Tips for Entering a New UWSOM Clerkship Into Kuali

Refer to this document for a breakdown of best practices for School of Medicine clerkship entry into Kuali. Sections outlined in this document are areas of the course application that are most often tagged and sent back for clerkships due to incorrect or incomplete information. Best practices are subject to change and not policy, and approvals/accepted criteria are driven by the University of Washington Curriculum Committee (UWCC).

COURSE INFORMATION

Course Title
- The course title needs to be instructive to inform the student what the course is about. Having a broad course name that doesn't indicate in any way it's a clerkship will not be approved.
  - *Example of a rejected name:* Child Abuse Pediatrics- title isn't instructive enough and should clarify that it's an elective, a clerkship, an advanced clerkship- something that instructs what level this course is at/that it's a clerkship for med students.
  - *Example of an accepted name:*
    - Child Abuse Pediatric Elective (in the case of example above)
    - Introduction to Obstetrics & Gynecology Clerkship - Whitefish, MT
  - *Recommended key words for Course Title:* Elective, Clerkship, Advanced Clerkship
- For clerkships, the site doesn't matter for the UW Curriculum (UWC) in the Course Title. They know we use that for our own designations so are fine with it, they don't require it. Departments can use a site name at their discretion if they want to utilize the site in their titles, it is recommended by SOM to use city/state.
  - *SOM Recommendation:*
    - Template: **COURSE TITLE – City, ST**
    - Example**:** Introduction to Obstetrics & Gynecology Clerkship - Whitefish, MT
  - Using a specific site name (like Multicare Spokane) is fine, but if the site ever changes for the clerkship the course title will need to be updated (in addition to the new site needing to be approved at the SOM level) in Kuali, which could take a long time (since UWCC only meets 3 times a year).
- Course titles should **not** be in all caps.
- Don't include any abbreviations that would not be recognizable outside of UWSOM or the department. *Example-* do not use APC in a title, it's a SOM designation that other medical schools, residency programs, upper campus UW, etc. do not recognize. UWC will likely send a course back with this abbreviation. *Alternative-* Advanced Clerkship or Subinternship.
- Try to avoid using terms that may confuse students about which type of SOM graduation requirement the course meets. *Example-* don't use the word 'elective' in a title for an APC, don't use the word 'advanced' if the course is an elective.

Short Title
- **MUST** align with the Course Title. Don't use words/phrases or abbreviations of words/phrases that aren't already being used in the Course Title.
- Don't include abbreviations that would not be recognizable outside of UWSOM (see above).
- Abbreviations are okay, but there is not a list of what abbreviations are accepted and what aren't; use best judgement and choose abbreviations that are easily understood.

- The short title is what is on the UW transcript so that information needs to be understandable from that perspective and make sense on its own without context of the full title and course description.

Course Description
- Should align to 'catalog style' and needs to provide information about what the student will be doing in the course/clerkship. Do not provide a narrative about the subject matter (ex. child abuse is a problem in society…), rather explain what the student will learn and what activities they will be engaged in. *Example-* Pediatric clerkship designed to prepare medical students entering pediatrics and other primary fields with the skills to manage pediatric child abuse cases. Course teaches medical students skills to address discomfort in diagnosing and managing child abuse in clinical practice.
- Should note somewhere in the description that this course is a clerkship. Use language like 'clerkship', 'rotation', 'clinical elective', etc.

Prerequisites
- UWC will sometimes send back any pre-reqs that use UWSOM clinical phase designations (Patient Care/Explore & Focus) since it's a designation no one outside of UWSOM knows. They prefer the med student year is identified instead of the phase (*Example-* 'open to 4th year medical students only'), or just to note the required course that is needed. *Example-* instead of 'completion of Patient Care Phase' say, 'completion of core third year clinical clerkships', or 'completion of core pediatrics required clerkship'. If you use Patient Care Phase or Explore & Focus Phase language note what that is. *Example-* completion of Patient Care Phase (3rd year clinical clerkships). The med student years don't necessarily align with our clinical schedules (ex., students start their Patient Care Phase in their second year), which is why I think it's preferred instead of required by UWC to use the student's year instead of the UWSOM phase.

CREDITS

- Identify the total number of credits the course will be offered for. **Most** clerkships are full-time, and full-time clerkships receive 2 credits for every week completed (2 wks = 4 credits, 4 wks = 8 credits, etc.). UWSOM clerkships are approved for 2/3*/4/6/12 weeks only (you cannot have a 5 week clerkship, for example). *Inpatient WRITE clerkships are the only clerkship approved for 3 weeks.
- Multiple Credits: If there are variable credits for a course you need to comment why the course is being offered that way in the 'Multiple, Range or 0 Credit Comment' section. So, if the course is offered for 4 or 8 credits you would provide a comment that the course is offered full time (indicate the full-time/per week hours) for either 2 weeks or 4 weeks. *Example-* Full-time, 2-week clerkship offered for 4 credits, and full-time 4-week clerkship offered for 8 credits.
- Range Credits: If there's a range the justification should state why a range is being requested and must be explained in detail in the 'Multiple, Range, or 0 Credit Comment' section. It's unlikely that any clerkship would need to be approved for a range of credits since UWSOM clerkships are mainly structured for 4/8/12/24 credits (the exception would possibly be a part-time clerkship that could justify the range designation). If you want to offer an elective for both 2 weeks and 4 weeks instead of entering the course with a range of credits it is recommended to offer in the 'multiple credits' designation (4 or 8, see second bullet above).
  - If there is a range there should always be a max credit noted, and that max credit should be the top of that range.

ACTIVITIES & HOURS

- All clerkships usually just have 'Other' hours accounted for on this breakdown (some have additional hours listed for lectures) since they are clinical and don't align with the courses and timeframes typically approved in the Kuali system (ten week, full-quarter non-professional courses). Full-time clinical clerkships range from 40 to 80 (80 is max per Student Work Hours Policy) hours per week. It's okay to note a range of the weekly clerkship hours. *Example-* 40-60 hours per week, this may require additional explanation.
- Since clerkship hours are categorized under 'Other', all clerkships require a justification for the 'Other' instructional hours. Justification should include information that the course is a clinical clerkship/rotation and what constitutes a full-time clerkship (40+ hours, see above).
- This explanation should also include the total number of weeks the course is- Kuali is set up as a review for in-classroom courses and not clinical clerkships. This means unless stated otherwise, the assumption is the course is full-time at 5 hours a week, and spans the full 10 weeks of a UW quarter (which is not true of clerkships ever). *Example of justification language:* **6 week, full-time, clinical clerkship**. You can add additional information (some departments note the specific settings of the clinical work being done) but it is not required.

EVALUATION DETAILS

- Detail how student will be evaluated in clerkship (this varies depending on type of course and department).

DISTANCE LEARNING

- If your clerkship is going to be offered 100% virtually you must complete the Distance Learning (DL) section of Kuali. [Quick Guide for adding a DL designation to a course in Kuali](#).

GRADING SYSTEM

- Always note Standard or Credit/No Credit grading

SCHEDULING

- Recommend the course is offered all quarters even if you may not have current availablity for all quarters. Availability can change from year to year so ensuring that all of your potentially available timeframes are in quarters that have been permanently entered into the Time Schedule is important to ensure students can receive credit for the course.

LEARNING OBJECTIVES

- List learning objectives from clerkship application. If you have a syllabus you can download to application to have on record.

CURRICULAR RELATIONSHIP

- This is not relevant to most clerkships and can be skipped.