

DUKE UNIVERSITY MEDICAL CENTER
School of Medicine
P.O. Box 3878
Durham, North Carolina 27710

*Office of the Registrar
School of Medicine*

Telephone: 919-684-2304

Two-Week SELECTIVE Course Approval

The attached form is to be used for approval of a new two-week selective. A new two-week selective is defined as one in which the content and title is significantly different from an existing two-week selective. Minor changes to previously approved two-week selectives can be made by submitting an updated description to the Chair of the Curriculum Administration Group. New two-week selectives and changes involving credit, time required, and/or title must be submitted using the attached form.

Procedures for Obtaining Course Approval for Two-Week Selectives

1. The "Two-Week Selective Course Approval" form is completed. One copy is sent to the Medical School Registrar's Office, Box 3878 DUMC. One copy is maintained by the proposed course director.
2. The application is reviewed by the Curriculum Administration Group. The proposed course director may be contacted for additional information and/or revision to the application.
3. The proposal is forwarded to the Curriculum Committee. The proposed course director or his/her representative is invited to meet with the Curriculum Committee.
4. The Curriculum Committee makes a determination as to the acceptability of the course.
5. If approved, the Curriculum Committee forwards a copy of the course approval to the Medical School Registrar's Office, which assigns a course number and notifies the appropriate offices and course director.
6. Each approved selective is worth 2 credits.

Enrollment Information:

1. Does enrollment require permission of the course director? Yes No
2. Enrollment limits: Maximum=_____ Minimum=_____
3. Terms to be offered (please check all that apply):
 - a. September 24 - October 5, 2007
 - b. November 26 - December 8, 2007
 - c. February 18-29, 2008
 - d. April 21 - May 2, 2008
 - e. July 28 - August 8, 2008
4. Meeting times:_____
5. Location to which student(s) should report on first day:

Curriculum Information:

1. Using the attached table format, outline the objectives, teaching strategies, and evaluation methods to be used.
 - a. Learning objectives are specific measurable outcomes (knowledge, skills, and attitudes) that students will achieve by the end of the course.
 - b. Teaching strategies are methods that will be used (e.g., lectures, seminars, ward work)
 - c. Evaluation strategies are the methods by which students' achievement of the objectives will be measured and documented.
2. Grading: Pass/Fail Honors/Pass/Fail
3. How will faculty effort and other costs be supported?
4. Please attach a proposed schedule. Include all activities to be undertaken and/or topics to be covered. To the extent possible, also include the time, location, and the name of the instructor(s).

CURRICULUM PROPOSAL

Course title: _____

Learning Objectives By the end of this program, learners will be able to:	Instructional Strategies	Eval Strategies	SOM Objectives