

**SUBJECT: Pre-Clerkship Scheduled Time Policy**

I. PURPOSE AND SCOPE

- A. To ensure that students have sufficient unscheduled time in their regular weekly schedule to complete independent learning and self-study required of them for participation and success in the pre-clerkship portion of the curriculum.
- B. To ensure the UH College of Medicine complies with the Liaison Committee on Medical Education (LCME) standards for the medical education program, including LCME Standard 6.3.

II. BACKGROUND

Student learning within medical education programs should include protected or unscheduled time for students to complete independent learning and self-study.

III. POLICY

- A. The maximum amount of in-class scheduled activity should not exceed 24 hours/week.
- B. Students shall have three (3) half-days per week (or the equivalent) of unscheduled time that may be used for self-directed learning and independent study. during each week of pre-clerkship portion of the curriculum.
- C. Course directors or faculty members who would like to schedule required activities during otherwise unscheduled time must present a proposal to Pre- Clerkship Subcommittee followed by the Curriculum Committee for approval. The request will be judged based on the educational value of the proposed activity.

IV. MONITORING OF THIS POLICY

- A. Compliance with this policy and pre-clerkship hours is monitored by the Associate Dean for Medical Education.
- B. The course directors will monitor, and modify if necessary, time for classroom content and outside-of-class preparatory work so that the content and work for each week follows this policy.
- C. Student post-course evaluations will pose questions related to sufficient time to complete preparatory work and weekly workload. Results of those evaluations will be distributed according to the UH College of Medicine's evaluation plan, including to the Pre-Clerkship Subcommittee and the Curriculum Committee.
- D. Any deviations that negatively affect the learning environment will be discussed in the Curriculum Committee.

V. DEFINITIONS

Any definitions listed in the following table apply to this document only with no implied or intended institution-wide use.	
<b>Independent Learning</b>	Instructor-/ or mentor-guided learning activities to be performed by the learner outside of formal educational settings (classroom, lab, clinic).
<b>Self-study</b>	Students' own time for regular study or review that is not directly related to instructor-assigned work.
<b>Unscheduled time</b>	Unscheduled time is not planned and is typically used by learners for independent learning, self-study and personal wellness.

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Transitional Curriculum Committee	Approved	September 12, 2018
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