Schedule Guidelines/Workload Policy for Preclinical Years

Educational Program Committee Approved: June 2011
Educational Program Committee Last Revised: May 29, 2019

EPC Schedule Building Guidelines

- **Allowable Percentage of Lecture**
  - The curriculum for years one and two must not exceed 50% lecture:
    - Any planned increase in lecture hours must be approved in advance by the EPC.

- **Average Contact Time Per Week**
  - Guideline is an average of 20 hours of contact time per week in the first and second years.
  - This includes both in-class activities and other required activities (e.g., independent learning assignments), assigned to be completed outside of scheduled class time. Exams are not counted in this average.

- **Self-Directed Learning Requirements**
  - Each unit of the curriculum for years one and two will include self-directed learning (SDL) sessions.

- **Engaged Learning Requirements**
  - All courses will include engaged learning. Engaged learning includes some, but not all, aspects of self-directed learning. Some examples of engaged learning are labs, patient contact, case-based learning, team-based learning, small group activities, independent learning, online learning, iClicker interaction, simulation sessions, standardized patient sessions, flipped classrooms, etc.

RedMed Calendar

- UME staff and faculty will create and manage the calendar for years one and two on RedMed.
- The final proposed schedule will be submitted to EPC for review and approval.
- No required class sessions may be held during the noon hour.
- Events that contain multiple identical sessions for groups of students, i.e., SIM sessions and SP clinic sessions, will be designated as “multi-session event” type on RedMed calendar. A single event will be created on the calendar for the true event type that corresponds to the time spent by a single student. When the entire class is not required to be present at the same time for a required learning experience, additional individually-completed assignments such as online assignments or precepting may be scheduled.
- After the EPC approves the final schedule, any minor changes, (i.e., shifting times of sessions) must go through UME. Larger changes (i.e., content) must first be approved by the EPC.

Related LCME Element

6.3: Self Directed and Life Long Learning
8.8: Monitoring Student Time

Policy History

Approved: June 2011
Revised: July 16, 2014
Revised: May 29, 2019 - Updated to better reflect LCME guidelines.