

**Policy Title: Pre-Clerkship Medical Student Workload Policy**

**Approved By: WR2**

**Date Approved: 7/25/2023**

**Revision History:**

**Review Period:**

**Responsible Office or Committee: WR2**

**LCME Affiliated Elements: 8.8**

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**Policy Statement:**

This policy establishes guidelines and expectations for managing the workload of pre-clerkship medical students. It ensures that the workload is reasonable, promotes student well-being, and allows for effective learning while achieving the education program objectives of the School of Medicine

**Purpose of Policy:**

*The policy aims to ensure that the workload assigned to student is reasonable, supports their well-being, facilitates effective learning, and aligns with the educational objectives of the School of Medicine.*

**Scope of Policy:**

*This policy applies to students that are enrolled in the School of Medicine.*

**Policy:**

**Workload Limits:** Required assignments for students to prepare, participate, and assess must take into account the fact that fatigue impairs learning. Students need to have flexible time to take advantage of self-directed opportunities to learn. Scheduled time in the curriculum shall not exceed the approved weekly templates for the University and College Programs without approval from the Western Reserve<sup>2</sup> Curriculum Committee (UP)/Curriculum Steering Council (CP) or, from the Associate Deans for Curriculum in time sensitive situations where approval from the curriculum subcommittees is not possible. On average, students will not be expected to spend more than 25 hours per week in formal educational instruction.

**Preparatory Time:** Faculty should adhere to the guideline of approximately 1 hour of preparatory time per 1 hour of in-seat time for all classroom (in-person or remote) sessions (e.g., lectures, seminars, TBL, active learning in teams, interactive large group sessions, laboratories, etc.) with the exception of PBL/IQ. Students are not expected to prepare for Day 1 of a PBL case(s) but are expected to spend approximately 12 hours per week in self-directed learning for

the PBL cases and completing required weekly formative knowledge assessments (multiple choice and essay-type questions). Preparation for clinical activities is not expected to take more than 30 mins per hour of time in session.

**Sample Pre-Clerkship Year 1 Workload Calculations- University Program**

Session Type	Time in-seat (h)	Preparatory Time (h)	Total Time (h)/Week
Case Inquiry (IQ) PBL	6	12	18
Lecture/TBL/Active Learning	6	6	12
Foundations of Clinical Medicine Seminars	2	2	4
Structure (Gross Anatomy, Radiology, Living Anatomy or Histopathology)	2	2	4
Research & Scholarship	2	2	4
Clinical Skills	4	2	6
Collaborative Practice	2	2	4
Formative Weekly Assessments (SEQs)	0	2	2
Totally Time for Educational Sessions and Required Preparation			54 (includes 14 hours of SDL time for PBL and formative assessments)

Abbreviations: SEQ=Synthesis Essay Question

**Sample Pre-Clerkship Year 1 Workload Calculations – College Program**

Session Type	Time in-seat (h)	Preparatory Time (h)	Total Time (h)/Week
PBL	6	6	12
Seminars	6	6	12
Anatomy Lab	2	2	4
Art & Practice of Medicine	2	2	4
Advanced Research in Medicine	1	1	2
Clinical Skills	4	2	6
Collaborative Practice	2	2	4
Formative Assessments (Required out-of-classroom activity) - SAQs and CAPPs	0	6	6
Total Time for Educational Sessions and Required Preparation			50 (includes 12 hours of SDL time for PBL and formative assessments)

Abbreviations: SAQ= Self-Assessment Questions (multiple choice), CAPP= Concept Appraisal (essays)

**Course Scheduling:** The programs will provide a comprehensive course schedules well in advance within the learning management systems, allowing students to plan their study and personal time effectively.

**Workload Assessment:** The Curriculum Monitoring Committee assures adherence to the Preclerkship Medical Student Workload Policy during phase reviews. This assessment will include an evaluation of curriculum contact hours, expected preparatory time for class sessions, and time expectations for self-directed learning.

**Prioritization of Activities:** Required educational activities for the MD degree must take precedence over all social, supplemental, and service activities.

Any concerns that students have regarding workload should be directed to the respective program's associate dean for curriculum and/or reported on end of course evaluations.