

UC Riverside, School of Medicine Policies and Procedures**Policy Title:** Y1 and Y2 Electives: Procedures for Vetting and Approving Electives, Scheduling, Student Enrollment, Academic Credit, Student and Faculty Director Responsibilities**Policy Number:** 950-06-044

Responsible Officer:	Senior Associate Dean, Medical Education
Responsible Office:	Office of Medical Education
Origination Date:	07/05/2023
Date of Revision:	02/16/2024
Scope:	All first- and second-year students, administrators, staff, Registrar's office, Deans and faculty

I. Policy Summary

This policy outlines elective offerings for first- and second-year students. UCR SOM encourages its students to enhance their medical education through elective experiences. A process is described for how faculty present these electives for vetting and preliminary approval through the Electives Team; how these electives are scheduled; how students are vetted and approved to enroll in these electives for academic credit; and what are the responsibilities of faculty in the role of Y1 and/or Y2 elective director.

II. Definitions

Elective in Years 1 and 2 – Electives that are officially sponsored by UCR SOM are for students in 'good academic standing.' These electives are not required of all students because the regular Y1 and Y2 curriculum is compulsory and demanding for most MS1 and MS2 students – thus these electives are usually voluntary/optional. Students can get transcript credit and a grade for electives preliminarily approved by the Elective Team with final approval of the Medical Education Committee (MEC). These electives do NOT take place during requisite course hours. All MS1/2 electives must have a faculty lead known as an elective director.

III. Policy Text**A. Process for Submitting, Vetting and Approving New Y1 and Y2 Electives**

1. All UCR SOM Y1/ Y2 electives approved for academic credit must have a faculty member in the role of elective director.
2. This faculty member must submit the elective for consideration of approval using the Y1/Y2 Elective Proposal form (See Appendix A) to the chairs of the Electives Team.
3. Consideration of a new elective must be first vetted by the Electives Team to ensure quality and prevent scheduling conflicts and capacity issues within the elective, with other electives and designated emphases sessions.
4. Initial approval of a new elective is the responsibility of the Electives Team, and the decision is communicated to the Executive Associate Dean for Pre-clerkship Medical Education, the Pre-clerkship coordinators and the Registrar Office. Final approval is by the Medical Education Committee (MEC).
5. Designated Emphasis (DE) Leaders who are proposing electives for all students (and not just those approved to be in the DE) must also follow this process. Designated Emphasis (DE) Leaders

who are proposing electives for only those students approved to be in the DE must also follow this process.

6. If an approved elective no longer has an active faculty elective director, the elective is no longer available for student enrollment nor academic credit – and will be removed from available listings of official electives for students.
7. Academic credit is only given for Y1 and Y2 electives approved by the Electives Team and the Medical Education Committee within the UCR SOM. Research activities and service-learning activities will not qualify for Y1 and Y2 elective credits (except for approved Summer Research activities) at UCR SOM.

B. Scheduling of All Electives

1. Y1 Electives are prohibited from being scheduled earlier than November 1st of the Y1 academic year in order to establish sufficient assessment of student performance (e.g., Block Course 1) in the standard required curriculum to allow the Office of Student Affairs to academically clear students for participation in these electives.
2. As shown in the example below, the electives are distributed across three elective periods to reduce schedule conflicts and enhance students' ability to participate in more than one experience whenever possible:

Elective Period A	Elective Period B	Elective Period C
Y1 Year	Y1 Year	MS2 Year
November 1 – February 15	February 16 – May 31	2 weeks after start of academic year – December 15
<ul style="list-style-type: none"> • Elective 1 • Elective 2 • Longitudinal Elective 3* 	<ul style="list-style-type: none"> • Elective 4 • Elective 5 • Longitudinal Elective 3* 	<ul style="list-style-type: none"> • Elective 6 • Elective 7 • Longitudinal Elective 8#
<p>*Some longitudinal electives can take place across two elective periods (e.g., Hablamos elective). #The Ultrasound Elective has a special scheduling arrangement – it begins the summer between Y1 and Y2 and if requisites are completed, the students are registered in the elective at start of Period C. If the MS2 teaches in the MS1 Ultrasound thread all year, the MS2 receives academic credit at the end of block 9.</p>		

