**Proposal for a New Elective**

**University of Pittsburgh School of Medicine**

The elective curriculum at the University Of Pittsburgh School Of Medicine is designed so that students can pursue areas of interest that will deepen and broaden their education. It also is a time for students to fill in any gaps in clinical knowledge or skills prior to the start of internship. UPSOM has a rich set of electives from which our students may choose. New experiences continue to benefit our curriculum.

The following procedure is necessary for an elective to be added to the current menu and to be officially listed in the Course Handbook.

1. The elective proposal form, available from the Office of Medical Education, must be completed.
2. The proposal should describe why this elective is being developed, its specific learning objectives, <https://www.omed.pitt.edu/curriculum-committee/objectives>,

 details of the course design and

* 1. which UPSOM Educational Objectives the elective targets
	2. what outcome measure will be used to meet the stated objectives
1. A signed letter from the chair of the department in which the elective’s director has faculty appointment must accompany the proposal. The purpose of this letter is to assure that the course director has sufficient time to devote to the elective.
2. Completed forms should be given to the chair of the UPSOM Curriculum Committee or Associate Dean for Medical Education for initial discussion at the Curriculum Committee Executive Committee.
3. Pending review, formal approval of the UPSOM Curriculum Committee is required.

\*Proposal procedure approved by the Curriculum Committee on April 4, 2011.