

**Course Number:** Click or tap here to enter text.

**Course Title:** Click or tap here to enter text.

**Course Director:** Click or tap here to enter text.

**E-mail:** Click or tap here to enter text.

**Phone:** Click or tap here to enter text.

**Office:** Click or tap here to enter text.

**Coordinator:** Click or tap here to enter text.

**E-mail:** Click or tap here to enter text.

**Phone:** Click or tap here to enter text.

**Office:** Click or tap here to enter text.

**Course Overview/What Will I Learn from this Experience?**

**Student Learning Outcomes\***

*\*Please note that the outcomes are aligned with the Entrustable Professional Activities (EPA’s) as defined by AAMC*. For more information, see <https://www.aamc.org/system/files/c/2/484778-epa13toolkit.pdf>

**How is this Course Structured?**

**Course Resources**

Click or tap here to enter text.

**Methods of Instruction**

[ ]  Case Based Instruction/Learning [ ]  Clinical Experience – Ambulatory [ ]  Clinical Experience – Inpatient

[ ]  Concept Mapping [ ]  Conference [ ]  Demonstration

[ ]  Discussion, Large Grp (>12) [ ]  Discussion, Small Grp (<12) [ ]  Games

[ ]  Independent Learning [ ]  Journal Club [ ]  Laboratory

[ ]  Lecture [ ]  Mentorship [ ]  Patient Presentation – Faculty

[ ]  Patient Presentation – Learner [ ]  Peer Teaching [ ]  Preceptorship

[ ]  Problem-Based Learning (PBL) [ ]  Reflection [ ]  Research

[ ]  Role Play/Dramatization [ ]  Self-Directed Learning [ ]  Service Learning Activity

[ ]  Simulation [ ]  Team-Based Learning (TBL) [ ]  Team-Building

[ ]  Tutorial [ ]  Ward Rounds [ ]  Workshop

**Evaluation Methods/Exams/Assignments**

**Assessments and Associated Percentage of Final Grade**

Click or tap here to enter text.

**Description of Assessments**

Click or tap here to enter text.

**Required/Optional Readings**

Click or tap here to enter text.

**How this Course Fits with Other Courses**

Click or tap here to enter text.

**Course Grading Scale**

|  |  |
| --- | --- |
| **Grade** | **Percentage** |
| Pass | **70% or higher average on all graded activities and assessments AND attendance and participation in all mandatory course activities** |
| Fail | **<70%** |

**Session Recording Policy**

* Students are responsible for the material presented in all didactic activities. Every reasonable effort will be made to record all educational activities occurring in the lecture halls, and provide these recordings to students via the learning management system (LEO). There will be some sessions that are intentionally not recorded; in these cases, students will be given notice well in advance of such sessions that the only opportunity to view such activity will be to attend the live session.
* Despite our best efforts, students should realize that, due to unforeseen circumstances, the recording may not be sufficient to duplicate the events that occur in the lecture hall. For example, some demonstrations may take place that unexpectedly cannot be recorded due to the permanent location of the camera. In addition, some sessions that are intended to be recorded may not be recorded due to a technical glitch. In these cases, students are still responsible for the material presented in these sessions, i.e., material presented in these sessions can be tested/assessed.

**Final Course Schedules and Mandatory Events**

* Course schedules will be published in LEO four weeks prior to the start date of the course.
* All mandatory events listed in LEO will be indicated with the “mandatory event” icon.
* Mandatory events will not be added to the course schedule after the start of the course. In addition, the course syllabus will have a listing of all mandatory events.
* If it is necessary to move the time and date of a mandatory event due to a conflict with the availability of a presenter or a patient, the course director will communicate this change to the class via email.
* If a mandatory event is rescheduled and a student previously made plans to be away from school at that time, the student will not be penalized for missing the mandatory event. The student will submit the associated paperwork for an MSSF and the course director will work with the student to formulate an equitable make-up session for the missed mandatory activity.

See *Attendance and Absences Policy, Medical Student Handbook*.

**Students Being Doubled Booked for Events**

* The College of Medicine cannot require a student to take make-up exams, Epic training, get flu shots or any other activity during the time that didactic sessions are scheduled. If a student has to reschedule an educational activity (missed exams, Epic training, LPCC, etc.) they may elect to do so when didactic sessions are scheduled as long as they do not miss a mandatory course activity.

