will be considered for longer periods (i.e., research electives)

22. Number of students (maximum students per month) you will take at one time:

Fill in blank with "0" (zero) if elective not offered in that month.

June	September	December	March
July	October	January	April
August	November	February	May

23. Number of weeks a student must contact faculty prior to beginning elective:

24. Time Distribution:

Include the percentage of time a student will spend in each of the following categories.

% Clinical

% Laboratory

% Library/Research

% Lecture/Seminar

25. Service Learning:

Note: Service Learning Activities are structured learning experiences that combine community service with preparation and reflection.

Does this course include Service Learning activities? Yes No