

# Policy on Student Workload Hours for Preclinical Coursework

The UMKC School of Medicine strives to create an optimum environment that facilitates medical student learning. This policy was developed to balance student workload between scheduled pre-clinical responsibilities, classroom learning in a variety of formats, independent learning, and time for attention to personal health and well-being.

**Objective:** Faculty responsible for preclinical coursework must be committed to promoting student well-being and to providing a supportive educational environment.

## LCME Standard - Element 8.8 Monitoring Student Workload

The UMKC Council on Curriculum is responsible for the medical curriculum and the program's administration and leadership to ensure the development and implementation of effective policies and procedures regarding the amount of time medical students spend in required activities, including the total number of hours medical students are required to spend in educational activities during their preclinical coursework.

## SCOPE & APPLICABILITY

- This policy applies to all students pursuing the M.D. degree, whether they are in the combined Baccalaureate/Medical Degree program or the Medical Degree program. The preclinical curriculum covered by this policy includes all medical degree courses and cross-listed courses that are required for the medical degree at UMKC.

## DEFINITIONS

- **Contact Hour:** A contact hour is defined as 50 minutes in United States Department of Education guidelines as well as the University of Missouri system guidelines. A contact hour will apply to any eLearning activity that is used in place of the scheduled in-class instruction. This unit of measure also includes any homework, and activities that are assigned to students in preparation for the course.
- **Scheduled learning activities:** Scheduled learning activities may include lectures, laboratories, small-group discussions, student presentations, examinations, and any other required instruction that occurs at a time specified in a course syllabus.
- **Asynchronous learning activities:** Asynchronous learning activities count toward hours of instruction, but are completed according to a student's own schedule. An example would be the viewing a pre-recorded lecture or video, completing homework assignments, and preparing presentations.

- **Self-Directed learning activities:** Self-Directed learning activities include time spent studying and reading, completing assigned readings and attending optional review sessions not formally scheduled in a course syllabus or schedule. Students are expected to meet these time requirements outside of scheduled hours. For an activity to be defined self-directed it must include the following:
  - Identify, analyze, and synthesize information relevant to their learning needs
  - Assess the credibility of information sources
  - Share the information with their peers and supervisors
  - Receive feedback on their information-seeking skills

## **WORKLOAD TARGETS**

- In a typical week of the preclinical medical coursework, the amount of time spent in required, scheduled instruction (including asynchronous learning activities) and assessments should not exceed 25 hours. Students should expect to spend another 15 hours in a typical week for self-directed learning activities.
- These are guidelines for scheduled time in required courses. Time for study, review and reading represent additional time spent in preparation for classwork and assessments. Students enrolled in a professional program should be prepared for a 60-hour work week.

## **RESPONSIBILITY**

- Course directors must comply with the policy in creating scheduled student activities
- Office of Assessment and Quality Improvement will track and monitor compliance
- Council on Curriculum will conduct regular review of preclinical courses

### **Policy Administration**

**Responsible for policy:** Council on Curriculum

**Responsible for tracking:** CQI committee

**Authorized by:** Council on Curriculum

**Date created:** 12/01/16

**Date Reviewed:** 5/08/17

**Date Final:** 6/2/17