



# Elson S. Floyd College of Medicine

WASHINGTON STATE UNIVERSITY

Policy Title: Academic Workload for Pre-Clerkship Courses Policy

Policy Number: CU.06.01.170530

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

Date: 5/30/2017 Procedures updated on 2/12/2018

**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 study.

**2.0 Definitions:**

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

*Unscheduled time:* Time available for the student to prepare for specific learning activities and engage in self-directed learning and independent study.

*Required activities outside of regularly scheduled class time:* Instructor/Mentor – guided activities that are deemed necessary and helpful for student learning.

**3.0 Responsibilities**

Associate Dean of Curriculum  
ESFCOM Curriculum Committee  
Course Directors

**4.0 Procedures**

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

- Average of 25 scheduled hours of learning activities in formal educational settings per week over the course of an academic year to include: Interactive Learning, Case-based Instruction, Team-based/Small Group Learning, Laboratory, Preceptorships, Inter-professional activities, and Community-based Selectives. Clinical Intersession and Assessment weeks are not included in calculating the average hours in a typical week.
- Maximum average per week of 4 hours for required activities outside of formal educational setting to include: required assigned readings, online modules and other required preparation for academic activities.
- Monitoring of this policy is by 1) student end of course evaluation and 2) by course director’s reports to the Curriculum Committee and 3) regular course operations meetings of course and component directors, with ongoing summary or workload hours maintained by the Curriculum Office.

# Academic Workload for Pre-Clinical Courses Policy 5/30/2017

Violations of the Academic Workload policy are monitored by the Curriculum Committee, and an immediate resolution to achieve compliance will be designed and reported to the Associate Dean of Curriculum.

## 5.0 Related Polices

N/A

## 6.0 Key Search Words

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| Academic study, in-class time, out-of-class time, self-directed study, unscheduled time, workload |
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## 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              |

**Responsible Office:** Associate Dean of Curriculum

**Policy Contact:** Curriculum Committee Chair

**Supersedes:** Policy Approved on 3/16/2017