



INDIANA UNIVERSITY

SCHOOL OF MEDICINE

Medical Student Education

Career Exploration Special Elective Request Form

Note: One Career Exploration Special Elective Request must be completed for each Career Exploration special elective requested.

Please see the [Electives Policies and Procedures](#) for additional information.

1. Is this elective an elective that is offered by another LCME accredited school? Yes No

Forms should be submitted to Office of Student Affairs, Student Records Section: Medical Sciences Building, Room 162, no later than 1 month prior to the 1st day of the month in which the elective is scheduled to take place. Example: if an elective is to take place during the month of February, all materials must be submitted by January 1st.

Final approval of this request will be made by the Office of Student Affairs after approval of those indicated above and completion of all necessary requirements.

2. Submission Date: _____

3. Student Name(Last Name, First Name, Middle Initial): _____

4. Student Email: _____ Phone: _____

5. Student status: MS3 _____ MS4 _____

6. Inclusive Start Date (MM/DD/YY): _____ Inclusive End Date (MM/DD/YY): _____

7. Course Title (if any): _____

8. Discipline of Course Offering: _____

9. Course Director: _____

10. Telephone: _____

11. Location: _____

12. Address: _____

13. Course Director Email: _____

14. Proposal Contact (if different from above): _____

Name/Phone/Email: _____

15. Elective Type/Category (Choose One):

CEE – Career Exploration

16. Course Description (from the Course Director) – attach longer descriptions if needed:

17. Course Objectives:

18. Duty Hours (include days/times):

At least 40 hours per week including self-directed learning time.

19. Assessment Methods:

Students will be assessed by the preceptors and the evaluation compiled by the course director. The student will be graded Pass/Fail by their attendance and consideration of their professionalism and engagement in the experience. A reflection piece will be submitted to their Lead Advisor for review as the student considers their future career path. Confirmation of the completion of the reflection piece will be provided to the Course Director with the REFLECTION EVALUATION attached, however the content will not be shared.

20. Assessment tools:

Attached Rubric

Course Director Signature _____ Date _____

IUSM Department Chair Signature _____ Date _____

Lead Advisor _____ Date _____

NOTE: Email approvals are accepted in lieu of actual signatures for the IUSM Department Chair, Course Director, and Lead Advisors and may be appended to the request form.

OFFICE USE ONLY – APPROVALS			
Office of Student Affairs	Date _____	Course#: 93 _____ 990	Credits = 2
Elective Subcommittee	Date _____	Approved _____	Declined _____

Course Rubric

Career Exploration Electives

	Completed 4	Developed 3	Emerging 2	Initial 1
Professionalism	Could be expected that student showed up to course appropriately dressed and with all proper equipment	Most often student was punctual and in appropriate dress with proper equipment but on several occasions did not meet all standards	Student did not meet all standards on a consistent basis and often time was ill-prepared	Student struggled on a regular basis to meet all of the standard expectations
Attendance	Student attended nearly all activities and was an actively engaged	Student attended most activities and/or could use slight improvement in participation	Student often attended but missed a notable amount of activity time	Student hardly attended activities
Professional Engagement	Student was engaged with faculty/team members and patients on a continuous basis	Student often engaged with faculty/team members and patients	Student occasionally engaged with faculty/team members and patients	Student rarely engaged with faculty/team members and patients
Basic Medical Knowledge Understanding	Student exceeded expectations in their fund of knowledge	Student exceeded expectations in their fund of knowledge in some areas	Student met expectations in their fund of knowledge	Student did not meet expectations in their fund of knowledge
Current Electives Unique Learning Objectives	Student exceeded expectation for each unique learning objective for this elective	Student displayed appropriate level of competency for each unique learning objective for this elective	Student displayed appropriate level of competency for most unique learning objectives but also showed areas of deficiency.	Student has basis for competency for some unique learning objectives but has wide areas of deficiencies