University of Colorado
Anschutz Medical Campus

School of Medicine

School of Medicine Phase IV Electives Policies and Procedures

PHASE IV ELECTIVE CURRICULUM STATEMENT OF PURPOSE

The fourth year of medical school should foster the development of graduates who are knowledgeable, skillful, and ethical while providing an opportunity to individualize the student's experiences based on his/her own unique needs and interests. Electives should both broaden and balance the overall educational development of each student, while allowing for career exploration and assuring that students are prepared for graduate medical education and residency training.

CURRICULUM OVERSIGHT

Four offices are responsible for the management and implementation of the UCSOM electives:
1. **CU SOM Office of Undergraduate Medical Education (UME):** The Office of UME provides oversight, organization, and structure to the electives.
2. **CU SOM Office of Student Life** assures fair and consistent implementation of the electives curriculum, including scheduling and assessment and collects all student grading and evaluation information.
3. **The University Office of the Registrar** (Registrar's Office) serves as the steward of student records and enrollment data for the University of Colorado School of Medicine. It provides judicious management and dissemination of student data for students, faculty, staff and community constituents.
4. **The Office of Evaluation** is responsible for creating and distributing student assessment forms and course evaluation forms for all courses in the CU SOM.

COURSE DIRECTOR'S OBLIGATIONS

The Course Directors responsibilities include the following:
1. Assure quality educational experiences.
2. Assure accurate and timely feedback and assessment of students' performance.
3. Assure accurate and timely grade submission – grades for all courses in the SOM must be submitted within **4 weeks** of the completion of the course.
4. Assure that appropriate **affiliation agreements** are always on file with UME and updated as necessary.
   - Dean's Office, SOM – Deborah Stevens Deborah.Stevens@UCDenver.edu
5. Ensure compliance of course with all requirements and policies of the SOM.
6. Participate in continuous quality improvement of the elective, evaluating the course and revising where necessary and **complete a yearly course update form.**
7. Notify the following departments immediately if there are any changes to the contact information for the course director or coordinator
   - Office of Student Life, SOM – SOM.schedule@UCDenver.edu
8. Sub-Internship directors will have additional obligations. For more information, please contact Chad Stickrath, MD, Director of Sub-Internships (chad.stickrath@cuanschutz.edu)

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PHASE IV COURSE REQUIREMENTS
Students are required to complete 64 credits (~32 weeks) of 8000 level course work for graduation

Phase IV: Course Requirements & Limitations	Course Weeks	Course Credits
Integrated Clinician Courses (IDPT 8004, IDPT 8005)	4 weeks	8 credits
One CUSOM Approved Subinternship	4 weeks	8 credits

8000 Level Coursework Electives (minimum required credits)
• *Maximum credits of research elective=24 credits*
• *Maximum credits of away electives=32 credits*
   – *Minimum away course length=4 weeks (8 credits)*
   – *Grade range for away = P/F*
• *All course scheduling must comply with course offerings, course lengths and official start/stop dates.*
	24 weeks	48 credits

Total Credits Required for Graduation	**32 weeks**	**64 credits**

Electives range in length from 2 to 12 weeks based on the course and some are longitudinal (i.e. the student receives credit for a course they complete over an entire semester and may be enrolled in other courses at the same time)

PHASE IV ABSENCE POLICY
- ****Summarized from the University of Colorado, School of Medicine Policies and Procedures – please refer to this for additional details****
  - **http://www.ucdenver.edu/academics/colleges/medicalschool/education/studentaffairs/ studentresources/Documents/StudentHandbook.pdf**
- Attendance on clinical rotations is required. Absences are generally not permitted, but a unique circumstance may be considered.
- Specific Attendance Expectations:
  - **4-wk courses: > 2 days, must make up work.**
  - **2-wk electives: > 1 day, must make up work**
- Interview days (including interview days for CU residency program) are considered "voluntary absences" and count towards the attendance limits.
- Absences exceeding these limits for any reason requires a student to make up any missed time beyond that allowed. The Course Director will work with the student regarding make-up time/work, issues for credit, etc.
- **All absences beyond the allowed limits must be reported immediately to the Office of Student Life (**SOM.schedule@UCDenver.edu**)**
- Students are informed that to request an absence they must submit a request in writing to the Office of Student Life, which will forward the request to the Sub-Internship or Elective Director if needed. Requests must be presented 45 days before the start of the student's rotation, and submitted in writing and with reasonable documentation. If accommodations can be made, an appropriate plan will be developed by the Course Director in conjunction with the student.

