

## **Preclinical Elective Planning Checklist**

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So you've decided on creating a preclinical elective? Here are the steps to go through to make sure that your course is a success!

- Conduct a Needs Assessment.** What gap in the current curriculum will your course cover?
- Identify mentors,** both in your area of interest and in medical education. Identify which will be your official faculty advisor for the course.
- Conduct a literature review.** This will help both in defining your goals/topics for the course, as well as in creating a reading list.
- Network with local resources,** including area physicians, patients, organizations, non-profits, etc.
- Create a topic list.** What are the areas that you want your course to focus on?
- Decide on a course format.** Will it be lectures, discussion, lab, field work?
- Create a tentative schedule.** How will you organize your topics into lectures?
- Begin to contact lecturers.** Who are the experts in the field that can speak to each of the sessions created in your tentative schedule? This is a crucial step to start early because physicians are busy and it can take a while to hear back from them.
- Make a syllabus.** Ask your mentors for advice on how to most effectively do this.
- Decide if you will allow undergraduate students to take the course.**
- Decide on assignments.** How will you evaluate the students? Paper, presentation, journal?
- Decide on a grading policy.** How will the grade break down?
- Reserve rooms.** Contact the scheduling office early to make sure that rooms are available.
- Create the reading list.** Consult your medical school librarian for support.
- Finalize your schedule,** complete with lecturers, rooms, readings and assignments.
- Complete the preclinical elective application form** if you haven't already done so.
- Take attendance** during each session.
- Email your course roster** to the electives coordinator after the first session so that they may be registered.
- After the course has finished**
  - Ask students to fill out evaluations of the course.
  - Ask your faculty advisor to fill out evaluations of the students and email the registrar with final grades.