



QUILLEN
COLLEGE of MEDICINE
EAST TENNESSEE STATE UNIVERSITY

Policy Name: **Pre-Clerkship Medical Student Scheduled Time and Workload**

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*): **First- and Second-Year Medical Student Scheduled Time**

Policy Number: **MSEC-1112-9**

Originator Name and/or Committee (*if a committee, include name of chair*): **Kenneth Olive, MD / EAD and MSEC Chair (2008-2015)**

Committees, Departments, or Individuals Responsible for Implementation: **M1/M2 Course Directors**

Original Approval Date and Who Approved by: **11/13/2012 – Kenneth Olive, MD / EAD and MSEC Chair**

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

4/19/2016 – Ramsey McGowen, PhD / MSEC Chair (2016-2019) – language added stating course directors will evaluate whether the upcoming semester’s schedule is in accordance with policy and if not, will notify MSEC.

4/18/2023 – Ivy Click, EdD / MSEC Chair (2020 -) – language added for clarification of student academic workload, amount of schedule time per week for students, and MSEC’s responsibility for establishing guidelines and monitoring academic workload

Effective Date(s): **11/12/2012; 4/19/2016; 4/18/2023**

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*):

Element 6.3 Self-Directed and Life-Long Learning

The faculty of a medical school ensure that the medical curriculum includes self-directed learning experiences and unscheduled time to allow medical students to develop the skills of lifelong learning. Self-directed learning involves medical students’ self-assessment of learning needs; independent identification, analysis, and synthesis of relevant information; appraisal of the credibility of information sources; and feedback on these skills.

Element 8.8 Monitoring Student Time

The medical school faculty committee responsible for the medical curriculum and the program’s administration and leadership ensure the development and implementation of effective policies and procedures regarding the amount of time medical students spend in required activities, including the total number of hours medical students are required to spend in clinical and educational activities throughout the curriculum.

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<i>All policies will be reviewed every three years unless an earlier review is identified.</i>
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(A.) Policy Statement:

Student workload includes the amount of scheduled educational events delineated in the class calendar (including both instruction and assessment), the anticipated amount of time (as determined by faculty) to complete required pre-session preparatory material, and time for independent study (including self-directed learning activities). A typical school week in the pre-clerkship phase of the curriculum should not exceed 24 hours of scheduled time and should include three to four blocks (half-days) of unscheduled time to ensure adequate time for independent and self-directed learning, averaged over the semester. Exceptions may be made for COM approved learning activities.

(B.) Purpose of Policy:

The purpose of this policy is to protect and maximize student learning time and opportunities for unstructured, independent, and self-directed learning within the formal / structured curriculum. Required curricular activities are not to conflict with, nor overlap with, structured curricular time nor the independent and self-directed learning blocks. This policy pertains to the LCME requirements of Element 6.3 (Self-Directed and Life-Long Learning) and Element 8.8 (Monitoring Student Time).

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

This policy applies to all scheduled instruction and assessment and to required pre-class preparatory assignments in pre-clerkship curriculum activities.

(D.) Policy Activities:

- 1) The Medical Student Education Committee (MSEC) is responsible for establishing guidelines for academic workload, monitoring compliance, and reporting on academic workload.
- 2) The Academic Calendar establishes the first and last day of classes, number of weeks, breaks and holidays. There will be no classes or other required activities scheduled on official university holidays. However, if due to inclement weather classes are missed, make-up sessions may be required and scheduled on Saturdays and/or delivered through use of the learning management system.
- 3) Required pre-clerkship educational activities will typically be scheduled Monday to Friday, 8:00AM-5:00PM. Exceptions may be approved on a limited basis by curriculum leadership.
- 4) The average pre-clerkship scheduled time for educational activities should not exceed 24 hours per week. The estimated amount of time to complete required preparatory materials for class should not exceed the scheduled in-class time (i.e., no more than 24 hours of required preparatory work for 24 hours of scheduled in-class educational activities).
- 5) During a typical school week (Monday to Friday, 8:00AM-5:00PM), there should be three to four blocks (half-days) on average of unscheduled time for independent study and self-directed learning.
- 6) Course Directors will submit schedules to the Office of Academic Affairs for approval. Curriculum leadership will oversee academic workload across course elements to ensure adherence to this policy.
- 7) Academic workload will be monitored by MSEC and its sub-committees through annual course review, phase review, and comprehensive review cycles.

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Administrative Approvals		Date Approved
University Compliance <i>(if applicable)</i>		
Policy Advisory Committee		
Associate Dean for Accreditation Compliance <i>(if applicable)</i>		
Vice Dean for Academic Affairs		
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	
X	Academic Affairs <i>(this includes the three-year reviews by administrative staff)</i>	March 2016; April 2016; March 2023, 5/10/2023
	Student Affairs	
	Department of Medical Education	
X	Medical Student Education Committee	11/13/2012; 4/19/2016; 4/18/2023
	Student Promotions Committee	
	Faculty Advisory Council	
	Administrative Council	
X	M1/M2 Course Directors	March 2016 for input; May 2016 for distribution
	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	5/15/2023
	Medical Students	
	Administrative Council	
	Faculty Advisory Council	

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