

Letter of Welcome

Dear Colleague:

Thank you for your interest in developing an elective course with the University of Arizona - College of Medicine Phoenix Campus (UACOM-P). We are excited to continue expanding our elective opportunities for our growing number of students. We welcome new educational experiences, as well as enthusiastic faculty who will contribute to the depth and variety of the educational experience of our students during their 4th year of medical school. Included with this letter are a number of resources that will facilitate the creation and formatting of your elective experience.

Faculty Title: Our accreditation requires that all elective medical directors have faculty status with the university. Once your elective submission is approved, the Office of Faculty Affairs will contact you to initiate the faculty title application process.

Process for creating a new Elective Course:

- Review all the materials.
- Complete the New Elective Template using the attached “Instructions for New Elective Template”.
- Send your curriculum vitae and the completed form to Diana Nelson dianapnelson@email.arizona.edu.

Approval Process

- Your elective course submission is processed by the Electives Subcommittee and the Educational Policy Committee for review/approval. If there are any questions, you will be contacted for recommended changes to the course description.
- If no agreement is in place between the University of Arizona and your facility, a Site Preceptor Agreement will be sent to initiate this process.
- You will be notified once your course has been approved. The course will then be listed in our course catalog and available for student enrollment.

Elective Scheduling and Site Coordinator Communications: Elective scheduling is multi-faceted, requiring effective communication for it to be a success. Site coordinators are asked to communicate with the UA College of Medicine-Phoenix Elective Program Coordinator Kristen Peña (w: 602-827-2402 / Fax: 602-680-5483 (Attn: Kristen) / EM: kristenpena@email.arizona.edu) regarding scheduling and scheduling changes for Phoenix students. Students are also asked to channel their communication in this way until they have been notified by their elective coordinator that they have been accepted into the rotation.

Thank you again for working on your elective. If you have any questions please contact a member of the Electives Program Team.



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DEPT – (TITLE)	
Location and Address	
Course Director(s)	
Contact Person, E-Mail, Phone Number	
Week Length	All 4 th year electives are a standard 4 weeks in length.
Does the Supervising Course Director have a UA Faculty Title?*	
Patient Care or Non-Patient Care	
Course Type (Select as many as apply)	<input type="checkbox"/> General Elective <input type="checkbox"/> Sub-internship <input type="checkbox"/> Critical Care
Maximum Enrollment (per time block)	
Prerequisites <i>(UA requires completion of all 3rd year clerkships before starting the 4th year)</i>	
Course Goals (2-3)	
Measurable Course Objectives: (Minimum of 3-5; please be specific)	Students will (perform, describe, list, define, design): 1. 2. 3.
Format	
Recommended Readings	
Assessment Methods	Students will be assessed using the UA Faculty Assessment of Student Performance form. They will also receive a mid-point informal assessment from the course director or primary attending.
Additional sites where students may rotate during this elective (e.g. surgicenters, hospitals, clinics)	
First Day Requirements (hours, where to go, who to see, what to wear, what to bring)	

Send completed form to Diana Nelson at dianapnelson@email.arizona.edu or call 602-827-6123 if you have questions.

**All elective directors are required to obtain a faculty title through the University of Arizona College of Medicine-Phoenix. For further information please refer to the Office of Faculty Affairs at <http://phoenixmed.arizona.edu/faculty/faculty-affairs>.