3. An elective cannot be scheduled during the hours of the compulsory curriculum (e.g., Block Courses, modules, and thread sessions). An elective can only be scheduled during designated 'self-study' time each week (e.g., the 10 hours of protected of self-study time, or evenings after 5pm, or weekends). Scheduling overlaps between electives (and designated emphasis sessions) are not permitted to enable students to take more than one elective per block. All approved electives (and designated emphasis sessions) within an 'elective period' must share and coordinate the same self-study time set aside for students. Any special requests for schedule changes require permission of the Executive Associate Dean for Pre-clerkship Curriculum.
4. The Pre-clerkship coordinators organize the schedule of the electives with the elective directors and book the rooms for the sessions. The Executive Associate Dean for Pre-clerkship Medical Education oversees the scheduling process to be in compliance with Policy 950-06-028 - Amount of Time Per Week Students Spend in Required Activities. The number of hours for each elective

is fixed once approved by the Electives Team. NOTE: 1 unit of academic credit at UCR = 10 elective hours and therefore an elective must have a minimum of 10 hours of programming. An elective can take place all within one 'elective period' or can be spread out longitudinally across consecutive elective periods.

5. Maximum elective hours – Each stand-alone elective (regardless if within one elective period or across multiple elective periods) can have a maximum of 18 hours.
 - a. The Y2 Ultrasound longitudinal elective is a maximum of 75 hours over MS2 Year (including the summer between Y1 and Y2 thru Block 9).

C. Standardized Policies and Procedures for Students to Participate in Electives

1. All students are informed by multiple emails of the upcoming electives starting at 6 weeks prior to the start of “elective periods A, B and C” by the Executive Associate Dean for Pre-clerkship Medical Education and the Y1/Y2 Coordinators. For ‘elective period C,’ students receive another reminder during the first day of the second academic year.
 - a. For the Ultrasound (U/S) Elective – MS1s are notified of the MS2 elective at their last MS1 U/S thread session. They must meet requirements of the elective in the summer between Y1 and Y2. A final roster for MS2 US elective is sent to Registrar by start of Period C.
2. For ‘elective periods A and B’, students are required to register for the elective lottery starting 4 weeks prior to the elective block with the Office of the Registrar. For ‘elective period C’, students are required to register for the elective lottery starting 1 week after the academic year has begun but before the elective begins. For all block elective periods, the sign up for running a lottery will be open for at least 24 hours. If the number of students requesting to register for an elective is below any stated census maximum – or – if an elective has no census maximum, a lottery will not be required.
3. The Office of Student Affairs via the Registrar’s Office will academically clear students to participate in these electives.
4. Each student cleared by the Office of Student Affairs via the Registrar’s Office is given access to either participate in lottery if the elective has a census cap OR to be enrolled by the Registrar if there is no census cap and therefore no lottery is needed.
 - a. A student can take a maximum of two concurrent electives in one elective period if capacity and space allow.
 - b. If a student is approved to be in one designated emphasis, they can only take one additional elective if the designated emphasis has scheduled instruction during that same elective period.
 - c. If a student is approved to be in two designated emphases, they cannot take an elective if both designated emphases have scheduled instruction during that same elective period.
5. The Office of the Registrar will notify the students and the elective directors of the final roster.
6. If the elective has a census cap and requires a lottery, the Registrar maintains a “wait list” and decides which student can be offered an open spot.

7. Students CANNOT ask elective directors to “audit” the elective and CANNOT show up to the classes if not on the official approved Registrar’s roster. This behavior bypasses the lottery system, the wait list and Student Affairs academic clearance. Elective directors must refer these students to the Registrar’s Office.
8. Students must document attendance and/or participation of 80% of the sessions to receive transcript credit.
 - a. U/S Elective uses an Ultrasound Student Instructor contract (USSIC) which identifies all the requisites to be completed for academic credit.
9. Students follow the same policies for attendance and absence requests as for the compulsory curriculum.
10. Students who choose to drop the elective must notify the elective director and the Office of the Registrar via email as soon as possible to allow students on the waiting list to enroll in the elective. Students who are unable to meet the elective requirements must drop by the end of the second session of the elective. Students who fail to attend the first two sessions will be automatically dropped from the elective by the elective director to allow students on the waiting list to enroll in the elective.
11. Students must complete an evaluation of the elective (see Appendix B) to receive their passing grade and transcript notation. This must be completed no later than two weeks after the end of the elective or the student will receive a “I” (incomplete) on their transcript. If they do not complete an evaluation by end of academic quarter, they will receive an “F”.
12. Students receive a grade of Pass on their transcripts if they complete the elective and fulfill all requirements as outlined by the elective and approved by the Electives Team.

