



Title/Subject: Pre-Clerkship Work Hours Policy

Applies to: faculty students staff Other
 Policy System Process/Procedure Guideline/Standard Position Description

Introduction

- **Historical/Contextual Overview:** In order to provide a learning environment that places an emphasis on self-directed learning with time provided for independent study, it is necessary to set guidelines for the amount of time a student spends in required activities. The goal of this policy is to provide students with opportunity time while ensuring required contact hours include active learning experiences.
- **Reason for the Policy/Process:** This policy is intended to standardize the curricular time across the preclerkship curriculum and across campuses/tracks in an effort to maximize student learning opportunities while balancing students' need for unstructured independent learning time.

This policy is intended to define the expectations for monitoring the amount of time medical students spend in required activities. LCME Element 6.3 and 8.8

- **Scope:** This policy applies to all pre-clerkship students in all courses on all campuses.

Policy/Process Statement:

- Courses/Tracks may not schedule more than **28** hours of required activities for preclerkship medical students in any week. Every hour of required activity is considered a contact hour, including lecture, small group discussion, laboratory, assessments, as well as online activities with faculty and student interaction. Recorded lectures that can be viewed online **MUST** be counted as SRA as the time and content must be accounted for within the contact hours.
 - The required activities within the course cannot exceed 28 hours on average over the course.
 - If more than one course is running concurrently, the combined required activities must not exceed 28 hours on average over the course.
 - There are no more than ten (**10**) hours of traditional lecture per week.
 - The contact hours that are not traditional lecture should be devoted to active learning. Active learning is defined as content that requires active participation of students. Examples include case-based learning, team-based learning, problem-based learning, small group instruction, and any other format in which the students must actively participate in the class.
- Courses/Tracks must schedule at least **10** hours of unstructured independent learning time (ILT) to include at least two 3 to 4-hour blocks of time per week. The 3-4-hour blocks of ILT must occur at the beginning (8 am – 12 noon) or end (1pm – 5pm) of the day.

Effective Date: In place since 2012

Last Revision: 11.5.19

Authority: Curriculum Committee

Responsible University Office: Office of Academic Affairs

Responsible University Administrator: Assistant Dean of OAA, Preclerkship

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- Courses will calculate the total hours of required out-of-class activities assigned to students. Required out-of-class activities are ones to be completed in preparation for in-class activities, including but not limited to reading and online modules and other required homework (see definitions section). The current guideline approved by the Foundational Component Committee is that students will spend an average of 2 hours in required preparatory activities for each hour of non-didactic class time. The specific amount of time spent in required out-of-class activities will vary by the activity and the individual student.

Procedures:

- Courses/Tracks are required to submit complete student schedules including the number SRA and ILT (separated by active learning and traditional lecture), and estimated Required Out-of-Class Activity when submitting course syllabus and course schedule for approval.
 - This inventory must be submitted prior to Curriculum Committee or Subcommittee review and approval and will be reviewed in the pre-course planning meeting with OAA.
- Workload hours should be reported as part of the block leadership's self-study during the Course Review Process and Curriculum Committee Phase Review (CCPR) process.
- Student perceptions of workload will be monitored in focus groups and in evaluation questions throughout the curriculum per course, and used during CCPR to compare to estimated workload calculations. These comparisons will help assess efficacy and appropriateness of policy.
- Workload calculations DO include curricular time expected for students in special tracks (e.g. HSS, EnMed). Communication with program directors and awareness of the medical school curriculum plan is important to ensure overall expectations of these students are reasonable. Overall workload for any student in a special track is not to exceed stated hours per week.
- The Pre-Clerkship Subcommittee and Curriculum Committees review summary work hour policy at least annually with more regular urgent follow up occurring as needed.

Compliance:

It is the shared responsibility of the course directors in conjunction with coordinators to assure that the specifications of this policy are followed.

Exceptions:

Variances from his policy must be approved by Academic Affairs and/or the Office of Medical Education.

Resources:

- Scheduled Required Activities (SRA): Every hour of required activity is considered a contact hour, including lecture, small group discussion, and laboratory, assessments, as well as online activities with faculty and student interaction. Recorded lectures that can be viewed online MUST be counted as SRA as the time and content must be accounted for within the contact hours.

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- Independent Learning Time (ILT): Dedicated 4-hour blocks of time on the calendar for independent study, required out-of-class activities, personal care, etc.
- Independent Study: Regular study or review, including recommended activities or recommended homework.
- Required Out-of-Class Activity: Required activity to be completed in preparation for in-class activities, including but not limited to reading and online modules and other required homework. Does not include: Independent Study, Regular Study or Review, Recommended Activities, or Recommended Homework (e.g. pre-reading before lecture).
- Self-Directed Learning: A Self-Directed learning (SDL) experience is defined as consisting of 4 sequential elements:
 1. Identify, analyze and synthesize information relevant to their learning needs.
 2. Assess the credibility of information sources.
 3. Share the information with their peers and supervisors.
 4. Receive feedback on their information-seeking skills.

Revision History:

Date	Authority	Summary of Changes	Document Location
March 2017	Curriculum Committee	Principles and Guidelines updated to include new PC work hours rules with curriculum change to 18 months.	Curriculum Committee folder on OAA shared drive.
October 2019	OAA	Policy updated to include better monitoring and compliance processes as well as more details to tracking contact hours.	COM Policies and Procedures Google Team Drive.

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