**General Elective Title**

**Department of**

***Rotation Director(s):***

***Coordinator:***

**GOAL AND SUMMARY**

This section must include:

1. The elective’s expected educational outcomes, stated in broad terms (one or two sentences)
2. The purpose of the 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 elective is for the BU medical student to” and then lead into a paragraph containing no more than 150 words.

**DESCRIPTION OF ELECTIVE**

A paragraph that describes

* where the elective takes place
* how students will interact with patients and teaching staff
* what are the expected teaching contact hours
* why the elective is a valuable experience
* what are the expected assignments for this elective
* what specific skills will be obtained by the end of this elective, and define a method of tracking these skills (e.g. patient types to see during the course of the elective, procedures to participate in by the end of the elective)

**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.

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)
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An example of the information required above: “demonstrate an ability to synthesize clinical information and generate a differential diagnosis, assessment and plan (MK.2, MK.3, MK.4, MK.5, MK.6, MK.7, MK.8, CSDR.1, CSDR.3, CSDR.4, [etc])”

**CURRICULUM**

Listing of educational activities (e.g. bedside rounds, lectures/conferences, patient encounters, resident teaching, 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-clerkship feedback
  + **required** for 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 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.
* 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 BU 3rd/4th year medical students who can sign up per block

**LENGTH OF ELECTIVE**

# weeks

**AVAILABLE BLOCKS / SEMESTERS**

These need to be specified in your Elective when submitted

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

Specify “Yes” or “No”

*Updated 2/28/23*