

## Phase 2 and 3 Elective Policy

**Owner Department:** Academic Affairs

**Owner:** Associate Dean of Academic Affairs

**Affected Department(s) or Parties:** All Carle Illinois College of Medicine students

**Effective Date:** December 18, 2019

**Revision Date:**

**Next Review Date:** December 18, 2020

**Policy Number:** APS-30

Elective requirements:

1. To graduate from Carle Illinois College of Medicine (CIMED), students must successfully complete 28 weeks of electives. 20 weeks of electives must be clinical, the other 8 may be research, engineering, clinical or any other approved experience. Elective types include:
  - a. PD – Professional Development: Students will be exposed to the knowledge and skills outside the traditional medical school curriculum that will advance their success in medical practice.
  - b. Research: Designed to give each medical student the opportunity to pursue a personal scholarly experience (broadly defined) and to develop fundamental understanding relevant to clinical medicine.
  - c. CP – Clinical Practice: Students will become familiar with the fundamental principles of practicing in a particular specialty including diagnostic reasoning; evidence-based medicine; cost effective care; and self-directed learning. Further, students will learn to recognize manifestations of disease and manage the course of common illnesses found in the particular specialty. Finally, students will develop skills that address care of the healthy patient including preventive medicine; care of the patient with acute illness; and longitudinal care of the patient with chronic illness as well as care through the course of the complete illness/condition.
  - d. EI – Engineering Innovation: Students will become familiar with the fundamentals of engineering and/or innovation concepts. Students will interpret and apply knowledge of mathematics, science and engineering concepts to biological problems. Students will learn about intellectual property, business

concepts, translational research, clinical strategy, reimbursement, healthcare economics and innovation.

2. Discovery Electives courses completed in Phase 1 may be used to satisfy the overall elective requirements. Note that Phase 2 and 3 electives are not available to students during the Discovery block – Discovery courses are distinct and separate experiences.
3. During Phase 2, students must register for and successfully complete at least 4 weeks of elective time. There is a 10 week block for electives in Phase 2 – students may register for elective coursework during the entire 10 weeks or a portion (minimum 4 weeks); vacation may also occur during this block. A student may complete a 2-week elective over the Winter Break, although it is generally recommended that students use this period for vacation. Note that some students will be granted leave during this elective block for other purposes, e.g. approved additional preparatory time for Step 1. Waiver of the 4 week requirement must be approved by Student Affairs and Academic Affairs. Unless a waiver of the 4 week requirement is granted, at least four weeks of electives must be completed through CIMED so that the student may continue to participate in the IDEA course and Family Medicine clinic.
4. Electives in Phase 2 and 3 are either 2 weeks or 4 weeks in length. Two week electives generally will focus on a specific skill or condition – e.g. a 2 week EKG reading course or a 2 week concentration on care of the normal newborn. Two week research electives may also be completed to extend work started in another period, or to learn a specific technique. The majority of electives will be four weeks in length. Electives have a specified length in the course description which cannot be adjusted – i.e., a 4-week elective cannot be reduced to a 2-week experience to fit a student’s scheduling needs.
5. Electives may have prerequisites. These cannot be waived without clear documentation of the reason for the granted waiver; generally the prerequisite should be removed for all subsequent students if it is waived for one.
6. The number of students accepted in any period is defined in advance by the course director. That number may not be exceeded to accommodate an individual student unless the increase becomes permanent. Note that some electives share capacity with core clerkships; the needs of the clerkship must be considered before slots are released for elective experiences.
7. Enrollment in CIMED electives is essentially “first come, first served.” CIMED electives are open to all CIMED students – students are not screened in any way before acceptance beyond verifying prerequisites. Courses that satisfy a specific graduation requirement, e.g. the acting internship requirement, may have more stringent enrollment processes to ensure all students are accommodated – for example, students will only be able to enroll in a single acting internship until a certain date to ensure placement of all students.
8. All electives are graded Satisfactory/Unsatisfactory.
  - a. Students who fail to appropriately register for an elective will not receive credit.

