

Student Coordinator's "How-To's" on Electives

First step - contact David Rachleff (David.Rachleff@ucsf.edu) in the **Office of Curricular Affairs** if you are going to set up an elective. This includes those of you who are taking over electives from upper classmates as well as those who wish to establish new ones.

Welcome Aboard

Generally, students take on the role of elective coordinators through the following three routes:

- 1) Taking over electives from upper classmates.
 - This is by far the easiest approach.
 - Because the course is already registered, you do not have to redo a "course form," unless the instructor (faculty sponsor) has changed.
 - You **must** get a departmental administrator to submit a room reservation form to Classroom Scheduling.
 - ○ If the elective you are taking over is in the department of family & community medicine, medicine, ob-gyn, or pediatrics, please contact Roy Johnston, Sheila Salapare, Julie Lindow, or Doris Masferrer, respectively, for classroom reservations and other administrative concerns.
 - ○ If you aren't able to find a departmental administrator, you can bring it to the Office of Curricular Affairs.
- 2) Setting up a new elective that can be housed in the "Special Topics" series in FCM, Medicine, or Pediatrics.
 - These three departments have available a series of "Special Topics" courses especially set aside for new, pilot electives.
 - Contact Roy Johnston (FCM), Sheila Salapare (Medicine), Julie Lindow (Ob-Gyn) and Doris Masferrer (Pediatrics) for approval. They will also help you reserve classrooms.
- 3) Setting up a new elective in another department not mentioned in 2).
 - Check the course catalogue (<http://student.ucsf.edu/genecat/courselisting.html>) for registered, existing courses that are similar to the elective you are proposing.
 - If you're convinced that your elective won't fit under "Special Topics" and needs a number of its own, come to the Office of Curricular Affairs and talk to David Rachleff, who will help you find a faculty sponsor. In general, new electives are offered the first year as pilot, non-credit experiences.
 - If your elective is successful and if your faculty sponsor agrees to become the instructor-of-record for a new course, you may work with him/her to submit paperwork for a new elective. Paperwork for new courses has to be submitted at least THREE months prior to the start of the new quarter. See attached calendar.

A few weeks before the start of a new quarter, OCA will send a message out via the student listserv and ask all elective coordinators to provide the following information:

Course title:

Course department:

Course #:

Instructor on record:

of units:

Day, time, and location of the elective:

Starting and ending dates:

Student name and contact information (e-mail address):

September 24, 2009

Even if you already submitted this information to Roy, Sheila, Julie, or Doris, please ALSO respond to this email. This step allows our office to cross-check and follow up with any discrepancies.

During the Course of the Elective...

Now that you have officially established your elective, below are some policies and nuts and bolts on running your elective.

- **Advertising:** Use the student listserv! This is by far the most popular communication channel among students. To include your elective announcement in the listservs of other schools, contact the student/curricular affairs directors for each of the schools listed below. You can also post flyers or posters.
- **Credit:** Most electives are 1 unit, which corresponds to 8-10 class hours.
- **Attendance and Grades:** Students must attend at least 8 hours of class in order to receive a passing grade. You should keep track of attendance by requiring students to sign in at the beginning of class, and check the attendance sheet against the course roster, which you should request from the faculty sponsor or the department.
- **Funding:** Not all departments provide funding for non-core courses (i.e. electives), but you can apply for funds from the Associated Students of the School of Medicine (ASSM), which will review your request for funds to cover the cost of handouts, parking for volunteer/guest lecturers, but NOT food. Submit your request to Sara Clemons in the Office of Student Affairs and she will forward to the ASSM treasurer.
- If your elective courses are in the evenings and involve non-UCSF instructors or speakers, please make sure that these guests can enter the building. You can arrange for one or a couple of the students in your elective to greet the visiting instructor and lead them past security.
- Once you have set up your elective, please post all information on the Google Calendar on the Med Student Portal under "Submit an event"
- **Also, please note that you need to arrange for A/V equipment, food and all room requests through the department that the elective is being offered through.**

And Finally...

Grade reports need to be submitted! The faculty sponsor, who may submit grades online or on paper copies of the grade report, needs to get a completed final grade roster from the department administrator (see above). Students are not allowed to assign Incomplete or Failing (E) grades without consulting the faculty sponsor or the department administrator regarding appropriate makeup work. Once grades are assigned by the student organizer, students need to provide the completed final grade report to the department administrator so that the faculty member can be approached to sign the form. This form is then submitted to the Registrar by the departmental administrator.

Contact list:

Office of Curricular Affairs

David Rachleff (David.Rachleff@ucsf.edu)

Office of Student Affairs

Sara Clemons (ClemonsS@medsch.ucsf.edu)

Department of Family & Community Medicine Department of Obstetrics & Gynecology

Roy Johnston (JohnstonR@fcm.ucsf.edu)

Julie Lindow (LindowJ@obgyn.ucsf.edu)

Department of Medicine Department of Pediatrics

Sheila Salapare (ssalapare@medicine.ucsf.edu)

Doris Masferrer (MasferrD@peds.ucsf.edu)

School of Dentistry: Burton Ober (OberB@dentistry.ucsf.edu)

School of Nursing: Jeff Kilmer (jeff.kilmer@nursing.ucsf.edu)

School of Pharmacy: Cindy Watchmaker (watchmakerc@pharmacy.ucsf.edu)

September 24, 2009