

## **Syllabus Checklist Based Upon EPC Guidelines**

In 2004, the EPC established guidelines that detail the kinds of information that must be contained in course and clerkship syllabi. A copy of the syllabus must be submitted to the OME at least two weeks before the beginning of the course or clerkship. This checklist is based upon those guidelines, and was designed for your benefit in syllabus preparation only. It does not indicate a prescribed order for your syllabus, nor does this form need to be submitted to the EPC or the OME.

### **BASIC INFORMATION**

- Official course/clerkship title
- Home department (if applicable, not necessary for clerkships)
- Course/clerkship director
- Contact information for
  - Course/clerkship director
  - Core faculty
  - Core staff
- Date syllabus was prepared and by whom
- Prerequisites, as appropriate
- Required and recommended textbook(s) and other materials
- Course/clerkship website information, if applicable
- Course/clerkship requirements, including projects, assessments, preceptorships, assignments
- Grading system/criteria, including a statement about missed exams/make up exams and any other policies related to evaluation system
 

Note: For courses/clerkships with take home or group work assignments, please include guidelines or requirements describing appropriate collaboration (if any) amongst students, how many students the groups should consist of, etc.
- Daily schedule, including examinations, quizzes, other assessments and deadlines for submitting assignments (including dates; topics; and modalities, using LCME classification system provided by OME; see page 4)
- GroupWise calendar access information (see page 3)

### **GOALS & OBJECTIVES**

- Brief overview of the course/clerkship and goals
- Learning objectives information:
  - Access information (website, lecture notes or handouts, for example) and
  - Statement explaining how course objectives support the program themes that were prioritized for the course or clerkship

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### **LOGISTICS & DETAILS**

- Compliance statement about OME course evaluation system (see page 3)
- Other course-specific or clerkship-specific information and policies
  - for example, laboratories, block examination system, professionalism expectations, policy regarding absences for residency interviews, policy regarding MP3 recordings of basic science lectures, course failure policy, etc.
- Information/policies about Honors grade or other awards
- Statement that schedule/information presented in syllabus is subject to change; information about how changes will be communicated to students (email, website, etc.)
- Bad weather policies (see page 3)
- Text directing students to OME Blackboard site for other policies (please use the following):

For information on the following important School of Medicine policies and procedures, visit the Office of Medical Education's Blackboard site, available under "My Organizations" on your Blackboard homepage (<https://blackboard.louisville.edu/>).

- Mistreatment Policy
- Policies Specific to 3rd & 4th Year Students in the Clerkships
- Blackboard Usage Policy
- Instructions on accessing the class GroupWise Calendar
- Link to CoursEval

## **On-line Course and Clerkship Evaluations**

Effective July 1, 2002, the U of L School of Medicine requires all students to complete online evaluations for all required courses and clerkships. The Educational Policy Committee (EPC) has endorsed this online course evaluation process (May, 2002). The Office of Curriculum Development and Evaluation (OCDE) expects all students to submit online course and clerkship evaluations as part of the School of Medicine's program-wide evaluation system.

## **Bad Weather Policy for Regular Classes/Clerkships**

The School of Medicine follows the University's policy regarding delayed class schedule. For example, if there is a delayed opening until 10:00 a.m., first and second year classes will begin at 10:00, with those courses scheduled in that time slot. Instructors and students will need to make arrangements for making up those classes that are missed. Third and fourth year students are encouraged to follow their regular schedules, if possible.

When the University cancels classes because of severe weather, classes for the first and second year students will be cancelled. Third and fourth year students are encouraged to follow their regular schedules, if possible.

## **Bad Weather Policy for Exam Week (First/Second Year)**

When the University goes on a delayed schedule because of severe weather during one of the School of Medicine exam weeks, all exams (morning/afternoon) will be delayed by two hours.

When the University closes completely because of severe weather during one of the School of Medicine exam weeks, all exams (morning/afternoon) will be cancelled and rescheduled by the departments.

## **LCME Classification System**

Indicate the teaching method for each item on the daily schedule included on your syllabus. The LCME recognizes the following teaching methods (acceptable designations are below each bold term):

### **Lecture**

- Lecture (L)
- Clinical Correlation (CC)

### **Lab**

- Lab (Lab)

### **Small Group**

- Small Group (SG)
- Problem-Based Learning (PBL)
- Team-Based Learning (TBL)
- Preparation (Prep)
- Presentation (Pres)

### **Patient Contact**

- Simulation Center (Sim Ctr)
- Preceptorships
- Standardized Patients (SP)
- Clinical Skills Labs (SL)

### **Exam/Student Evaluation**

- Block Exam
- Quiz

### **Other**

- Discussion (Disc)
- Review (Rev)
- Structured Self-Study (S/S)
- Video
- Other (if you use this designation, provide a brief description)