- b. Registration ideally should be completed before the elective begins; no retroactive enrollment will be allowed. In some circumstances, registration can be completed up to the fourth day of the elective for 4 week experiences or the second day of a 2 week experience.
    - c. Students who receive an Unsatisfactory grade for an elective may select a different elective to complete in order to satisfy the graduation requirements, i.e. they are not obligated to repeat the same elective to remediate.
9. All electives are a full-time experience – a minimum of 30 hours of effort per week. This can include reasonable quantities of self-directed study and data collection.
  - a. Elective blocks which include holiday periods will require continued effort during those periods – the student should still expect to be working full-time.
  - b. If a student will be absent multiple times during an elective (e.g. because of multiple residency interviews) they should either cancel the elective or drop the elective if it has already begun. A grade of “Incomplete” is accepted only if, for reasons beyond the student’s control, coursework could not be completed during the official period of enrollment due to an officially excused absence. In such cases, the additional time to complete requirements must be scheduled so as not to conflict with a subsequent course.
  - c. The upper limit of time commitment is 80 hours per week – as the students in Phase 2 have 8 hours of IDEA and clinic, no elective should require more than 72 hours per week of contact time and should aim for an average closer to a maximum of 60 hours per week. CIMED follows the ACGME duty hours policy.
10. All electives must have a tangible method of evaluation – multiple modes of observation and feedback are preferred.
11. Electives completed at other institutions may be used to satisfy the overall elective requirements.
  - a. The term “CIMED elective” is used to describe an elective which is conducted by CIMED, either on-campus or at off-campus departmentally-sponsored sites at CIMED-affiliated facilities. The term “non-CIMED elective” is used to describe three types of electives: (1) a university-affiliated elective, which is an elective sponsored by another approved medical school and offered for credit to its own students, and is offered to visiting students through the AAMC VSLO system (2) a university-affiliated elective, which is an elective sponsored by another approved medical school and offered for credit to its own students, but is not offered through the VSLO system and (3) a non-university-affiliated elective, which is an elective sponsored by entities other than an approved medical school. To enroll in a an elective in category 2 or 3 described above, submission of a “Student-Created Elective Description Form” is required a minimum of 30 days in advance of the Period during which the course is to be scheduled.

- b. Through 2022 when the UIUC campus closes, electives offered through the legacy school which are supervised by faculty who also hold CIMED appointments will be considered CIMED electives.
  - c. If the non-CIMED elective is scheduled directly with the institution/hospital offering the course (i.e., not through VSLO), the elective must be approved before the student may enroll. It is an accreditation requirement that we complete an affiliation agreement with such institutions, and assure the student's health and safety (e.g., processes for addressing blood-borne pathogen exposures). This process may take several months. It is recommended that students plan for an alternative if the agreements cannot be acquired in a timely manner.
  - d. Students on academic probation or with academic deficiencies (e.g. failure of a Step exam without subsequent passage, unremediated failure/unsatisfactory performance on a curriculum requirement, or multiple professionalism lapses) are limited to Carle Illinois sponsored electives until the probation/deficiency is removed.
  - e. When dates for non-CIMED electives do not mesh precisely with the period dates for CIMED electives, vacation time may be split to cover the hiatus or you may register for a 2 week elective. CIMED electives cannot be split into two time periods to accommodate student schedules.
  - f. During Phase 2, students are concurrently enrolled in the IDEA course and the CIMED Student Clinic. The student is still responsible for the work involved in the IDEA course, even if the student completes an off-site elective and/or takes a vacation period. They are excused from a maximum of 6 sessions of the IDEA course and/or clinic during the elective block if they are registered for an off-site (>50 miles distance) elective. Students who remain in the area are expected to continue to attend IDEA and clinic. Note: if a student receives a competitive fellowship/scholarship/internship that mandates the full 10 weeks be completed at a distant site, they may request an exception to the expectation of attendance at IDEA and clinic. They are still responsible for the work of the IDEA course and must complete the missed clinic sessions at another date.
12. Students may not complete the same clinical elective more than 2 times and receive credit. Courses that cover the same basic clinical conditions are considered "the same" even if completed at a different hospital or institution. For example, if a student completes a "Clinical Dermatology" elective at Carle, they may also do a "Clinical Dermatology" course or similarly named elective at another medical school as arranged through VSLO. It would also be permissible to receive credit for two similar electives at different host schools instead of one at Carle and one away. (You cannot enroll in the exact same course, i.e. the same course number, location and topic, more than once.) The student **may not** do a third such elective for credit. (Note: generally an elective offered at a Children's Hospital is sufficiently distinct from one involving predominantly adult patient to be permissible.) Students may continue the same research or engineering project for multiple elective periods.

