



POLICY TITLE: <i>M1/2 Student Workload Policy</i>	APPROVAL DATE: <i>July 3, 2019</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 in order to protect student time for independent and self-directed learning. Specifically, this policy details:

1. The maximum amount of time each week M1 and M2 students participate in required educational activities (e.g., classroom, laboratory, clinical skills, learning communities, small group, clinical sites).
2. The maximum amount of time each week that may be assigned to required activities that are completed outside of class time.
3. How compliance with the M1/2 Student Workload Policy will be monitored.

OVERVIEW

Maximum Amount of Time Allotted For Required Educational Activities*

1. In the first two years of the curriculum, students may not be asked to participate in more than seven half-days (28 hours) per week of required, structured, educational experiences (classroom, laboratory, clinical skills, small group, learning communities, clinical sites) on average, excluding assessments.
2. During the first two 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.

Note: Exception to this is First Responder which runs the first two weeks of the M1 year. Due to the nature of the educational sessions, students need to be present on most afternoons for the clinical skills session. However, the overall workload burden is not thought to be excessive.

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 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 report on (1) the frequency of self-directed learning sessions in their course, (2) the average number of scheduled class hours per week, and (3) the number of hours of assigned required activities that are completed outside of scheduled class time in the course report to the curriculum committee. The review of the course report will subsequently be reviewed by the Educational Program Committee.
3. Adherence to this policy is assessed at the end of each course via a specific question on the end-of-course evaluation. Student responses are reviewed and violations of this policy noted. Course directors must institute changes to address the issue and report back to the M1/2 Curriculum Committee on how they responded and the results of that response.
4. The M1/2 Coordinators Workgroup will coordinate and monitor the scheduling of student activities and exams to better ensure compliance with the workload policy. Updates will be provided to the M1/2 Curriculum Committee.

RELATED LCME STANDARDS

6.3 Self-Directed and Life-Long Learning

*Definitions:

Curriculum Half-Day: A curriculum half-day consists of four hours between the hours of 8:00 am-noon and 1:00-5:00 pm.

Workload Contact Hour: A workload contact hour represents 60 minutes of scheduled instruction. A workload contact hour will apply to any online learning activity that is used in place of scheduled in-class instruction and any learning activity that constitutes a course requirement, or assigned to students in preparation for a scheduled session.

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, small group discussions, clinical skills, learning communities, clinical site (LPCC and IPEX), and assessments.

Unscheduled Learning Activities: Unscheduled learning activities are generally individual encounters that include asynchronous online learning, viewing a pre-recorded lecture or video for flipped classroom sessions, protected time for completion of service learning activities, Gross Anatomy prosection assignments, and any other required learning activity that is not described above as a scheduled learning activity. These unscheduled activities should be noted with a placeholder in the academic schedule (Leo).