**Electives Committee Syllabus Guide**

The information below is provided to help you create an effective and complete syllabus. Your formatting does not have to follow this exact example, but should include all of the same information in a clear to read, organized manner. If you are using this guide as a template, be sure to remove these instructions and the italicized prompts from your finished syllabus. Questions? Contact the Electives Committee administrator at [SOMelectives@health.ucsd.edu](mailto:SOMelectives@health.ucsd.edu).

**Course Number and Title Here**

Quarter & Year Here

**Course Description**

*A general description of the course including why it is important and what students will gain following its completion. (approx. 1 paragraph)*

**General information**

* *Number of Units*
* *Day and time of class/clerkship meetings*
* *Course Director name and contact information*
* *Course administrator name and contact information (if applicable)*
* *Other Participating Instructors clearly identified as faculty, fellows, or others*
* *Relevant classroom and/or clinic information (location, phone)*
* *Prerequisites, if applicable*

**Schedule of required student activities** *(this may be listed on subsequent pages)*

*Provide sufficient information to determine the number of hours of student activity per day on the rotation/in the course. Clerkships must comply with the SOM Policy on Medical Student Work Hours. See Advisor and Student Handbook available on the Faculty Guide website at* [*http://meded.ucsd.edu/faculty/*](http://meded.ucsd.edu/faculty/)*.*

* *Day/time/location of all course activities (for example: lectures, conferences, special events, small group activities, exams, etc.)*
* *Other responsibilities or assignments (for example: schedules for oral or written presentations, written paper(s), online modules/computer-based learning)*
* *For clinical rotations only*
  + *Call schedule*
  + *Average patient load*
  + *Average number of write-ups per week*
  + *Number of validated/submitted H & Ps*
  + *Number of observed physical examinations*
* *Optional activities (please list and describe)*

**Course materials/resources:**

*Provide a comprehensive reading list. If a textbook is assigned, please list the specific pages or chapters that students are expected to read. For online materials, provide URLs and specify what should be read. Other materials (e.g., handouts, computer software, articles) should be specifically identified. If cadaveric materials or animals will be utilized. Please describe that here.*

**Course learning objectives**

* *List the principal tasks students will be able to perform at the end of the course.*
* *List conditions under which the student is expected to do the task.*
* *List the criteria for how well the student must perform the task.*

**Grading, assessment and evaluation of student performance**

*The following statement MUST be included in your syllabus:*

For unethical or unprofessional discretions that could result in "failure," please see the Policy on the Evaluation of Professionalism in the Advisor and Student Handbook.

* *Provide the grading type for your course: pre-clerkship electives = Satisfactory/Unsatisfactory; third-year selectives = pass/fail; and fourth year electives = honors/near honors/pass/ fail.*
* *List and describe the specific grading criteria which may include, but are not limited to:*
  + *Attendance at lectures*
  + *Completion of required reading*
  + *Completion of online learning/modules*
  + *Attendance at conferences*
  + *Participation in patient care/rounds*
  + *Completion of \_\_\_ H & Ps (specify number)*
  + *Written and/or oral presentations*
  + *Examination(s) (minimum pass criteria)*
  + *Satisfactory performance/demonstration of learning objectives*
  + *Other*
* *For Clerkships Only:* 
  + *List and describe specific criteria to receive Honors*
  + *Mid-clerkship feedback is expected in all clerkships. Specify and describe the method(s) used for formal evaluation of student performance Specify whether it is provided via a meeting or in writing/email*
  + *Specify and describe the method(s) used for end of course/clerkship evaluation of student (e.g., meetings, form-based narrative evaluation, online evaluation system).*

**Student evaluation of course and faculty**

*Online evaluations of the course/clerkship and faculty are required of medical students and conducted through the Medical Education Technology and Evaluation Office (MedEDTechEval).  Please be sure you have been in contact with MedEDTechEval to ensure a complete evaluation process for your course. Any questions about this evaluation process may be directed to:* [*mededtech@health.ucsd.edu*](mailto:mededtech@health.ucsd.edu)

*The following statement MUST be included in your syllabus:*

Medical students must complete course and faculty evaluations of this and all School of Medicine courses in order to receive a grade.  The identity of individual students will not be shared with the course instructors.