

July - September MS4 Special Topics Course Form

Before designing your course, please read the following guidelines. If you have any questions reach out to Emma Claire Glassie and Madi Allen at ume@uab.edu. Before submission, **please initial at the bottom of the page** to signify the proposed course meets these guidelines.

- All student designed special topic courses must have a UAB Heersink School of Medicine faculty member as the course director. If a student is working with someone outside UAB faculty for their course, then that non-faculty member is listed as a co-director with the understanding they'll communicate with the director for grade submission.
- Students cannot work with a family member, family friend, or in a practice/rotation that includes a family member.
- If the course takes place outside the UAB network, then UAB is in no way responsible for affiliation agreements with this outside clinical setting.
- Students must submit the design form at least 45 days before the respective course begins. Students may submit as early as 4 months before the course begins. International special topics should be submitted at least 3 months in advance.
- Self-designed special topic courses that rely on self-study (creation of surveys/forms, reading, online lectures, etc.) or research will not be approved.
- Special topics require at least 20 hours of engaged, in-person clinical activity. This time needs to be spread over a 5-day period from Monday through Friday. There must be an in-person component every day. Research, self-study, resource creation, etc. does not count towards the 20 hours.
- Students cannot create a self-designed special topics course based off an existing special topics course unless it's a course solely offered at a different campus. Then approval will be on a case-by-case basis.
- The title of the special topics course will be listed on students' transcripts. It is not recommended to include the term "special topics" in the course title since it's a UAB HSOM specific course type.
- Incomplete forms will not be approved. **The course director's signature is needed for submission.**
- Once a student adds the special topic course to their schedule, they are responsible for fulfilling all designated activities. If a student cannot fulfill all the activities, they would need to drop the course at least 5 days before the course begins to avoid receiving a WP or WF.
- Occasionally students want to turn an activity they are already doing into a special topic course. While this is sometimes possible, please be warned that these requests are often denied.
- Verify with the course director who will be responsible for submitting grades and who will be responsible for course communication and scheduling. List those people as the grade contact and schedule contact, respectively. A student cannot be the Grade & Schedule contact.
- If a course is designed for multiple students, all students need to sign the form.
- International special topics courses must receive approval from UAB's Education Abroad Office and HSOM's International Medical Education Office in addition to getting UME's approval.

Initials of student here: _____ I have read the above guidelines and confirm that my proposed special topics course adheres to the criteria. I acknowledge that if my proposed course does not meet these guidelines it will be automatically rejected.

Basic definitions and additional guidance for sections of the course design form:

- **Learning Objectives** are statements (usually concise) that describe what participants are expected to demonstrate as a result of course completion. The course assessment(s) will need to directly show how the learning objectives were met.
 - You can review the information in this link if you have never written a course objective. http://usagso-sg.tripod.com/22_learning_objectives.pdf
 - Examples of objectives:
 - After the completion of the course, the student(s) shall be able to distinguish and identify different brain waves on an EEG.
 - By the end of the week, the student will be able to design a one-page informational flyer on medical guidance for diabetic emergencies.
- **Course Description** explains the high-level overview of the course in general terms.
 - Example of a course description:
 - Students will have a one-week experience at the Neuropsychology Clinic in Callahan Eye Hospital which performs comprehensive assessments of cognition and everyday functioning of patients with disorders of memory, language, and executive function. The student works with and is supervised by a board-certified neurologist every day of the course. Student(s) will arrive to the clinic at 8am and stay until 4pm every day. The experience includes observing and participating in neurological assessments, reading EEGs, and the creation of treatment plans for various types of impairments. At the end of every day student(s) will create a mock EMR entry for one patient from that day and submit to the course director for feedback. Upon completion of the course, student(s) will gain a deeper understanding of how to communicate with and treat patients with cognitive dysfunction.
- **Prerequisites** are the necessary criteria for someone to enroll in the course.
 - Examples:
 - Successful completion of neurology clerkship.
 - Fluently speak Spanish.
- **Requirements** are the actions taken during the course needed for successful completion of the course.
 - Examples:
 - Students will read and discuss a minimum of five EEGs with the course director and write one treatment plan a day.
 - Student will arrive 5-10 minutes prior to the start time every day and dress in appropriate attire based upon the activities of the day.
- **Assessment** explains how the student will demonstrate that a learning objective has been met.
 - Examples of assessments based upon the above example objectives:
 - The student will be assessed by course director on their ability to verbally identify the different wavelengths on an EEG during rounds.
 - The course director will assess and approve the flyer once it meets their satisfaction.
- **Schedule:** give a brief day to day schedule of activities
 - Mon. 8am - 2pm: Round with Dr. Doe on morning rounds and then complete a write-up and treatment plan on one morning patient to be presented/given to Dr. Doe
 - Tues. 8am - 2pm: Round with Dr. Doe on morning rounds and attempt to read any radiology reports in the patient files with Dr. Doe's direction
 - Wed. 8am - 12pm: Round with the Chief Resident and present at least one patient and get feedback
 - Thurs. 8am - 12pm: Round with the Chief Resident and present at least one patient and get feedback
 - Fri. 8am -12pm: Round with Dr. Doe and get feedback on areas of needed growth.

