Policy Title: Required Activities and Out-of-Class Work Policy for M-1/M-2 Curriculum

Policy Number (relate to LCME Element as applicable)**:** UCF COM Policy 6.3.1

Applies to: All medical students in required pre-clerkship modules at the University of Central Florida College of Medicine (UCF COM).

Date: 9/16/2016

1.0 Purpose:

To ensure that students have sufficient protected time to engage in independent learning including the conduct of their FIRE research project. This is of particular concern in the context of increasing use of "flipped classroom" events[1] in which students are directed to learn material in their own time prior to a scheduled classroom lesson. This policy This policy relates to LCME Element 6.3.

2.0 Policy Statement:

Faculty may schedule a maximum of 24 hours per week of in-class contact time per student. There is 16 hours per week of "Flex Time" intended for student independent work that also includes FIRE research and clinical preceptorships (Community of Practice) spaced throughout the year.

3.0 Definitions:

Assigned reading is that which *must* be done by students in preparation for a classroom experience (e.g., for a Team-Based Learning class).

Recommended study resources are suggestions from faculty to help students with their regular study and review; students may opt to use other resources at their own discretion.

Self-learning modules (SLMs) are web-based learning activities designed for students to do on their own. In most cases these replace material that would otherwise be taught in a lecture and function as *assigned reading* though in some cases SLMs may serve as a *recommended* study resource.

4.0 Responsibilities:

The assistant dean for medical education and module directors are responsible for adherence to this policy.

5.0 Monitoring/Procedures:

1. Faculty may *assign* tasks not estimated to exceed six additional hours per week outside of formal class time.
2. A reading time of five min per standard textbook page may be used to estimate the assigned reading load; discretion should be used recognizing variation in student reading times and complexity of material[2].
3. Assigned SLMs should be included in the formal classroom schedule wherever possible or otherwise included in the six hour weekly allocation for *assigned* tasks. At a minimum, the run-time of narrated SLMs or one min per slide for SLMs that are not narrated should be used to estimate the length of the assignment.

4. Reading materials, SLMs or other resources that function as *recommended* resources should be clearly labeled as recommended and do not need scheduled calendar time. These resources should be listed in the course calendar.
5. Rare exceptions to these guidelines may be sanctioned by the assistant dean for medical education but will not exceed an average of six hours per week during the academic year.

Monitoring: The assistant dean for medical education, in conjunction with the appropriate module director, are responsible for module adherence to this policy. The effectiveness of the policy is judged through student end of modules and end of year surveys.

6.0 Related Policies:

None

7.0 Key Search Words:

Out-of-class work policy	Workload	Self-directed learning
Life-long learning		

8.0 Revision History:

Version	**Date Approved**	**Modifications**
V1	10/21/2016	Original

9.0 References:

1. Khanova J *et al.*, Student experiences across multiple flipped courses in a single curriculum. Med Educ 2015; 49: 1038-1048
2. Klatt EC & Klatt CA. How much is too much reading for medical students? Assigned reading and reading rates at one medical school. Acad Med 2011; 86: 1079-1083

Responsible Office: Associate Dean, Faculty and Academic Affairs

Policy Contact: Assistant Dean, Medical Education (M1/M2)

Supersedes: None