

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) starting with Class of 2028 and on.

Date: 6/20/2025

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” events¹ in which students are directed to learn material in their own time prior to a scheduled classroom lesson. This policy relates to LCME Element 6.3.

2.0 Policy Statement:

Faculty may schedule a maximum of 24 hours per week of new content (in-class contact time and asynchronous material) per student. There is an additional 8 hours per week for work on assigned deliverables assigned by the courses. This includes work on the 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.

4.0 Responsibilities:

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

5.0 Monitoring/Procedures:

1. A reading time will be determined based on the criteria below based on the format. It will estimate the assigned reading load but discretion should be used recognizing variation in student reading times and complexity of material².
 - a Five min per standard textbook page
 - b Electronic textbooks that do not include page numbers, will use a reading time of 120 words/min
 - c ScholarRx Bricks will use the run time for the audio.
 - i If a Brick does not include an audio time, then it will use the above criteria for an electronic textbook, 120 words/min.

2. Assigned pre-recorded lectures and SLMs will use the run-time of narrated SLMs or one min per slide for SLMs that are not narrated to estimate the length of the assignment. Additional time will be added for embedded questions at 1.5 minutes per item.
3. 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.
4. Rare exceptions to these guidelines may be sanctioned by the assistant dean for medical education.

Monitoring: The assistant dean for medical education, in conjunction with the appropriate course director and co-directors, are responsible for course adherence to this policy. The effectiveness of the policy is judged through student end of course 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
V2	By CCom on 7/19/2024	Updates for New Curriculum
V3	By CCom on 06/20/2025	Updates for Scholar Rx Bricks

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, Academic Affairs

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

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