PHASE IV ADD/DROP POLICY

- A student is considered enrolled 28 days prior to the start of a course. Once a student is enrolled in a course, he or she must complete it.
- Leaving a course after being enrolled may result in a permanent grade of "W" (e.g., withdraw) on the transcript. In extreme circumstances, the Deans of Student Life may allow a student to "drop" the course without a withdrawal being noted on the transcript. In order to drop a course within the 28-day window, the student must contact the Deans of Student Life by emailing SOM.schedule@UCDenver.edu (not the Course Director) with a specific rationale for why they are dropping the course late. It is at the discretion of the Deans of Student Life whether the student's request will be approved.
- Students may add courses within the 28-day window only if there is space available. Students should submit requests to the Office of Student Life by emailing SOM.schedule@UCDenver.edu. The Office of Student Life will reach out to the course director/coordinator to assure that there is space for the student.
- Lack of adherence to this policy, including making requests directly to Course Directors, will result in rejection of the request.
- A student may appeal a decision on his or her request to the Assistant Dean of the Clinical Core.
- Note: Students should be aware that limitations on course registration exist. Course registration is only available for those courses and timeframes listed in the official CUSOM course catalog for the specified academic year. Student requests for schedule changes will not be executed if the request deviates from officially listed course offerings, course lengths, or fixed start/stop dates as determined by the Office of Student Life.

OASIS

Oasis is the primary system used for scheduling electives as well as completing assessments, evaluations and submitting grades. The main link to Oasis is:
https://ucdenver.oasisscheduling.com/

The Oasis User's Group includes helpful information and detailed instructions on the use of different aspects of Oasis and should be a first place to visit with Oasis questions:
https://olucdenver.sharepoint.com/sites/oasisusersgroup/SitePages/Phase-4-Quick-Start-Guide.aspx?web=1

It is the course director and coordinator's responsibility to assure that the information in Oasis about their course is accurate as that is where students go for information about available courses. Specific aspects of Oasis are mentioned below in more detail.

ELECTIVE COURSE EVALUATIONS

Every elective should have evaluation (information about how the course is performing) and assessment (information about how the student performed) procedures in place to facilitate the following activities:

- Faculty assessment of students and assignment of a grade. This information is included in student transcripts and the Medical Student Performance Evaluation (MSPE).
- Student evaluation of the faculty.
- Student evaluation of the elective course itself.

Students are required to complete a course evaluation for each enrolled elective. Not completing an evaluation may result in withholding the student grade. Uniform elective course evaluations are available and are administered through the Oasis system. All students are required to complete these Oasis evaluations. There are three different types of evaluation forms used for electives: 1) Clinical/Clinical-Didactic, 2) Research, 3) Didactic.

Additional questions or faculty evaluations not covered by the Oasis form may be administered as a hard copy evaluation in addition to the online evaluation, but please consider the burden placed on students. It is possible to individualize the evaluations in Oasis but we try to limit this as much as possible to decrease burden on the Office of Evaluation.

For questions about the forms or access to the system, please contact Susan Peth at 303-724-4110 or Susan.peth@UCDenver.edu

ASSESSMENT AND GRADING

The grading process for each elective should conform to the overall University of Colorado, School of Medicine Policies and Procedures.

The following electives are all Pass/Fail:

- 2-week electives
- Away electives – That means that even if the institution where a student completes a course provides an honors grade, the grade that appears on the student's CU transcript can only be a Pass.
- Non-clinical, non-research (primarily didactic-based electives)
- Research electives (except IDPT 8601 and IDPT 8602 which are eligible for honors)

All clinical electives greater than 2 weeks are Honors/High Pass/Pass/Fail, but may use a Pass/Fail format if indicated in the syllabus or course book.

