Checklist for New Pre-Clerkship Electives

Determine whether the elective idea has been proposed before. Check on the D2L Enrichment Electives website to make sure it is a new idea. (https://d2l.utsouthwestern.edu/d2l/lms/faq/view_external_Faq.d2l?ou=6606)

- **Obtain the commitment of a faculty member as the course director for the elective.** The faculty member may also be the instructor of the elective, but it is not a requirement. The role of the faculty member is to overlook the logistics of the course. To find a faculty member, you may start by asking your college mentor for suggestions. If unsuccessful, ask the student representatives to go to the elective committee for suggestions.
- **Obtain the commitment of a student representative for the course.**
- **Plot out the creation of the course from inception to implementation.** The time frame from proposal submission to the online registration open date usually takes approximately 4 months.
- **Determine who will teach the course.** This does not need to be a faculty member per se. Students may also instruct the course, as long as there is a faculty course director to overlook the logistics of the course. The student representative is usually the student who proposed the elective idea. However, this is not a requirement. The responsibilities of the student representative are determined by the course instructor and may include (but not limited to0: determining the specific dates for the courses, recording attendance, etc.
- **Decide the timing of the course.** That is, in which semester(s) will the course be offered, and will the course duration be one or two semesters?
- **Create a course description for the elective.** Follow the template attached below. As reference material, you may go to the Moodle elective site and browse through existing electives.
- **Determine the format of the course.** For example, will the course be interactive? Discussion based? Lecture style? How will the classes be divided? (e.g. 6 classes that are 2 hours each or 12 classes that are 1 hour long, etc.)
  - **Assure the course meets for a minimum of 12 hours**. Since 10 hours is the minimum amount of class hour's students must attend to receive transcript acknowledgement of the elective, we recommend having at least 12 hours of class so students have room to miss two hours and still receive credit.
  - **If the course is to be offered online, there must be an interactive component.** For example, there must be a component with in-class or on-line discussion, interactive assignments, etc.
  - **Determine whether funding will be needed for the course.** UTSW does not provide any financial support for electives. Outside funding is an option as long as there no strings attached. See UTSW fund raising policies for specific details.

- o **Determine the minimum and/or maximum number of students required for the course.** The course instructor generally determines this number. It can be as little as 2, but the course instructor may require a minimum number of students to run the course.
- **Gauge student interest in the elective.** This number needs to be at least twice the minimum number of students required for the course. This can be done by e-mail, or some type of survey.
- **Submit and obtain approval from the Pre-Clerkship Electives Committee.** Send a completed course description proposal to all Committee Members at least 10 weeks prior to the desired elective start date. **Current Committee Members are listed below.**
- **Determine the exact dates for the classes.** This can be determined after the elective is approved by the electives committee.
- **Submit exact dates and time for class activities** to betty.shaw@UTSouthwestern.edu at least 5 weeks prior to elective start date.
- Ms. Shaw will obtain location for class activities; upload all information in Moodle, and prepare for online registration. When registration is open, she will notify committee members to send a notice to all interested students.

Elective Protocol Timeline

1) Idea floated to committee (1 week)
2) Procedures document sent to interested parties (4 weeks)
3) Proposal submitted to committee, external review (4 weeks)
4) Proposal approved by committee (>1 week)
5) Proposal sent to registrar's office for course # (>1 week)
6) Exact dates and times (>1 week)
7) Schedule location (>1 week)
8) Notify Moodle (>1 week)
9) Open online registration (>2 weeks)
10) Start Date

Contacts for Questions:

Enrichment Elective Committee Members

1st year Enrichment Elective Reps:
TBD

2nd year Enrichment Elective Representatives:
Jane Gu: Jane.Gu@utsouthwestern.edu

Caley McCraw: Caley.McCraw@utsouthwestern.edu

Chair: James Wagner, M. D.: James.Wagner@utsouthwestern.edu
Electives Administrator: Betty Shaw: Betty.Shaw@utsouthwestern.edu
Assistants: Samona Ross: Samona.Ross@utsouthwestern.edu
        La Trelle Cambridge: Latrelle.Cambridge@utsouthwestern.edu

Course Director:

Faculty Sponsor: (if non-faculty course director)

Department:

Student Liaison:

Requirements:
- Minimum participants for course to be conducted
- Maximum number of students per course (if applicable)

Rationale:

Objectives:

Format:

Student Evaluation:

Grades will be pass/fail. Attendance is required to receive credit for the course.

Course Evaluation:

Grading will be pass/fail. To receive transcript acknowledgment, students must:
- attend 10 of 12 participant hours
- complete the online REDCap course evaluation form

Schedule: (generic)