



# QUILLEN COLLEGE of MEDICINE

EAST TENNESSEE STATE UNIVERSITY

## Policy Name/Number: Pre-Clerkship Medical Student Scheduled Time and Workload / MSEC-1112-9

**Policy Owner:** Kenneth Olive, MD / EAD and MSEC Chair (2008-2013); Ramsey McGowen, PhD / MSEC Chair (2013-2019); Ivy Click, EdD / MSEC Chair (2020-)

**Committees, Departments, or Individuals Responsible for Implementation:** : M1/M2 Course Directors

**Original Approval Date/ By:** 11/13/2012 / MSEC

**Effective Date:** 4/16/2024

**Most Recent Revision Date:** 4/16/2024

**Policy Advisory Committee Review Date:** 4/16/2024

**Date of Next Review:** 4/16/2027

*(All policies are reviewed by the Policy Advisory Committee every 3 years unless circumstances for an earlier review is identified.)*

### (A) Policy Statement:

Student workload includes the amount of scheduled educational events delineated in the class calendar (including both instruction and assessment), the anticipated amount of time (as determined by faculty) to complete required pre-session preparatory material, and time for independent study (including self-directed learning activities). A typical school week in the pre-clerkship phase of the curriculum should not exceed 24 hours of scheduled time and should include three to four blocks (half-days) of unscheduled time to ensure adequate time for independent and self-directed learning, averaged over the semester. Exceptions may be made for COM approved learning activities.

### (B) Purpose of Policy:

The purpose of this policy is to protect and maximize student learning time and opportunities for unstructured, independent, and self-directed learning within the formal / structured curriculum. Required curricular activities are not to conflict with, nor overlap with, structured curricular time nor the independent and self-directed learning blocks. This policy pertains to the LCME requirements of Element 6.3 (Self-Directed and Life-Long Learning) and Element 8.8 (Monitoring Student Time).

### (C) Scope of Policy (applies to):

This policy applies to all scheduled instruction and assessment and to required pre-class preparatory assignments in pre-clerkship curriculum activities.

### (D) Policy Activities:

1. The Medical Student Education Committee (MSEC) is responsible for establishing guidelines for academic workload, monitoring compliance, and reporting on academic workload.
2. The Academic Calendar establishes the first and last day of classes, number of weeks, breaks and holidays. There will be no classes or other required activities scheduled on official university holidays. However, if due to inclement weather classes are missed, make-up sessions may be required and scheduled on Saturdays and/or delivered through use of the learning management system.
3. Required pre-clerkship educational activities will typically be scheduled Monday to Friday, 8:00AM-5:00PM. Exceptions may be approved on a limited basis by curriculum leadership.
4. The average pre-clerkship scheduled time for educational activities should not exceed 24 hours per week. The estimated amount of time to complete required preparatory materials for class should not exceed the scheduled in-class time (i.e., no more than 24 hours of required preparatory work for 24 hours of scheduled in-class educational activities). Refer to the attached *Preparatory Materials Guidelines* for more information.
5. During a typical school week (Monday to Friday, 8:00AM-5:00PM), there should be three to four blocks (half-

days) on average of unscheduled time for independent study and self-directed learning.

6. Course Directors will submit schedules to the Office of Academic Affairs for approval and will supervise the amount of required materials assigned to students to prepare for class. Curriculum leadership will oversee academic workload across course elements to ensure adherence to this policy.
7. Academic workload will be monitored by MSEC and its sub-committees through annual course review, phase review, and comprehensive review cycles.