**Research Elective Title**

**Department of**

***Course Director(s):***

***Coordinator:***

**GOAL AND SUMMARY**

This section must include:

1. The elective’s expected research and educational outcomes, stated in broad terms (one or two sentences)
2. The purpose of the research elective. This should briefly summarize the rotation for any prospective student and will be used in the catalog description.  
   An easy way to do this is to start with the sentence, “This research elective is for the BU medical student to” and then lead into a paragraph containing no more than 150 words.

**DESCRIPTION OF RESEARCH ELECTIVE**

A short paragraph that describes:

* where the elective takes place
* who the proposed research mentor will be
* how the proposed project will be finalized prior to starting the elective, so research activities may commence at minimum by the time the elective is planned
* how a timeline for the project will be defined, including plan for dissemination of findings (e.g. preparation of abstract, presentation of data, manuscript preparation and submission)
* there must be a deliverable product at the end of the rotation, which should be defined as part of the rotation description (e.g. manuscript, manuscript outline, project summary, presentation at local/national/international meeting, or other deliverable appropriate for the rotation)
* include a requirement for obtaining necessary approvals ahead of the rotation (IRB, IUCAC)
* statement determining how the minimum standard number of hours per week will be met and tracked
* a statement confirming that a plan for regular contact with the research mentor (minimum twice a week, defined by the mentor and student)

**OBJECTIVES**

* minimum of three objectives
* each objective should be a specific statement of observable learned behaviors, linked to the appropriate Medical Education Program Objectives (MEPOs, <http://www.bumc.bu.edu/busm/education/academic-affairs/mepos/)>. This link will lead you to the Educational Program Objectives landing page. On this page is a link to the current MEPO implementation. It lists the Institutional Learning Objectives in one column, and the Medical Objectives in the other column. For each Objective in your course, you should list all of the Medical Objectives that apply to your course’s objectives. This will map your objectives to the institutional objectives, which is a requirement of the School of Medicine in accord with the Liaison Committee on Medical Education. Please also note that many of the MEPOs are clinically oriented, and may not apply to a Research Elective.

The format for stating objectives should follow the below template (shown below for a

three objective course:

By the end of this elective, the BU medical student will be able to:

* Action verb + content (Linked MEPOs)
* Action verb + content (Linked MEPOs)
* Action verb + content (Linked MEPOs)

An example of the information required above: “Demonstrate the proper use of lab techniques in experimental methodology and its pertinence to the biology under study (MK.1, MK.4, MK.7)”

**CURRICULUM**

Listing of research-oriented educational activities (e.g. lectures/conferences, journal clubs, reading assignments)

You can lead with, “The curriculum includes…” and list the curriculum, if you choose.

**EVALUATION**

* based on the learning objectives, how will the student be evaluated? Be as quantitative as possible and specifically outline how this will be done.
* specify that grades (H/HP/P/F) will be used and the criteria for achieving each grade (be sure that the criteria are linked to your objectives)
* specify who will be responsible for mid-rotation feedback
  + **required** for research electives that are 4 weeks or longer
  + The review must be done and documented, with any points for improvement relayed
  + If the student is not on track to meet the objectives and goals of the research elective, the Course Director needs to provide a plan (which may be as short as a statement or longer depending on the needs) on how to get the student back on track.
  + If getting back on track with the project is not possible, then an alternate plan needs to be defined where the student can meet research project objectives and hourly requirements to receive credit for the rotation.
* specify who will be doing the final summative evaluation
* the course director will need to submit grades to the Registrar 2 weeks after a student has completed the course. Please also include the following language in your course evaluation section: “Grades will be submitted to the Registrar in accordance with Chobanian & Avedisian SOM policies for grading”

**FACULTY**

* List the faculty primarily involved in this Course, including the Course Director(s), with the following information: Name, degree, Department at Chobanian & Avedisian SOM
* Specify contact information for each

**CONTACT AND COURSE ORIENTATION INFORMATION**

* contact information of the person overseeing the rotation (administrative assistant or course director if there is no administrative assistant)
  + All rotations should have a coordinator identified to manage eValue scheduling and evaluation assignment
* when and where to report the first day

**NUMBER OF STUDENTS**

Number of 4th year BU medical students who can sign up per block

**LENGTH OF ELECTIVE**

4 weeks (maximum 8 weeks)

**AVAILABLE BLOCKS / SEMESTERS**

These need to be specified in your Research Elective when submitted

**WILL STUDENTS WORK WITH RESIDENTS DURING THIS ELECTIVE?**

Specify “Yes” or “No”

*Updated 2/28/23*