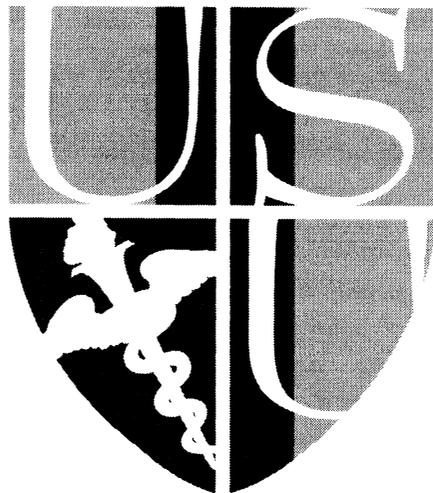


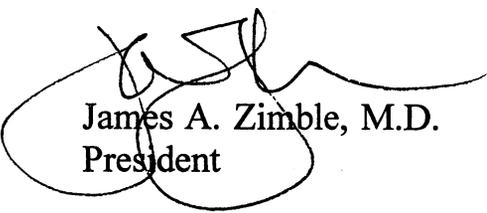
**USUHS
INSTRUCTION
1322**





USUHS

DIRECTIVE SYSTEM TRANSMITTAL

NUMBER USUHS I-1322 (GEO)	DATE APR 01 1998
ATTACHMENTS None	
<p style="text-align: center;">INSTRUCTIONS FOR RECIPIENTS</p> <p>The following pen changes to USUHS Instruction 1322, "Policy for Developing USUHS Graduate Courses," dated December 19, 1995 have been authorized.</p> <p><u>Pen Changes</u></p> <p>Page 1, paragraph C., line 6, after the word hygiene, add "Master of Military History,".</p> <p>Page 1, paragraph C., line 7, after Public Health, add "Master of Science in Public Health.".</p> <p><u>Effective Date</u></p> <p>These changes are effective immediately.</p> <p style="text-align: center;"> James A. Zimble, M.D. President</p>	



UNIFORMED SERVICES UNIVERSITY OF THE HEALTH SCIENCES



SUBJECT: Policy for Developing USUHS Graduate Courses

Instruction 1322

DEC 19 1995

(GEO)

ABSTRACT

This Instruction establishes policy regarding development of graduate courses in the Graduate Education Program (GEP) of the F. Edward Hébert School of Medicine (SOM), Uniformed Services University of the Health Sciences (USUHS).

A. Reissuance and Purpose. This Instruction reissues USUHS Instruction 1322^a and establishes policies and procedures for the development of graduate courses.

B. Reference. *See Enclosure 1.*

C. Applicability. This Instruction applies to all graduate education programs in the SOM leading to formal degrees (Master of Science, Master of Public Health, Master of Tropical Medicine and Hygiene, Doctor of Public Health, or Doctor of Philosophy).

D. Policy.

1. It is the SOM, USUHS policy that appropriate credit be

assigned to all required activities of graduate students, including formal course work and participation in supervised research and teaching programs.

2. The official SOM, USUHS, academic calendar is based on the quarter system. Twelve credit hours per quarter is established as a full-time effort for graduate students. As a general guideline, the basis of assigning credit for courses of one academic quarter (12 weeks duration) should be as follows:

a. One hour of lecture per week, student presentation, conference, or comparable instructional activity equals one quarter credit hour;

a. Provide the completed USUHS Form 1322 to the members of the GEC Subcommittee for review;

b. Make recommended changes to the course description after discussion by the GEC Subcommittee, assign a course number, and sign the USUHS Form 1322;

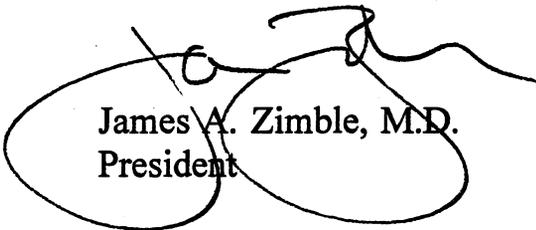
c. Forward the USUHS Form 1322 to the Dean, School of

Medicine (DEN) for review and signature; and

d. Maintain original course descriptions in the GEO for future reference.

4. The DEN shall approve and sign all course descriptions.

F. Effective Date. This Instruction is effective immediately.



James A. Zimble, M.D.
President

Enclosures:

1. Reference
2. USUHS Form 1322

REFERENCE

1. USUHS Instruction 1322,
"Policy for Developing USUHS
Graduate Courses," dated
May 21, 1979 (hereby cancelled)

USUHS GRADUATE COURSE DESCRIPTION FORM
(Please Type or Print)

1. Course Title: _____ Number: _____
(Assigned by GEO)
 2. Department(s): _____
 3. Instructor(s): _____ Course Director: _____
 4. Preferred Academic Quarter:
Winter _____ Spring _____ Summer _____ Fall _____
 5. Requested Hours: (PLEASE SPECIFY CREDIT HOURS OR HOURS PER WEEK)
Lecture _____ hrs/wk Conference/Seminar _____ hrs/wk Laboratory _____ hrs/wk
Examination _____ hrs/wk Other (specify) _____ hrs/wk
 6. Suggested Quarter Credit Hours: _____ (SEE COMMENT SECTION)
 7. Textbooks: _____
 8. GENERAL COURSE OBJECTIVES AND COURSE DESCRIPTION: (For Graduate School Bulletin)
- SAMPLE**
9. PROPOSED TOPIC OUTLINE: (Use additional sheets if necessary)