

POLICY TITLE: <i>M1/2 Student Workload Policy</i>	APPROVAL DATE: <i>July 3, 2019</i> <i>Revised June 3, 2021</i> <i>Revised July 7, 2022</i> <i>Revised September 7, 2023</i>
RESPONSIBLE DEPARTMENT: <i>Office of Medical Education</i>	APPLIES TO: <i>M1/2 Students</i>

POLICY STATEMENT

PURPOSE

The purpose of this policy is to outline expectations for a manageable workload in order to protect student time for independent study and personal and professional wellbeing. Specifically, this policy:

1. Defines reasonable expectations for student committed time to all educational activities (both scheduled and unscheduled—see definitions below)
2. Sets the maximum average amount of time each week M1 and M2 students participate in scheduled educational activities (e.g., lectures, laboratories/dissections, panel presentations, small group activities (e.g. service learning), clinical skills, learning communities, early clinical experiences (Fundamentals of Doctoring), self-directed learning modules, career development sessions, and assessments).
3. Sets the maximum amount of time each week for required assignments that are completed outside of class time across all courses.
4. Describes how compliance with the M1/2 Student Workload Policy will be monitored.

OVERVIEW

Student workload is defined as activities that are inclusive of scheduled (e.g., lectures, laboratories/dissections, panel presentations, small group activities (e.g. service learning), clinical skills, learning communities, early clinical experiences (Fundamentals of Doctoring), self-directed learning modules, career development sessions, and assessments), and unscheduled learning activities such as independent learning/study and assignments.

For the purposes of this policy, a reasonable work week is defined as averaging 60-65 hours/week over a 2-week period. It should be noted that students have additional responsibility in pursuing extracurricular experiences such as leadership, service, and research. Two hours per week are reserved for extracurricular activities within the average workload of 60-65 hours per week.

PROCEDURE

Maximum Amount of Time Allotted For Educational Activities*

1. Scheduled activities should not exceed 25 hours per week averaged over a 2-week period inclusive of assessments across all courses.
2. Unscheduled learning activities (independent learning/study) can be calculated by multiplying lecture (does not include content integration sessions and live patient cases/panels) and laboratory/dissection activities by a factor of 2.5 to provide an estimate of total unscheduled time needed for a student to invest in learning the material (e.g., 2.5 hours of study is needed for each hour of lecture or laboratory/dissection). Independent study will be calculated by a factor of 3 for each hour of an end-of-block examination in a given week.
3. Scheduled educational activities (lectures, laboratories/dissections, panel presentations), small group activities (e.g. service learning), clinical skills, learning communities, early clinical experiences (e.g. Fundamentals of Doctoring), self-directed learning modules, career development sessions, and assessments) should occur between the hours of 8 am-5 pm. Scheduled educational activities should reflect the time it takes to complete the activity. The noon hour should be kept free of

mandatory/required events to facilitate travel time to experiential courses and learning activities. It is noted that some exceptions for Clinical Skills and Fundamentals of Doctoring may be necessary due to SIM Center, standardized patient, and/or preceptor availability.

4. During the M1 and M2 years of the curriculum, students may not be asked to complete required, outside of class time assignments requiring more than 5 hours per week on average across all courses.
5. Supplemental instructional materials that are labeled as OPTIONAL by the course director should not include any additional testable material.

Note: Exception to this policy includes extracurricular activities required by programs like the MSTP, MD/MPH, and Medical Student Scholars Program (MSSP).

MONITORING

Monitoring of Compliance to the M1/2 Student Workload Policy

1. When new features of a course are introduced at the M1/2 Curriculum Committee prior to its implementation, course directors will include in their presentation how this impacts the average number of hours per week of required activities (in and out of class) to ensure to M1/2 Curriculum Committee that all required educational activities fall within the parameters of this policy. This is done prior to the start of the new academic year.
2. Course directors will submit their course schedule to the Student Workload Advisory Group (SWAG)* for review sufficiently in advance of their course begin date (~12 weeks). The following minimum information should be submitted: event date, duration of event, event type (e.g. lecture, dissection, content integration, etc.), event name, and any related course assignments and projected due dates. SWAG will review the course schedules collectively and notify course directors of any potential workload concerns. SWAG will provide the results of their analysis and any recommendations to the course director in a timely manner that allows sufficient time for course directors to make recommended adjustments to their course schedule and submit it. Course directors will submit their final schedule to SWAG four (4) weeks prior to the course begin date in accordance with the [scheduling policy](#).
3. SWAG will maintain a database of the number of hours of scheduled activities, assignments, and estimated independent study time to monitor adherence to this policy.
4. SWAG will coordinate and monitor the scheduling of student activities and assessments to better ensure compliance with the workload policy. SWAG will conduct a total workload analysis by week and by course that will be shared with course directors who teach concurrently. Course directors will be provided reports detailing the overall workload by week. Regular updates will be provided to the M1/2 Curriculum Committee and a formal workload report will be presented twice annually.
5. Should a course director need to make a change to their course schedule that is not a 1:1 exchange of learning events (e.g. scheduled time and event type), the course director should notify SWAG. SWAG will review the request and notify the course director in writing as to whether this change is approved based on the parameters outlined in the workload policy. If the course director(s) cannot resolve workload that exceeds what is outlined in the workload policy, then the M1/2 Curriculum Committee will resolve. Any planned exceptions to the 65-hour total workload rule will need to be approved by the M1/2 Curriculum Committee.

RELATED LCME STANDARDS

6.3 Self-Directed and Life-Long Learning

8.8 Monitoring Student Time

*Definitions

Scheduled Learning Activities: Scheduled learning activities are group activities associated with a course and have a specified time on the weekly academic schedule (Leo) between 8:00 am-noon and 1:00-5:00 pm. Scheduled learning activities include lectures, laboratories/dissections, panel presentations, small group activities (e.g. service learning), clinical skills, learning communities, early clinical experiences (Fundamentals of Doctoring), self-directed learning modules, career development sessions, and assessments.

Unscheduled Learning Activities: Unscheduled learning activities are generally independent learning/study by the student to prepare for educational activities. Unscheduled learning activities also includes assignments that a student is required to complete for a course.

Independent Study: Time spent outside of scheduled activities that the student engages with course content to achieve the defined learning outcomes.

Student Workload Advisory Group: The Student Workload Advisory Group is co-chaired by the Director of Medical Education and the Assistant Dean for Student Affairs. It is comprised of staff who coordinate the scheduling of courses across the M1 and M2 years. M1 and M2 student curriculum representatives also serve on this advisory group.