**Attendance**

* Attendance is required at all learning sessions which involve team/small group based activities (e.g., team-based learning, pharmacology small group sessions, dissection laboratories, laboratories, peer teaching, Learning Communities) and all sessions related to the Interprofessional Experience, the Longitudinal Primary Care Course, Clinical Skills, and the Community Health and Service Learning modules of Physician & Society.
* Attendance is also required for any session that has a patient as a presenter or has a panel of presenters that have been assembled for the session. These sessions will be listed as required on the course schedule. These sessions will not be recorded. Material covered in the sessions will be testable. Laptops / iPads / tablets must be turned off during these sessions so that the focus is on the patients and guest presenters. Note-taking can be done on paper. Professional dress casual, without white coats, will be required for these sessions. Professional dress causal includes: e.g., men: khakis (no shorts), dress shirt, polo shirts (tie not required); e.g., women: dress, dress shirt/pants, skirt.
* An excused absence for medical reasons of more than one day needs written verification from a physician attached to the Medical Student Status Form (MSSF). An excused absence for nonmedical reasons must be approved via the MSSF in advance of the session to be missed. An unexcused absence will result in recording a professionalism lapse and a loss of credit for any graded activity. Students should first submit their request for a planned absence to the course/block director using the online MSSF and e-mail to the course director. All planned/excused absences for any reason should be documented on the MSSF).
* If a student experiences an unplanned absence from required activities, he/she must notify the Registrar of the COM either in person, by telephone, or by email PRIOR TO the start of the required activity. If the student is part of a team (team teaching, dissection, etc.) it is the student’s professional responsibility to also notify the team members.
* The course director should be contacted to schedule when missed assignments should be completed. Within 48 hours of return to coursework the student must contact the Office of Medical Education (OME) to schedule make-up examinations.
* Religious accommodations are preapproved by the Associate Dean for Student Affairs by the spring of the previous academic year. Students will be informed as to when requests are due to Student Affairs and what details are required to evaluate the request. Students will be informed of the determinations made prior to beginning the course.
* The following items are explained in detail in the Medical Student Handbook:
	+ Excused/unexcused/unplanned absence, religious holidays, jury duty, and make-up work.

See *Attendance and Absences Policy – M1/2, Medical Student Handbook*.

*(****Course Specific Policy****)*

**Late/Missed Assignments**

* Course directors will post assignments, all associated materials, and assignment due dates in LEO and by the start of the course. This information will also be included in the course syllabus.
* Course assignments that are submitted late and are unexcused will receive a grade of zero.
* In the event of a missed assignment resulting from an MSSF documented issue, Dr. Steve Baxter will adjudicate whether the missed assignment is excused and can still be submitted for credit.
* It is the student’s responsibility to confirm submission of assignments uploaded to LEO/Blackboard.
* In the event of IT issues affecting uploading of documents to LEO/Blackboard, course/Course directors will notify students of the issues and either extend deadlines for uploading and/or suggest other ways of submitting assignments

See *Attendance and Absences Policy, Medical Student Handbook*.

**Policy for Determining the Final Course Grade and Policy for Remediation of Missed Mandatory Course Activities**

The minimum requirement for a grade of pass consists of the following:

1. The average of all graded activities and assessments must be 70% or above – there is no rounding of grades.
2. You must attend and participate in all activities indicated as “mandatory”.
3. You must be awarded a “P” (pass) on any required pass/fail component.

It is important to note that even if your average of all graded activities and assessments is 70% or above but you do not fulfill your obligations concerning #2 or 3 above, you will receive an INCOMPLETE for the course until missed mandatory activities are remediated.

An excused absence from a mandatory course activity does not eradicate the requirement to complete this activity before a final course grade can be assigned. The nature and scheduling of any remediation for missed mandatory course activity is at the discretion of the course director.

See ‘Grading System Policy’ can be found in the *Grading System Policy, Medical Student Handbook.*

**Transportation Expectation**

This course requires students to travel to either a respective preceptor’s office location, an interprofessional clinical site or community service-learning partner. Thus, all students must have a form of reliable transportation. Every effort is made to reduce the amount of driving for students, but some preceptors are located outside Hamilton County.

**Inclement Weather Policy**

The College of Medicine does not follow the University policy for closure due to inclement weather.

Cancellation of UCCOM events and activities will be guided in part, but not exclusively, by the emergency declarations by the Hamilton County Sheriff’s office. The final determination of weather-related cancellations will be made by the College of Medicine. See *Inclement Weather Policy, Medical Student Handbook*.

**Student Evaluation of the Course**

The Office of Medical Education requires that all medical students complete end of course evaluations. Providing constructive curricular program feedback is a student’s professional responsibility and is essential for continuous quality improvement of the medical school curriculum.

