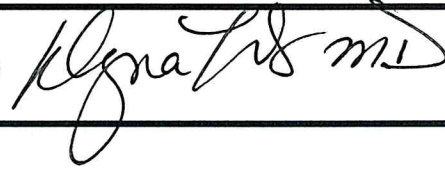


Effective Date:
October 7, 2021

Retired:

Revised:

Approved by: Digna S. Forbes, MD, FASCP
Interim Dean, School of Medicine



Subject: Preclerkship Workload Policy

PURPOSE:

- To ensure that students have sufficient unscheduled time in their regular weekly schedule to complete independent and self-directed learning required for participation and success in the preclerkship curriculum, adequately study and consolidate all curricular information, and attend to personal needs.
- To ensure compliance with elements 6.3 and 8.8 of the Liaison Committee on Medical Education (LCME) accreditation standards.

POLICY STATEMENT:

The preclerkship curriculum utilizes a small group, pedagogical methods, including problem-based learning (PBL), and worked cases. During the preclerkship curriculum, students will be actively learning large amounts of material, and will spend the majority of in-class time applying and using that information. This will require students to complete preparatory work before they come to class, so that they are ready to participate in in-class activities and collaborate with their peers on resolving cases. The majority of preparatory work will be assigned by the faculty leading the small group sessions. A smaller amount of pre-class work may be required for other teaching sessions.

Review and consolidation of in-class learning and test preparation/study time is included in the workload hours.

DEFINITIONS:

PROCEDURE:

The maximum amount of scheduled activity cannot exceed 28 hours/week (averaged over 4 weeks). There should be no new material presented to students the day before an exam.

The remainder of the time is for students to use for independent learning, self-directed learning, and personal needs.

- Course directors for all concurrent courses are responsible for collectively developing, monitoring, and modifying the weekly schedule as appropriate to adhere to the preclerkship workload policy.
- Course directors or faculty members who would like to schedule required activities

Effective Date:

Subject:

during otherwise unscheduled time must present a proposal to the Preclerkship Curriculum Subcommittee for approval at least two weeks in advance of the requested activity. The request will be evaluated on the basis of the educational value of the proposed activity, and the workload of the students already assigned during the proposed week.

- The Preclerkship Curriculum Subcommittee, the Associate Dean for Medical Education, and the Associate Dean of Curriculum and Innovation will monitor student work load and required time to ensure that students have sufficient unscheduled time for all their needs.
- Compliance with this policy is monitored by the Associate Dean of Medical Education, the Associate Dean of Curriculum and Innovation, the Preclerkship Curriculum Subcommittee, and the Curriculum Committee.
- If faculty are found to be non-compliant, for example: misrepresentation of the workload; not following process to add additional activities; modification of syllabus without approval of the curriculum committee, the faculty member will appear before the curriculum committee to explain the lack of compliance.

Students will be asked on their standardized mid- and end-of-course evaluations if there was sufficient time to complete their preparatory work, and if this policy was followed. Results of these evaluations will be distributed to Course Directors, the Preclerkship Curriculum Subcommittee, and the Curriculum Committee.

Guidelines for Workload Accountability

Workload should be generally calculated as follows:

- Online videos – Approximately 1.5 x length of video
- Literature search – 2 hours
- Article/textbook chapter review – 2 x estimated faculty reading time

EXHIBITS: