

Upstate Medical University College of Medicine

Request for approval of a UNIQUE ELECTIVE

PAPERWORK MUST BE RECEIVED AT LEAST SIX WEEKS PRIOR TO THE START OF THE PROPOSED ELECTIVE. NO RETROACTIVE CREDIT WILL BE GIVEN.

Date Received in Curriculum Office		Date approved by Dean, Curriculum Office	
Elective approved for credits.			

Student Name and ID	
Campus	
Email	
Phone	
Faculty Sponsor	
Faculty Sponsor e-mail address, phone #	
If not Upstate, institution name and address	
Elective Title	
Elective Department	
Concurrent Elective?	<i>(Please circle one)</i> Yes No
Are you requesting approval that this elective fulfill the requirement for a Basic Science Selective?	<i>(Please circle one)</i> Yes No
Start Date	
End Date	
Credits Requested	

Please provide the following on 1-2 pages; copies of existing documents are appropriate if available:

ELECTIVE DESCRIPTION:

Learning Objectives: Please list elective objectives/learning outcomes. Relate these objectives to the College of Medicine Graduation Competencies and Educational Program Objectives. The Graduation Competencies can be accessed at the Curriculum Office website: <http://www.upstate.edu/com/curriculum/objectives.pdf>.

Course Objective	Institutional Objective	How Assessed
e.g. To obtain an accurate history for a patient	e.g. PC-1	e.g. Observed H&P

Educational Activities: How will you spend your time? What will you be doing to achieve the learning objectives? If there are several activities, how will you divide your time?

Role of Sponsoring Faculty (continuous formative assessment and feedback): How will you be supervised? How often will you meet with the sponsoring faculty? How will he/she provide feedback and guidance during the course?

Methods of Summative Assessment (summative assessment): On what criteria will you be evaluated?

MSI/MSII – Graded as **P/F**

MSIII/MSIV – Graded as **H/HP/P/F**

Any other comments that might help the Dean review the application?

Please send this form by email attachment to: Patty Gooden, GoodenPa@upstate.edu or by mail or fax.

A completed/signed/approved Elective Add/Drop form must also be submitted with the unique elective form request, otherwise your request will not be reviewed by the Dean.