D. Responsibility of Elective Director

1. The elective directors must state the following information to the Registrar’s Office 8 weeks prior to the start of an upcoming elective period: Capacity maximum; Name and contact information of elective director; Start and end dates of the elective within the assigned elective period.
2. Elective directors must post their syllabus, learning objectives and grading rubric in the appropriate section in the learning management system (e.g., Canvas).
3. The elective director must take attendance at all elective sessions and report to the respective Y1 or Y2 coordinator if a student has not attended 80% of elective sessions.
 - a. The U/S Elective verifies that each student has met the Ultrasound Student Instructor contract (USSIC).
4. Elective directors can only have first- and second-year UCR SOM students in their elective. First-year students can only take first-year electives. Second-year students can only take second-year electives. Senior UCR SOM students, students from other schools, medical interns and residents, SOM or clinical affiliate staff cannot take nor audit these electives.
5. Each academic year, at the end of the elective - the elective director notifies the Registrar of the following:
 - a. Names of students dropping from the elective
 - b. Names of students completing the elective

6. These electives must have a formal method of student assessment and the grading rubric shared with students at the initial session and must be posted in Canvas.
 - a. If any exam (oral or written) will result in a final student failure of the elective, the student must have the opportunity for a make-up of the assessment they failed.
 - b. Regarding any unexcused absence of an assessment, if a student does not show and has not asked for an excuse – they receive a “zero” for that assessment.
 - c. It is strongly advised to avoid scheduling any elective exam during a week where students have exams in required courses.
 - d. The elective director must work with the Office of Student Affairs and the preclerkship coordinators to ensure any student with learning accommodations receives the appropriate extra time to complete any assessment.
 - e. If the exam uses the ExamSoft program, students must be given the opportunity to download the exam from Examplify at least 24 hours earlier if the exam is Tuesday through Friday – or be available to download the exam on Friday if the exam is Monday. The students must download the exam file prior to entering the examination location.
7. The elective director must complete an assessment and grade of the student no later than two weeks after the elective has completed.
8. Elective directors must present their responses to their student evaluations to the Elective Subcommittee once a year.

E. Right to Cancel an Elective

1. The Registrar’s Office, in cooperation with the Office of Medical Education, and the Electives Team reserve the right to cancel any elective if policies and procedures are not followed after repeated warnings.

IV. Forms/Instructions

Appendix A – Y1 or Y2 Elective Proposal

Appendix B – Student Elective Withdrawal Form

Approvals:

MEDICAL EDUCATION COMMITTEE (07/20/2023)

DocuSigned by:

Pablo Joo

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2/23/2024 | 5:20 PM PST

DATE

PABLO JOO., MD,
SENIOR ASSOCIATE DEAN, MEDICAL EDUCATION
SCHOOL OF MEDICINE

DocuSigned by:

Paul Hackman

BC5CF44DC0494EA...

2/23/2024 | 5:19 PM PST

DATE

PAUL HACKMAN, J.D., L.L.M.
CHIEF COMPLIANCE AND PRIVACY OFFICER,
SCHOOL OF MEDICINE

DocuSigned by:

Deborah Deas

870C12B416E84CB...

2/26/2024 | 5:25 PM PST

DATE

DEBORAH DEAS, M.D., M.P.H
VICE CHANCELLOR, HEALTH SCIENCES
DEAN, SCHOOL OF MEDICINE

Appendix A: Y1 or Y2 Elective Proposal

1. Name, contact info and faculty rank of proposed Elective Director(s)
2. Names of all faculty members teaching in the elective
3. Measurable competency-based learning objectives / outcomes of the elective
4. Course Hours (#sessions and hours/session) proposed. NOTE: MS1 and MS2 Electives at UCR SOM require a minimum of 10 hours for students to receive 1 credit.
5. Please explain the choice of instructional methods / format of elective
6. Elective materials-textbooks, syllabi, references, required and elective resources/readings
7. What are the required assignments?
8. What method(s) are utilized to assess learners - must include an assessment (e.g., final written exam, final oral exam, SP, final paper with set criteria, etc.) of obtainment of the elective learning objectives / outcomes
9. What is the grading rubric used to assign each student a final pass/fail grade?
10. Does this elective have a maximum number of students that can enroll?

