



**QUILLEN**  
**COLLEGE of MEDICINE**  
 EAST TENNESSEE STATE UNIVERSITY

Policy Name: **Lunch and Learn Policy**

Policy Replaces a Previous Policy (*this includes change in policy name*):  Yes /  No  
 If so, list name of previous policy (*include policy number if different*):

Policy Number: **ADMIN-0323-29**

Originator Name and/or Committee (*if a committee, include name of chair*): **Raegan Goodson / Student Affairs Coordinator and Deidre Pierce, MD / Associate Dean for Student Affairs**

Committees, Departments, or Individuals Responsible for Implementation: **Raegan Goodson / Student Affairs Coordinator and Deidre Pierce, MD / Associate Dean for Student Affairs**

Original Approval Date and Who Approved by: **3/9/2023 – Deidre Pierce, MD / Associate Dean for Student Affairs**

Revision Date(s) (*include a brief description*) and Who Approved by:

Effective Date(s): **3/9/2023**

Revision(s) (*briefly describe*) by Administrative Staff and Date (*these revisions do not require voting/approval by a committee and/or individual*):

Exemption(s) to Policy (*date, by what committee or individual, and brief description*):

LCME Required Policy:  Yes /  No

If yes, please list the Element(s) Affiliated with this Policy (*include Element number/name/statement*):

**11.2 Career Advising**

**A medical school has an effective career advising system in place that integrates the efforts of faculty members, clerkship directors, and student affairs staff to assist medical students in choosing elective courses, evaluating career options, and applying to residency programs.**

*All policies will be reviewed every three years unless an earlier review is identified.*

**(A.) Policy Statement:**

“Lunch and Learns” are part of the Career Development Curriculum for M1 and M2 students. They will cover topics or pathways related to career development in medicine and be led by a guest speaker/faculty member who specializes in the subject or specialty. They will be scheduled during lunch or in the evening to allow for student participation between or after classes.

Student Interest Groups are allowed to have one (1) “Lunch and Learn” per semester that will be funded by the Office of Student Affairs. Student Interest Groups may request one (1) additional “Lunch and Learn” per semester with funding based on availability. Students who request a “Lunch and Learn” for an interest group must complete the form provided by the Office of Student Affairs to request the session with the following details:

**Policy Name: Lunch and Learn Policy**

- a. Requested date of the event
- b. Title of proposed event
- c. Name and email of organizer, name of Interest Group
- d. Name and contact of guest speaker/faculty member presenting at the event, and objectives of the session.

M2 students are required to attend three (3) “Lunch and Learn” sessions, as part of their Career Development curriculum. Failure to comply with the required attendance will result in a professionalism report being filed with appropriate action based on the Professionalism Policy.

**(B.) Purpose of Policy:**

The purpose of the Lunch and Learn Policy is to define a structure for the “Lunch and Learn” sessions and to provide the purpose and requirements for the sessions.

**(C.) Scope of Policy (*applies to*):**

The policy applies to M1 and M2 students, with only M2 students having required attendance.

**(D.) Policy Activities:**

1. Sessions are created by the Office of Student Affairs Coordinator for the Career Development curriculum.
2. Sessions can be requested by Student Interest Groups once per semester by filling out a request form.
3. Students will be notified of sessions weekly by the Office of Student Affairs Coordinator. Sessions will be posted on the calendar on the Office of Student Affairs page on the website and in the Davinci Curricular Management System (LEO) calendar.
4. Monthly sessions will be scheduled either during a lunch break or at the end of daily classes.
5. Topics covered and presenters will vary with each career development session.
6. M2 students are required to attend three (3) “Lunch and Learn” sessions by the end of their second year.
7. M2 students who do not attend the minimum required sessions will receive a professionalism report.

**Policy Name: Lunch and Learn Policy**

Administrative Approvals		Date Approved
University Compliance <i>(if applicable)</i>		
Policy Advisory Committee		3/9/2023
Associate Dean for Accreditation Compliance <i>(if applicable)</i>		
Vice Dean for Academic Affairs		3/9/2023
Policy Review and/or Revision Completed By <i>(if applicable)</i>		Date Policy Reviewed and Approved <i>(if applies to that department, committee, or group)</i>
	Office of the Dean	
	Academic Affairs <i>(this includes the three-year reviews by administrative staff)</i>	3/14/2023
	Student Affairs	March 2023
	Department of Medical Education	
	Medical Student Education Committee	
	Student Promotions Committee	
	Faculty Advisory Council	
	Administrative Council	
	M1/M2 Course Directors	
	M3/M4 Clerkship/Course Directors	
	Student Groups/Organizations <i>(describe):</i>	
	Other <i>(describe):</i>	

Notifications of New or Revised Policy <i>(if applicable)</i>		Date and Method of Notifications
	Posted to Website Under Educational Policies	March 2023
	Medical Students	
	Administrative Council	
	Faculty Advisory Council	

**Policy Name: Lunch and Learn Policy**

	All QCOM Faculty	
	All QCOM Staff	
	Admissions Office for Catalog	
	Other ( <i>specify</i> ):	