



Policy Title: Policy on Preclerkship Phase Workload

Date of Review/Revision/Approval: June 2024

Review Cycle: 4 years

Body Responsible for Review/Revision/Approval: Preclerkship Course Director Committee; Curriculum Steering Committee

Responsible Dean: Associate Dean for Undergraduate Medical Education

**Relevant LCME Element:
(if applicable)** 8.8

Policy Statement/Purpose:

The preclerkship curriculum includes scheduled class sessions (contact hours) for content delivery, knowledge application, peer interaction, and clinical skills acquisition. The course and curriculum directors ensure there is adequate unscheduled time for students' study and class preparation and consider this when developing the schedule for each semester of the preclerkship phase.

Policy Guidelines:

Scheduled contact hours are limited to 23 hours or less per week on average over the course of each semester in years 1 and 2. This includes scheduled lectures, laboratory sessions, small group sessions, Team Based Learning sessions, skills labs, and physical diagnosis sessions. The estimated number of additional hours that students spend in their clinical activities (longitudinal selective and hospital rounds) in the second year is 1.5 hours per week over the course of the second year curriculum. The Curriculum Renewal Committee works with preclerkship course directors to ensure a maximum of 25 hours in a single week, which a student may only exceed for clinical experiences.

Class materials that are labeled as "self-study" are included in the count for contact hours. In addition to the contact hours listed in the schedule, course directors estimate that students should

spend 0.5 to 1 additional hour preparing for small groups, TBLs and workshops, and clinical skills sessions. These additional estimations are included in the calculation for average weekly student workload. Sessions that are added by course directors strictly for additional review of content are not included in the calculation.

The Curriculum Renewal Committee monitors overall student workload as part of its preclerkship phase review. The Course Evaluation Committee includes the number of contact hours for courses in its periodic review as well. Course directors must present any major proposed changes in contact hours to the Curriculum Renewal Committee for review and approval prior to implementation. The Curriculum Renewal Committee considers the justification for proposed changes with respect to meeting specific curricular needs.