



Policy Title: Academic Workload for Pre-Clerkship Courses Policy

Policy Number: CU.06.01.170530

Applies to: All medical students enrolled in the WSU Elson S. Floyd College of Medicine

Date: 2/7/2020

1.0 Policy Statement: It is the policy of the Elson S. Floyd College of Medicine to ensure that the medical curriculum includes regularly scheduled class time and unscheduled time for self-directed learning experiences and independent learning activities.

2.0 Definitions:

Regularly scheduled learning activities: Scheduled educational activities in formal educational settings (aka: “contact hours”).

Unscheduled time (independent learning activities and self-directed learning): Time available for the student to engage in:

2.0.1 *Independent learning:* Instructor-/ or mentor-guided learning activities to be performed by the learner outside of formal educational settings (classroom, lab, clinic); Dedicated time on learner schedules to prepare for specific learning activities¹.

2.0.2 *Self-directed learning:* Learners taking the initiative for their own learning: diagnosing needs, formulating goals, identifying resources, implementing appropriate activities, and evaluating outcomes¹.

3.0 Responsibility:

Associate Dean of Curriculum

4.0 Procedures

The policy ensures the Curriculum Committee will monitor students’ schedules and academic workload through ongoing programmatic reviews to ensure:

- Average of 21 hours of *regularly scheduled learning activities* in formal educational settings per week over the course of an academic year to include but not be limited to: Large group interactive learning, Case-based learning, Small group learning, Laboratory, Simulation learning, Preceptorships, Inter-professional learning activities, and Community-based activities. Clinical Campus weeks and Assessment weeks are not included in calculating the average hours in a typical week.

¹ MedBiquitous Curriculum Inventory Working Group Standardized Vocabulary Subcommittee. (2012). *Curriculum Inventory standardized instructional and assessment methods and resource types* (September 2012 version). Washington, DC: Association of American Medical Colleges.

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- Maximum average of 8 hours per week in *independent learning* as required activities outside of formal educational settings to include: required assigned readings, online modules, completion of assignments, and other required activities
- Monitoring of this policy is by regular course operations meetings of course and component directors, with ongoing summary or workload hours maintained by the Curriculum Office. In the event of workload hour violations, the course director shall report to the Curriculum Committee and works with the curriculum office staff and Associate Dean for Curriculum to achieve immediate resolution and compliance with this policy.

5.0 Related Polices

N/A

6.0 Key Search Words

Academic study, in-class time, out-of-class time, self-directed study, unscheduled time, workload, independent learning, required preparation

7.0 Revision History

Original Approval	Policy number	Revision Date Approval
3/16/2017	CU.06.01.170316	5/30/2017
5/30/2017	CU.06.01.170517	6/21/2018
		2/07/2020

Responsible Office: Associate Dean of Curriculum

Policy Contact: Curriculum Committee Chair

Supersedes: CU.06.01.170517 approved on 6/21/2018