**Procedure:**

1. Students will receive an e‐mail informing them that an evaluation is available and the date for completion. Students will have two weeks to complete the evaluation. One email reminder will be sent the day before the evaluation is due.
2. M1 and M2 end of course and lecture (pre-clinical faculty) evaluations are mandatory. 30% of the class will be randomly selected to complete each mandatory evaluation. Each student will complete no more than 20 mandatory evaluations per year. Please note students will only receive emails for those mandatory evaluations they have been selected to complete**.**
3. An M1/M2 student who fails to complete three mandatory evaluation will be placed on the appropriate PAC agenda for discussion. A student may receive a Formative Feedback Form from the PAC for not fulfilling these requirements.

See *Required Course Evaluation Policy, Medical Student Handbook.*

**Grade Appeal**

 Should a student have cause to request a review of a final grade of ‘F’ (Failure) that appears on the transcript, the formal grade appeals procedure may be undertaken once final grades are issued. The formal request must be submitted by the student within five business days following the notification of the grade. The only exception to the 5-day rule is if a failing grade was received and the failing grade will lead to a mandatory Leave of Absence; in this case the appeal must occur within 48 hours of posting of the grade. A student cannot appeal a grade received for a remediation course. The procedures for formal and informal grade appeals can be found in the *Grade Appeal Process, Medical Student Handbook.*

**Wellness/Self-Care**

Student Affairs and the Center for Integrative Health & Wellness offers a number of programs on stress reduction. See http://med.uc.edu/academicsupport and https://med.uc.edu/integrative/education/medicalstudents

**Dress Code**

Course directors will indicate the attire expected of students (e.g. professional dress casual, White Coats) in the event description on LEO. Students should follow the indicated attire on Leo for the course regardless of whether the event is held in-person or virtually. Professional dress casual includes dress pants or khakis (no shorts), dresses, skirts, dress shirts, or polo shirts. Ties are not required. Note that any in-person events will require that students wear a mask that covers the mouth and nose consistent with UCCOM and UC Health policy until further notice.

Students should refer to the full M1/2 Dress Code Policy located in the Student Handbook for further details. <https://med2.uc.edu/med-ed/student-handbook-policy-portal>

**Special Needs and Accommodations**

 In compliance with the American with Disabilities Act and Section 504 of the Rehabilitation Act of 1973, the UCCOM grants reasonable and appropriate accommodations to medical students with documented disabilities. All reasonable requests will be considered. A request for academic accommodations eligibility is submitted to the [Office of Accessibility Resources](https://www.uc.edu/aess/disability.html). The assistant dean in the Office of Student Affairs is the liaison for that office and can assist you in the process of applying. Documentation requirements, approval and notification processes are outlined in the Disabilities Policy, student handbook (Disabilities: Student Policies and Procedures, Medical Student Handbook). Step-by-step instructions for initiating a request can be found on MedOneStop, academic support tab, Support Services, Request for Accommodations-Disability.

For more information, consult the *Disabilities: Student Policies and Procedures, Medical Student Handbook*

**Professionalism**

As representatives of the healthcare team, our expectation is that you respect and uphold the professional behaviors expected of a physician in terms of how you conduct yourself with patients, peers, staff, and faculty. Professional commendations and lapses will be noted on the formative feedback form submitted to the Office of Student Affairs and the PAC.

For more information, consult the *Medical Student Honor Code, Medical Student Handbook.*

**Health Insurance Portability and Accessibility Act (HIPAA)**

COM holds patient confidentiality and privacy to the highest standards. If you have any questions about HIPAA, direct them to your Course Director.

Remember: You are not permitted to check your personal medical record, a family member, friend, or someone for whom you are not directly involved in their care. EPIC Security audits user access and quarterly reports are sent to Dr. Philip Diller, Senior Associate Dean for Educational Affairs for follow-up.

**Electronic Communications**

The University of Cincinnati issues an email account to all registered students at no cost. The UC email account is the official means of communication between students, faculty and administration and all COM activities should only be conducted using University or affiliate email accounts. The COM IT Policies can be found at <http://www.uc.edu/infosec.html>.

**Mistreatment and Harassment Policy**

The UCCOM is committed to providing a positive learning environment that promotes the acquisition of the knowledge, skills, and attitudes commensurate with being an exemplary physician. In order to achieve this goal, the COM has established standards of behaviors that are based upon mutual respect of all individuals in the learning process. No form of student harassment or abuse is acceptable.

For more information, consult the *Mistreatment and Harassment Policy Medical Student Handbook.*

For a full overview of all UCCOM policies, you can access the ***Medical******Student Handbook*** at

<https://med2.uc.edu/med-ed/student-handbook>

**APPENDIX I: Sample Schedule**

INSERT SAMPLE COURSE SCHEDULE HERE