

# **MARSHALL UNIVERSITY SCHOOL OF MEDICINE** **REQUEST FOR ADDING A COURSE**

DEPARTMENT: \_\_\_\_\_ DEPT. RESPONSIBLE FOR COURSE IF IDM \_\_\_\_\_

ALPHA DESIG. & NO. \_\_\_\_\_

- A. NEW COURSE TITLE -
- B. HRS CREDIT 1-18 GRADE MODE : LETTER GRADE \_\_\_\_ PASS/FAIL \_\_\_\_\_
- C. FIRST TERM TO BE OFFERED: FALL TERM 20\_\_\_\_; SPRING TERM \_\_\_\_\_
- D. DESCRIBE CURRICULUM NEED FOR COURSE:
- E. DISCUSS IMPACT THAT THIS COURSE WILL HAVE UPON INSTITUTIONAL LEARNING OBJECTIVES
- F. THIS FORM MUST HAVE A SYLLABUS ATTACHED. (SEE NEXT PAGE)

Signature of Course Director \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Department Chair \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Academic Affairs \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Curriculum Comm. Chair \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Dean of Medical School \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Registrar \_\_\_\_\_ CIP NO. \_\_\_\_\_ Date: \_\_\_\_\_

***(If modified, the Course Request would return to lower levels for re-approval. If rejected, the Course Request would return to the lower level to address concerns and re-approval.)***

Please Return Signed copy to  
Michelle Ruppert  
JCESOM Office of Academic Affairs,  
1600 Medical Center Drive, Suite 3418  
Huntington, WV 25701

## SYLLABUS FORMAT FORM

**COURSE TITLE, DEPT. & COURSE NO.;**

**COURSE DESCRIPTION: CREDIT or If Year IV Elective, Number of Weeks (2-4)**

**COURSE DIRECTOR AND COURSE CONTACT NAME PHONE NUMBERS, E-MAIL ADDRESSES:**

**COURSE OBJECTIVES/COURSE OUTLINE/PROPOSED SCHEDULE:**

*If at all possible, give a tentative daily/weekly schedule of activities for your class, i.e., call schedule, grand round times, rounding times, lectures, etc.*

**INSTITUTIONAL GOALS AND OBJECTIVES MET OR ADDRESSED**

What specific institutional learning objectives will be addressed and to what competency level. How do the institutional objectives tie into course objectives?

**TEACHING METHODS AND ASSESSMENT:**

*How is this course to be taught? Hours per week of lecture, laboratory, Practicum, etc  
How will the students be evaluated? What outcome measures will be used to determine if students are meeting the course learning objectives and appropriate institutional objectives?  
Detail the course requirements, i.e., exams, quizzes, presentations, projects, papers, field trips, and any other requirements.*

*Discuss the content, format, and relationship of each requirement, including examinations, to the course objectives. In other words, how and why are these requirements necessary for this class? You should always attempt to have more than one type of evaluation method for your class. Also, explain how you will evaluate the requirements. What bearing does the assignment have on the educational experience and/or grading? If class participation is factored in, explain how you will evaluate it. Be as specific as you can.*

**GRADING POLICY: Letter Grade OR PASS/FAIL:**

*This section is extremely important. A full explanation of the grading policy informs the student as to how the grades are determined. How do you grade the students? Do you grade using the point system? How are grades determined? How many points are required for the "A" "B" "C" "D" "F"? Be up-front with your students.*

*Also, the student should be made aware of his/her grade at various times during the course. Explain formative (mid-point) feedback purpose and process. A student should know his/her grade throughout the course and not be totally surprised at the final grade. Remediation requirements should also be noted.*

**ATTENDANCE POLICY: INCLEMENT WEATHER POLICY:**

*The University catalog requires that the attendance policy be stated in the course syllabus. Students often have been surprised when they are penalized for missing classes. The SOM has set procedures for inclement weather. Please make sure that students are aware of what a 2- hour delay means and list website for MUSOM policy.*

**TEXT:**

**POLICY STATEMENT ON MAJOR PROJECTS, EXAMINATIONS AND OTHER ASSIGNMENTS (DUE DATES, MAKE-UPS) INCLUDING POLICY STATEMENT ON HOLDING GRADES UNTIL COURSE EVALUATIONS ARE COMPLETED:**

*Be as specific as you can about due dates and the attendant rewards and penalties for not adhering to them. If you give rewards and/or penalties, be fair to all. Make sure that if there are exceptions to the rules that all are aware of these exceptions. The students will know when the projects are due so they can plan ahead.*

**PLAGERISM POLICY/ACADEMIC INTEGRITY POLICY STATEMENT:**

*Be as specific as you can concerning your policy on Plagiarism, Academic Honesty, and Academic Integrity. Inform students of penalties and actions which may be taken. Refer to MUSOM's Website Address for this policy.*

**ADDITIONAL INFORMATION OR COMMENTS:**

Approved by Year IV Subcommittee – April 27, 2005

Approved by Curriculum Committee - May 19, 2005

Approved by Dean McKown – May 24, 2005

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