

Undergraduate Medical Education

Clerkship Electives Procedure

Curricular Component: Procedure #CC-06P v3

Corresponding Policy: Policy #CC-06

Supersedes: Clerkship Electives Procedure #CC-06P and v2

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March 25, 2015 (v2)

May 18, 2016 (v3)



Procedure

1. The Elective Approval form (<http://meds.queensu.ca/courses/clerkship/electives?section=add>) must be submitted to the Undergraduate Medical Education Office through MEdTech at least 6 weeks prior to the planned start date of the elective (12 weeks for international electives), ***or within one week of the placement school's confirmation of acceptance of the student***. Final approval must be obtained in advance of the start of the elective in order to be granted academic credit.
2. Students applying for electives outside of Canada must complete all steps included in the Off Campus International Activities Procedures regulations found here: http://meds.queensu.ca/undergraduate/current_students/international_activity/off_campus_international_activities_procedures.
3. Students applying for electives that do not meet the supervision criteria in the Electives Policy #CC-06 (section 2.2) must submit a separate proposal to the Electives Director, outlining a learning plan, in addition to documentation from the preceptor confirming provision of student supervision, teaching that is aligned with the student's learning objectives, quality educational activities in an appropriate learning environment and student assessment.
4. Students who do not have approved electives 3 weeks prior to the start of an elective block will be assigned an elective at the discretion of the Electives Director.
5. Students requesting planned leave (i.e., personal days, conference leave) during elective time require prior approval by both the elective supervisor and the Electives Director.
6. The completed CPE, signed by the elective supervisor and the student, must be uploaded by the student to the appropriate Gradebook assignment drop box within 2 weeks of their completion of the elective course.