Request Form for July - September MS4 Special Topic

Submit no later than 45 days prior to the first day of the proposed course.

RETURN FORM TO:

Emma Claire Glassie and Madi Allen

Email Address: ume@uab.edu

Email Subject: Designated MS4 Summer Self-Designed Special Topics Session, First and Last Name

COURSE NAME	
DEPARTMENT	
CAMPUS	
FACILITY	

2. Indicate when the course will be offered, the following list depicts upcoming special topic weeks:

Week	Start date	End date	Student Year
	July 6, 2026	July 12, 2026	MS4 Only
	July 13, 2026	July 19, 2026	MS4 Only
	July 20, 2026	July 26, 2026	MS4 Only
	July 27, 2026	August 2, 2026	MS4 Only
	August 3, 2026	August 9, 2026	MS4 Only
	August 10, 2026	August 16, 2026	MS4 Only
	August 17, 2026	August 23, 2026	MS4 Only
	August 24, 2026	August 30, 2026	MS4 Only
	August 31, 2026	September 6, 2026	MS4 Only
	September 7, 2026	September 13, 2026	MS4 Only
	September 14, 2026	September 20, 2026	MS4 Only
	September 21, 2026	September 27, 2026	MS4 Only
	September 28, 2026	October 4, 2026	MS4 Only

3. State number of students taking course:

4. Please list the student(s) expected to participate:

8. Prerequisites (what must be completed before registering for course):

9. Student Requirements (what must be completed during course):

10. Assessments (the methods used to demonstrate the completion of the learning objectives):

11. Schedule of planned activities (must include an in-person clinical experience everyday and reach a minimum total of 20 hrs):

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12. Course Director:

Course Director Department:

Blazer ID:

Email:

Phone:

Course Co-Director (if applicable):

Department:

Email:

Phone:

Grade Contact

Check here if contact is same as director.

Name:

Department:

Email:

Phone:

Schedule Contact

Check here if contact is same as grade contact.

Name:

Department:

Email:

Phone:

13. Course Director acknowledges responsibility for the following.

Director Initials here: _____ **I will hold the student(s) accountable to the course objectives, assessment measures, and requirements as stated in this form.**

Please make note: Grade submission/Catalog change queries should be directed to scheduler@uab.edu

Signature of **Course Director** (Must be HSOM Faculty)

Date

14. Student: By signing the student agrees to complete the proposed activities/assignments as stated on the form in the timeframe indicated.

Signature of **Student**

Date

15. COURSE APPROVED BY (you do not need to get this signature, we will secure this approval after submission):

Signature of **Associate Dean for Undergraduate Medical Education**

Date