OTHER REQUIREMENTS

- The elective directors must state the following information to the Registrar's Office 8 weeks prior to the start of an upcoming elective period: Capacity maximum; Name and contact information of elective director; Start and end dates of the elective within the assigned elective period.
- Elective directors must post their syllabus, learning objectives and grading rubric in the appropriate section in the learning management system (e.g., Canvas).
- The elective director must take attendance at all elective sessions and report to the respective Y1 or Y2 coordinator if a student has not attended 80% of elective sessions.
- Elective directors can only have first- and second-year UCR SOM students in their elective. First-year students can only take first-year electives. Second-year students can only take second-year electives. Senior
- UCR SOM students, students from other schools, medical interns and residents, SOM or clinical affiliate staff cannot take nor audit these electives.
- Each academic year, at the conclusion of the elective - the elective director notifies the Registrar of the following:
 - o Names of students dropping from the elective
 - o Names of students completing the elective
- These electives must have a formal method of student assessment and the grading rubric shared with students at the initial session and must be posted in Canvas.
- If any exam (oral or written) will result in a final student failure of the elective, the student must have the opportunity for a make-up of the assessment they failed.
- Regarding any unexcused absence of an assessment, if a student does not show and has not asked for an excuse – they receive a “zero” for that assessment.
- It is strongly advised to avoid scheduling any elective exam during a week where students have exams in required courses.
- The elective director must work with the Office of Student Affairs and the preclerkship coordinators to ensure any student with learning accommodations receives the appropriate extra time to complete any assessment.
- If the exam uses the ExamSoft program, students must be given the opportunity to download the exam from Exemplify at least 24 hours earlier if the exam is Tuesday through Friday – or be available to download the exam on Friday if the exam is Monday. The students must download the exam file prior to entering the examination location.
- The elective director must complete an assessment and grade of the student no later than two weeks after the elective has completed.
- Elective directors must present their responses to their student evaluations to the Elective Subcommittee once a year.



Appendix: B

Student Evaluation of MS1/2 Classroom Elective

Evaluated by: _____ Classroom Elective: _____ Dates: _____

Medical student evaluations of courses provide UCR SOM vital feedback about the quality of our education programs and enable us to design learner-centered improvements. These evaluations are anonymous and are returned to SOM leadership, block and clerkship directors, and site leaders in de-identified aggregated form only after grades have been released.

Instructions: Please rate this classroom elective in the following areas:

	Unsatisfactory (1)	Satisfactory (2)	Very Good (3)	Excellent (4)
Provision of clear learning objectives and expectations at the start of elective				
Provision of clearly defined grading criteria at the start of the elective				
Provision of elective materials was prompt				
Topics were presented in a clear and organized manner				
Commitment of the elective director to student learning and development				
Responsiveness of elective director to student concerns				
Effectiveness of required instructional sessions (e.g., conferences, lectures, small group sessions) and resources (e.g., readings, online modules, point of care tools) in helping you acquire new knowledge.				
Grading was fair, based on accurate assessment of my performance and free of bias.				
The elective director provided a positive learning experience.				
The elective overall fostered your growth and development as a physician.				

Instructions: Please rate this rotation in the following areas:

	Yes	No	N/A
Was this elective beneficial?			
Would you recommend this elective?			
All faculty, staff, students, trainees and patients were treated equitably and respectfully during this course no matter their race, ethnicity, country of origin, disabilities, gender, sexual and gender identification, religion or economic background.			
Please provide a comment about the climate of respect and equity during this elective:			
	Yes	No	N/A
At any time during this elective, did you experience possible mistreatment?			
If you did experience mistreatment, please indicate in which way(s) and explain in the comment box below (Examples: Belittled or humiliated; Spoke sarcastically or insultingly to me; Subjected me to offensive sexist remarks or names; Engaged in discomfoting humor; Denied me training opportunities because of my gender; Denied me training opportunities because of my ethnicity; Denied me training opportunities because of my sexual orientation; Required me to perform personal services (i.e. babysitting, shopping); Threw instruments/bandages, equipment, etc.; Threatened me with physical harm (e.g. hit, slapped, kicked); Created a hostile environment for learning.			
What were the greatest strengths of this elective?			
If you were the elective director, what changes would you make to this elective?			