

UC San Diego Skaggs School of Pharmacy & Pharmaceutical Sciences
Proposal for a new SSPPS elective course

Guidelines

New Elective Course Submission and Approval

- All SSPPS electives require approval by the SSPPS Committee on Educational Policy (CEP) and the UC San Diego Registrar's Office.
- Complete the Proposal for a New Elective form (beginning page 2 of this document).
- Create a draft course syllabus including a detailed description of lecture topics
- Email the two (2) completed documents above to the Curriculum Director, Shelly Janger, sjanger@health.ucsd.edu
- Proposal will be added to a future CEP meeting agenda at which the proposed course chair will attend for review and discussion. CEP may request and/or suggest revisions to the proposed course. Once proposal is finalized, CEP will vote to approve course.
- If approved, the Curriculum Director will complete and submit the UC San Diego Request for Course Approval form to the Registrar for review and approval.
- Once approved, the Curriculum Director will notify all appropriate parties and the course may be offered to students.

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Course Information

- Course title: _____
- Brief course description:

- Course Chair & email address: _____
- Additional instructors: _____
- Course offered in (check all that apply): Fall Winter Spring Summer
- Time commitment:
 - Average number of in-class lecture hours per week over ten weeks: _____
 - Average number of in-class conference/discussion hours per week over ten weeks: _____
 - Average number of in-class lab/workshop hours per week over ten weeks: _____
 - Average number of clerkship hours per week over ten weeks: _____
- Minimum enrollment number (if any): _____
- Enrollment cap (if any): _____
- This course offered to: P1 P2 P3 P4 SOM Students Grad Students
(check all that apply)
- Course Prerequisites (if any): _____

Course Organization

- Scope & Objectives: List what you expect a student to do by the completion of this course. Course objectives must be stated in measurable terms.

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- Teaching Methods: Select the methods that best suit the style and content of the course objectives. Active participation by students and direct feedback by faculty are highly encouraged.

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| <input type="checkbox"/> Didactic lectures | <input type="checkbox"/> Workshops | <input type="checkbox"/> Conferences |
| <input type="checkbox"/> Laboratories | <input type="checkbox"/> Journal Clubs | <input type="checkbox"/> Demonstrations |
| <input type="checkbox"/> Independent reading | <input type="checkbox"/> Multimedia & computer support | <input type="checkbox"/> Patient simulations |
| <input type="checkbox"/> Case-based seminars | <input type="checkbox"/> Self-directed learning by student | <input type="checkbox"/> Role-plays |
| <input type="checkbox"/> Symposia | <input type="checkbox"/> One-on-one observation & teaching | |
| <input type="checkbox"/> Other activities, please specify below: | | |

Source Material: What textbooks, journals, or handouts will be used or recommended?

Evaluation

- How will you determine whether students have met the course objectives? What criteria will form the basis of the student evaluation?