

OPTIONAL ENRICHMENT ELECTIVES

Proposal and Approval

Updated July 2016

DESCRIPTION OF AN OPTIONAL ENRICHMENT ELECTIVE

Optional Enrichment Electives (OEE) are elective courses offered in addition to the regular, required and elective/selective curriculum. They are unlike regular electives, in that the student may or may not choose to take any of them, and while they are listed on a student's transcript no formal credit is gained by completing them.

- Scheduled during the "independent study" time in the schedule.
- Participation in these courses is mentioned in the dean's letter and appears on the transcript by name of course, with two hash marks (##) in the "grades" column and a notation on the transcript as: ## Optional Enrichment Course. The student has elected this course in addition to the regular curriculum requirements.
- Require approval by the Longitudinal Curriculum Committee in order to be so designated and appear on the transcript.
- Failure to complete course requirements results simply in the course not being listed on the student's transcript. It is not possible to "fail" such a course.

PROPOSAL APPROVAL PROCESS

The course faculty/student coordinator prepares a 2-3 page proposal, which must contain:

(Example of approved OEE's is on the OUME website: <http://www.umassmed.edu/oume/student-resources/optional-enrichment-electives-oeel/>)

1. Full course name
2. A brief course description of the OEE. (200 words or less)
3. Identify faculty and department sponsoring/coordinating **AND** student leaders running the OEE.
4. Identify goals and objectives. (see examples on website)
5. Full syllabus/outline including proposed schedule and faculty presenters, learning methodology and opportunities. Note: each OEE must include at least 5 sessions. (including dates, times, faculty etc.. there should be no TBA's)
6. A brief description of how the OEE builds upon what is currently being taught in the curriculum.
7. The maximum number of students for enrollment.
8. Proposed start and end dates (if possible all dates should fit within a single semester for ease of scheduling and management).
9. The method of evaluation that will be used to determine if students have completed the course, warranting mention on the transcript and MSPE/Dean's Letter (attendance, assignments, reflection etc.).

For Fall start (September/October) you must have new OEE proposals in to the Project Coordinator (Sue Collette) by June 1st. You will come to the June meeting to propose your new OEE to the whole committee.

For Spring start (January/February) you must have new OEE proposals in to the Project Coordinator (Sue Collette) by October 1st. You will come to the October meeting to propose your new OEE to the whole committee.

Please read the proposal approval process guidelines carefully and have a well completed proposal. We will only take 4 new OEE proposals each timeframe, on a first come first serve basis.

- Send proposal to the OUME Project Coordinator for first review, Project Coordinator will pass proposal to a Longitudinal Committee member for preliminary review, the Project Coordinator will be in-touch with you if there are changes needed before you present to the whole committee.
- Faculty and/or student coordinator for a newly proposed Optional Enrichment Elective (OEE) must **present to the Longitudinal Curriculum Committee (LCC) and be approved as an OEE before the start of the course.**
- If LCC requests revisions, all revisions **must be submitted to the OEE Project Coordinator in the OUME within 30 days** and must be accepted and approved by LCC before course can begin.

After Being Approved by LCC

- Once approved, the Project Coordinator sends New Course Request Form to OEE faculty/student coordinator for completion.
- Once form is returned to Project Coordinator and verified by the Associate Dean for UME, it is submitted to Registrar for a course number.
- The OUME Project Coordinator will send the OEE faculty/student coordinator their course number.
- Once the Registrar assigns an ID, the information is added to the OEE data collection table and shared with IREA to ensure a course evaluation is generated.
- The OUME Project Coordinator will send you an e-mail to verify your course information. Once you have a list of registered students e-mail them to the OUME Project Coordinator, so they can be enrolled in the course by the Registrar.

OPTIONAL ENRICHMENT ELECTIVES Management

Prior to Start of Course Annually

1. Student or Faculty coordinator submit to the OEE Project Coordinator in the Office of Undergraduate Medical Education
 - A finalized course syllabus, including course schedule, goals and objectives, and content
 - The UMMS student enrollment list for the course
 - Any course-specific items for the IREA-distributed course evaluation in the format requested from the OUME. If none are submitted the OEE will be evaluated using standard items.
 - A written statement to the Project Coordinator (email is acceptable) indicating whether there will be a course component offered within the Learning Management System used by UMMS (Blackboard Learn 9). Blackboard presence is optional and is maintained by course faculty and/or student coordinator. OUME staff does not offer Blackboard support/maintenance.
2. The current policy for enrolling UMMS students as defined by the Registrar should be referred to as needed. For information on accommodating students who are not UMMS students, please contact the Registrar.
3. Update OEE website information. OUME staff will send an e-mail to student coordinators annually.

Annually at End of Course

Each course student/faculty coordinator is required to:

1. Enrolled students will receive EValue electronic evaluation form.
2. Submit a list of students who completed the course to the OUME Project Coordinator stating: **“The following students have satisfied the requirements for [name of optional enrichment course] and**

should receive a notation on their transcript of having taken this course.” The Project Coordinator will pass a copy to the Office of the Registrar.

3. Send new leadership information if available.

For more information, please contact:

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