13. Students may not receive academic credit for courses in which they work with a family member or relative, or for work that the student performs as part of employment. (Note: some experiences include a stipend for living expenses when the student must relocate to participate, this is acceptable.)
14. A course taken to satisfy a required or selective course cannot also be used as an elective or to meet another requirement (i.e., no course may be double counted for degree requirements). However, if a student successfully completes more than one 4-week Acting Internship the additional course credit can apply toward the 28-week elective requirement. It is fully anticipated that students will register for elective credit to have concentrated time to work on Capstone or Data Science projects; this is acceptable and is not “double-dipping.” Students will need to complete the Research Elective form for these experiences to outline what is to be accomplished in the elective period and to ensure that there is faculty oversight of the elective effort.
15. If a student wants to complete an elective through CIMED in a topic/field not currently represented in the electives brochure, the student may propose a “student-created” elective. The elective proposed must be full-time, must have CIMED faculty oversight, and must have a tangible method of evaluation. For most electives proposed through this mechanism, the Electives Committee will ask that the supervising faculty offer the elective as a standing course in subsequent periods. Student-created elective proposals (via a web-form) must be submitted at least 30 days before the requested period to be considered.
16. Research/engineering innovation electives need additional approval to ensure that students will be adequately supervised, that IRB or IACUC approval has been granted if warranted, and to assure students have requisite training and safety measures in place. Research/engineering innovation elective proposals (via a web-form) must be submitted at least 30 days before the requested period to be considered.
17. Online courses may be accepted for credit if the course description includes a clear delineation of the time required for completion, there is a tangible method of evaluation built into the course, and a CIMED faculty member agrees to be the point person to verify completion and complete the grading process. These will be approved through a “student-created elective” form.
18. Longitudinal electives, e.g. participating in a UIUC course, may be acceptable in very carefully defined circumstances – participation in the longitudinal experience may not interfere with regularly scheduled CIMED experiences including evening clinic, clerkships, IDEA, capstone, etc. Students must seriously consider their ability to balance the requirements of the longitudinal course with their medical school duties and studies. Longitudinal electives often cannot accommodate multiple absences for residency interviews, etc., so this must be taken into account. Students must request permission to enroll in a concurrent, longitudinal experience. The Electives Course Committee will consider an in-writing or in-person request at least 30 days before the

proposed start date. Credit will be given for one week of electives credit per ~30h of student effort required to complete the course. Note: agreements must be in place between CIMED and the other school in question for this to result in credit; this may not be easily established so please plan far in advance with alternatives in mind.

19. Process for enrollment. Enrollment requires approval of both Academic Affairs (AA) and Student Affairs (SA). Academic Affairs will verify that there is capacity in the course (i.e. the faculty is not on vacation, the slot is not needed for a clerkship, etc.) and that you have (or will have by the time the course is scheduled) the prerequisites for the course. Student Affairs will verify that the elective fits into your degree plan and your career plans. The form must be completed requesting enrollment and signed by both AA and SA no later than the Friday before the elective is set to begin. As noted above, late enrollment (up to day 4 of the course) may be allowed under certain circumstances; this will require an in-person meeting with representatives of AA and SA. If the elective is research/engineering or student-created, the approval by the Electives Course Committee must accompany the enrollment form. An enrollment form is also required for all non-CIMED electives, including VSLO electives. It is recommended that you keep all email correspondence related to electives requests in case there is any concern or question about enrollment. The completed form(s) must be submitted to the Records and Registration official in Student Affairs or their designee by the deadline.

**Governing Body:** Curriculum Oversight Committee

**History:**

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Revised:

**Approved By/Date:** Curriculum Oversight Committee on December 18, 2019