

## **Appendix 6.3-2 Policy on Preclerkship Phase Schedule**

### **Policy on Preclerkship Phase Schedule**

#### **I. POLICY**

During the preclerkship curriculum, the maximum number of scheduled hours of required coursework is 28 hours per week. Out-of-class assignments are limited to 7 hours per week. Exceptions to these limits will be reviewed and approved by the Associate Dean for Medical Education.

Alterations to the balance of hours between scheduled coursework and out-of-class assignments (e.g., replacing in-class hours with out-of-class hours) must be reviewed with the Associate Dean for Medical Education for approval before implementation.

Course schedules, including the inventory of out-of-class assignments, must be submitted to the Office of Medical Education with the course instructional materials.

#### **II. PURPOSE**

An important component of managing the curriculum is planning and monitoring the scheduling and implementation of classroom-based courses. The Curriculum Committee is responsible for overseeing the arrangement of the curriculum, and establishing limits on student workload. The school must monitor student workload to assure that there is adequate time for independent studying and preparation for in-class activities.

#### **III. SCOPE**

This policy applies to:

- Course directors
- Associate Dean for Medical Education

#### **IV. POLICY AUTHOR(S)**

- Office of Medical Education

#### **V. RELATED POLICIES AND PROCEDURES**

- Policy on Medical Student Clinical and Educational Work Hours

## **VI. REFERENCES**

LCME 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 time for independent study 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; and appraisal of the credibility of information sources.

LCME 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 during clerkships.