The process of student assessment is individualized course by course given the broad range of courses and learning activities. However, **all Phase IV courses (except didactic courses) require 2 components to grading 1) the actual grade (i.e. H, HP, P, F) and 2) student performance evaluation (includes narrative comments about a student's performance).** All grades in the SOM must be submitted within **4 weeks** of the student's

completion of the course. Didactic courses are only required to submit a grade. Grades and student performance evaluations are all submitted through Oasis and specific instructions can be found on the Oasis User's Group.

APPROVAL REQUIRED COURSES

Each course director has the option of making their course approval required. This means that the course director/coordinator must review the student's request to enroll rather than allowing the student to enroll on their own. Students place themselves on the waitlist for the course and then it is up to the course director/coordinator to approve them and actually enroll them in the course. We try to limit approval required courses as it makes scheduling more challenging and creates extra work for the course coordinators/directors. Courses that are always approval required are away electives and research courses.

For courses that require the course director approval before adding, the course director/coordinator must be diligent in checking Oasis and approving students as soon as they can. There is a form in Oasis that the student must complete and the course director/coordinator must review before approving the student. If the student has placed himself/herself on the waitlist but has not completed the Oasis form, please email the student and remind him/her to complete the form.

MANAGING THE WAIT LIST IN OASIS

All Phase IV courses have a wait list automatically created in Oasis. This allows students to express interest in the course even if spots are not available at that time and then if a spot opens up they may be able to enroll in the course.

- Both CU and visiting students are added to a waiting list if a course has reached maximum enrollment for a given section. Our policy is to accept students from the waiting list in the order in which they originally signed up for the course.
- Phase IV waiting lists are managed by Student Affairs – this means Student Affairs will offer a spot to a student on the waitlist if a spot opens up. The only exception to this is if the course requires director approval (e.g., research, electives away).
- Please **do not remove students from waiting lists** until a course begins, as one of the enrolled students may drop and another student may be able to take the open spot.

VISITING STUDENTS

Each Phase IV elective can decide if they would like their elective open to visiting students from medical schools around the country. Students apply to come to Colorado through the National Visiting Student Application Service (VSAS). Erica Hyman (Erica.hyman@UCDenver.edu) in the Office of Student Life is our contact person for any questions related to visiting students. For more information on VSAS visit our visiting students website:

http://www.ucdenver.edu/academics/colleges/medicalschool/education/studentaffairs/extern/Pages/default.aspx

When we update the electives each year, we will ask all electives directors if they would like to accept visiting students in their course. If they do accept visiting students, the course director must decide if they would like to review the applications from visiting students or allow the Office of Student Life to do that. If the Office of Student Life reviews the applications they only review if the student has completed the basic requirements (i.e. has completed their third year rotations) and then fill the open slots on a first come first served basis. They will also fill ALL open slots in a particular course, which may impact what is available to our CU students. Many departments have transitioned to reviewing and approving the visiting students themselves to assure that the students accepted are of the highest quality and that the appropriate number of slots are reserved for CU students. If an elective chooses to do this, they must respond to Erica in a timely fashion with a response as to which students have been accepted into the elective.

Canvas access for Visiting Students
- Erica Hyman will send out Personal Information Forms to all visiting students enrolled in courses that use Canvas. This will be included in the acceptance emails that students receive 6-8 weeks prior to the rotation start date. *Note: Erica does NOT send forms to courses that do NOT use Canvas, for those courses it is up to the course director/coordinator to send out the Personal Information Forms.*
- The student will return the completed form to Erica who will process a POI number for that student.
- The student will then receive an email from Erica letting them know that their account has been created. They will go to http://myaccount.ucdenver.edu to claim their account using their POI number and birthdate.
- Four weeks prior to the rotation start date, Erica will send an email to Matt Cook with information necessary to add each student to the proper Canvas course. **No additional action will be necessary from the course coordinators going forward.**

My Clinical Exchange for Visiting Students
My Clinical Exchange (MCE) is required for all visiting students who go to Denver Health for any part of their rotations. **Rotation requests, scheduling, and attestation of students in MCE must be completed at least 5 weeks prior to the rotation start date in MCE,** or Denver Health will not allow these students to begin their rotations. Visit the Oasis User's Group for a step-by-step guide to the MCE process. Visiting students receive instructions from the Office of Student Life on how to create an MCE account, but if you need to share those instructions with your students, you can find them on the Oasis User's Group.

