Elective Proposal Form

General Information

Please note that most information on this page is required.

Course Title
Course Director
Primary Instructor
Primary Instructor Email
Primary Instructor Phone
Additional Instructors
Contact Person
Contact Email
Contact Phone

Department

☐ Anesthesia
☐ Emergency Medicine
☐ Family Medicine
☐ Human Genetics
☐ Medicine
☐ Neurology
☐ Obstetrics/Gynecology
☐ Orthopaedic Surgery and Rehabilitative Medicine
☐ Pathology
☐ Pediatrics
☐ Psychiatry
☐ Radiation Oncology
☐ Radiology
☐ Surgery
☐ Other
If this course is cross-listed, please list the relevant departments.
Department #1: 
Department #2: 

Please indicate what type of course you are proposing:
- Elective Clinical
- Elective Non-clinical
- Sub-Internship
- Basic Science

Should this course be included in the Senior Course Lottery (if unsure, contact Lori Orr, 773-702-5306)?
- Yes
- No
- Unsure

Should this course be included in Medreg (student online registration)?
- Yes
- No

Does the student require permission to drop this course?
- Yes
- No

Is the student required to find a replacement to drop this course?
- Yes
- No

Is this course open to Visiting Students?
- Yes
- No

Location of course (if unknown, use TBA)

Location to report on first day (if unknown, use TBA)
Competencies and Fourth Year Interface (FYI)

Part 1

For each of the six Competencies and accompanying Learning Objectives, please characterize your course on a scale of 0 to 3 using the benchmarks in the graph provided below.

<table>
<thead>
<tr>
<th>Competency</th>
<th>0</th>
<th>1</th>
<th>2</th>
<th>3</th>
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<tbody>
<tr>
<td>Competency 1: Patient Care</td>
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<td>Competency 2: Medical Knowledge</td>
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<td>Competency 3: Practice-based Learning and Improvement</td>
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<td>Competency 4: Interpersonal and Communication Skills</td>
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<td>Competency 5: Professionalism</td>
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<td>Competency 6: Systems-based Practice</td>
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Part 2

Please select one to five keywords that best describe the content of your course.

- Ambulatory Care
- Anesthesiology
- Biostats/Epidemiology
- Cardiology
- Cardiothoracic Surgery
- Consultation Service
- Critical Care
- Dermatology
- Diagnostic Testing
- Emergency Medicine
- Endocrinology
- Ethics
- Evidence-based Medicine
- Family Medicine
- Gastroenterology
- Genetics & Molecular Biology
- Geriatrics
- Multidisciplinary Care
- Nephrology
- Neurology
- Obstetrics/Gynecology
- Ophthalmology
- Orthopaedic Surgery
- Palliative Medicine
- Pathology
- Pediatrics
- Physical Medicine & Rehabilitation
- Physiology
- Plastic/Reconstructive Surgery
- Primary Care
- Procedures
- Psychiatry
- Pulmonary Medicine
- Quality/Safety
## Course Description, Objectives and Evaluation

### Course Overview

<table>
<thead>
<tr>
<th>Course Overview</th>
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<tbody>
<tr>
<td>(Insert course overview content here)</td>
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### Objectives (List the skills/behaviors students should learn while taking this course)

<table>
<thead>
<tr>
<th>Objectives</th>
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<tbody>
<tr>
<td>(Insert objectives content here)</td>
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### Evaluation of Performance

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<th>Evaluation of Performance</th>
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<td>(Insert evaluation content here)</td>
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</table>
Course Limits

Maximum # of Students [ ]
Minimum # of Students [ ]

Prerequisites and Eligibility (check all that apply)
☐ None
☐ Consent of Instructor or Coordinator
☐ Pritzker Students Only (MS1)
☐ Pritzker Students Only (MS2)
☐ Pritzker Students Only (MS4)
☐ Fourth Year Visiting Students
☐ Other [ ]

Special Requirements

Course Scheduling

Please select only one of the following: Quarterly, Monthly, Biweekly, or Other. Please note that MS1 are only able to take electives in the Spring; monthly courses are only relevant for MS4 as they are the only students on a monthly schedule; biweekly is intended only for MS4 courses. Biweekly courses meet from 1-15th of the month or from 16th-end of month. If your course does not fit these time constraints, please select Other.

☐ Quarterly (Goes to Quarterly Section)
☐ Monthly (Goes to Monthly Section)
☐ Biweekly (Goes to Biweekly Section)
☐ Other (Goes to Other Section)
Course Scheduling – continued – Quarterly Section

Please select the quarter(s) that your course is offered:
- Summer
- Autumn
- Winter
- Spring

Course Scheduling – continued – Monthly Section

Please select the month(s) that your course is offered:
- January
- February
- March
- April
- May
- June
- July
- August
- September
- October
- November
- December

Course Scheduling – continued – Biweekly Section

Please select the month(s) that your biweekly course is offered:
- January
- February
- March
- April
- May
- June
- July
- August
- September
- October
- November
- December

Please select the block that applies to your course (you may select both if you offer the course twice per month):
- 1st-15th of month
- 16th-end of month
Course Scheduling – continued – Other Section

If the course does not meet for a full quarter, is not a monthly offering, or meets at times other than biweekly, please list the dates it is offered (dd/mm/yyyy).

Course Scheduling - continued

Please include any additional notes about the course schedule that may be of use to students.

Please enter meeting times for your course. Estimates are acceptable. You may select up to two different start and end times per day, should your course meet for more than one session per day. If your class does not meet at a set time, you may select ARR to arrange the schedule with the student(s).

<table>
<thead>
<tr>
<th></th>
<th>Start Time 1</th>
<th>End Time 1</th>
<th>Start Time 2</th>
<th>End Time 2</th>
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<tbody>
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<td>Sunday</td>
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On Call Schedule, if any (please describe):
Credit Calculations

Credit calculations are done through a combination of the number of hours spent directly with faculty and the number of hours in independent study or supplementary work. Help us to calculate the credits by indicating how many times the course is offered in a week, for how many hours, and for how many weeks both with faculty and in independent work.

**Time with Faculty**

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<th># days or sessions per week</th>
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<table>
<thead>
<tr>
<th># hours per session</th>
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<tr>
<th># weeks</th>
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**Independent Work**

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<tr>
<th># weeks</th>
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Describe any factors to consider with determining credit (e.g. required or optional paper)