INTERNATIONAL ELECTIVES
There are only three courses that allow for international experiences during 4th year:
1. IDPT 8035 – International Experiences (can be used for clinical work or language immersion)
2. IDPT 8021 – Costa Rica Spanish Immersion – offered in section 37 (1/28/19)
3. IDPT 8015 – Global Health International project – only available for students in the Global Health Track

Please note that the 8100 level courses are no longer approved for international experiences.

If you have any students that approach you with interest in international electives, please direct them to Madiha Abdel-Maksoud (madiha.abdel-maksoud@ucdenver.edu) who is the International Electives Coordinator. As a reminder, all of the processes for applying for an international elective can be found on the electives website:

http://www.ucdenver.edu/academics/colleges/medicalschool/education/degree_programs/MDProgram/electives/Pages/International-Electives.aspx

Prior to approving a student for an international elective in Oasis, please make sure that the following submit 3 completed documents are attached in the Files section in Oasis:
1. Completed International Course Approval Form
2. Proof of Approval of the Application with University of Colorado Office of Global Education
3. Proof of completion of the online module in Canvas (a certificate will be provided to the student upon completion)

ELECTIVE INFORMATION UPDATES
Yearly updates for Phase IV scheduling
Each year we will reach out to all Phase IV course directors to determine if they want to offer the elective again that year and if so how many slots will be available in each section. It is crucial that the elective director reviews this information carefully and provides us with accurate information on how many students can be accepted in each section. We strive to have a complete course book for Phase IV no later than December 15th (i.e. for the class of 2020, the course book must be complete by December 15th, 2018 as the students start 4th year in May of 2019).

After this yearly update, we will only make changes to the enrollment maximums for a particular course in extenuating circumstances as the students spend a lot of time planning their fourth year and use the enrollment information to guide their course selection. **All requests to change enrollment must be sent to the Director of Electives.**

Changes in Contact Information
A change in Course Director, Course Coordinator, or their respective contact information, such as email address or phone number should be **immediately** submitted by email to, regardless of the time of year.
- Office of Student Life, SOM – SOM.Schedule@UCDenver.edu

ELECTIVES ASSOCIATED WITH REQUIRED CURRICULUM AND LONGITUDINAL COURSES

TRACKS

1. Colorado Urban Underserved Interprofessional Health Training and Education (CU-Unite)
   - IDPT 8021 Costa Rica Spanish Immersion
   - IDPT 8023 Refugee Health II
2. Global Health Track
   - IDPT 8014 Global Health US Project
   - IDPT 8015 Global Health International Project
   - IDPT 8018 Global Health and Disaster
3. Research Track
   - IDPT 8601 Research Track Rsrch I
   - IDPT 8602 Research Track Rsrch II

LONGITUDINAL COURSES

These are courses that students complete over an entire semester and then receive credit for a specified number of weeks. The longitudinal courses are:
- IDPT 8000 – Foundations of doctoring
- IDPT 8001 – Tutoring in foundations
- IDPT 8016 – Physician as educator (year-long)
- IDPT 8019 – Team based clinical care
- IDPT 8020 - Physician as Advisor (year-long)
- IDPT 8040 – Physician as health care improver
- IDPT 8041 – Quality improvement practicum
- IDPT 8049 – Multiple Chronic Conditions
- IDPT 8053 – Medical Improvisation
- IDPT 8640 – DHLIC longitudinal scholarship **(APPROVAL REQUIRED)**
- OBGY 8015 – Group prenatal care
- PEDS 8023 – Healthy Beginnings Clinic (restricted to Warren Village steering committee members

Students are allowed to register for longitudinal courses up until the first day of the semester which is slightly different than the usual 28-day add/drop window.

Longitudinal courses should use the standard rule from the registrar for determining how many weeks of credit the course should provide which means that 750 minutes of in class work equals 1 credit (12.5 hours)
- Approximate expectations for longitudinal courses: 1 week (2 credits) = 25 hours, 2 weeks (4 credits) = 50 hours, 4 weeks (8 credits) = 100 hours