



## **POLICY ON SCHEDULING OF YEAR 1-2 CLASSES**

*Dated: May 13, 2021*

*Supersedes: Policy on Scheduling of Year 1-2 Classes and Examinations dated July 1, 2015*

### **I. PURPOSE**

Deadlines will facilitate the completion of the annual schedule, and the uploading and mapping of related course objectives and content to the New York Medical College School of Medicine ("NYMC-SOM")

### **II. POLICY**

It is a policy of New York Medical College School of Medicine (NYMC SOM) that parameters be defined regarding the creation of the academic schedule in order to ensure the delivery of an organized curricular program. The policy will be reviewed annual.

### **III. SCOPE**

This policy applies to students, faculty, staff and administrators who contribute to the SOM curricular program.

### **IV. DEFINITIONS**

*Student* – person enrolled in a NYMC-SOM course

*Staff* – NYMC-SOM personnel

*Faculty* – a person involved in the NYMC-SOM teaching program, whether M.D., Ph.D., nurse, allied health professional, resident, fellow or other

*Learning Management System* – a web-based system of curriculum management in the first- and second-year medical education program

*Scheduled Hours* – the amount of time an individual student is scheduled for educational activities; this calculation does not include examination hours

### **V. PROCEDURES**

- A. Course schedules will be initially prepared by Course/Theme Directors and finalized with the direct assistance of the Assistant Deans of Basic Medical Sciences and feedback from the M1 and M2 students in order to assure compliance with Scheduled Hours, pedagogical techniques, horizontal integration, campus holidays/early closure policy and guidelines for exam days, where appropriate. When creating the block or semester schedule,

Course/Theme Directors are expected to use framework (Master) calendar including holidays and projected NBME exam schedules prepared by the Undergraduate Medical Education (“UME”) office. Once finalized, a draft of the schedule will be submitted to the Education and Curriculum Committee (“ECC”) for review and approval.

B. TABLE: Schedule for review and approval of Classes

	Month Course Begins			
	August	November	January	March
<i>Proposed Calendar Finalized by Course/ Theme Directors with Assistant Deans</i>	May 15	August 15	October 15	December 15
<i>Final Schedule Approved by ECC</i>	June meeting	September meeting	November meeting	January meeting
<i>Full Schedule Posted on Learning management system</i>	by the 1 <sup>st</sup> of the month preceding the month the course starts			

C. Schedule Guidelines

1. Students should average no more than six (6) Scheduled Hours per day. In no case may a week have more than **twenty-eight (28) Scheduled Hours**.
2. Events that contain multiple identical sessions for groups of students (e.g., Anatomy Laboratories, Histology/ Cell Biology Learning Modules, Biochemistry Conferences, Physiology Exercises, Neuroscience Laboratories & Case Sessions, Behavioral Sciences Small Group Sessions, FCM Clinical Exams, and Harvey Exercises etc.) will be designated as a "multi-session event" type on the calendar. For the purposes of record keeping, a single event will be created on the calendar that corresponds to the time spent by a single student.
3. When the entire class is not required to be present at the same time for a learning experience, the unassigned students can use the time for independent study or can be scheduled for another course’s exercise that does not require the entire class to be present.
4. Required (mandatory) educational activities should be clearly designated as such in the calendar, and dates should be made known to the students.
5. The school day hours, in general, are 8:00am-5:00pm, with a one (1) hour lunch break. Exceptions to this, only with the prior approval of the Senior Associate Dean for Medical Education, are for scheduling students to attend other required educational activities, including standardized patient examinations/ simulations or in the case of inclement weather

- events. Should evening hours or weekend times be used for educational activities, students will be given ample notice of these changes.
6. Students should be given at least one half-day free per full week of instruction time.
  7. Every effort should be made to identify a consistent one half-day free for a given class year, that can serve as an alternate preceptor day.
  8. Course/Theme Directors will coordinate with one another to ensure that no more than 10 – 12 hours per week of pre-work mandatory exercises, including individual and group self-directed learning activities is assigned. This requirement does not include extra study or review by the students and exam preparation.
  9. The academic schedule will limit traditional lecture to less than fifty percent (50%) of the total Scheduled Hours per block or semester.
    - a. For the purpose of this policy, “lecture hours” refers to class sessions where the predominant means of instruction is passive delivery of information to a large audience.
    - b. Other more *active instructional strategies* for large groups include, but are not limited to:
      - i. Large Group Discussion: an exchange (oral or written) of opinions, observations, or ideas among a Large Group (more than 12 participants), usually to analyze, clarify or reach conclusions about issues, questions or problems;
      - ii. Case-Based Instruction: The use of patient cases (actual or theoretical) to stimulate discussion, questioning, problem solving, and reasoning on issues pertaining to the basic sciences and clinical disciplines;
      - iii. Demonstrations: A description, performance, or explanation of a process, illustrated by examples, observable action, specimens, etc.; and
      - iv. Team-Based Learning: A form of collaborative learning that follows a specific sequence of individual work, group work and immediate feedback; engages learners in learning activities within a small group that works independently in classes with high learner-faculty ratios.
    - c. If the Large Group one-hour sessions are scheduled back-to-back, then the duration of each within one (1) hour of Scheduled Hours should not exceed fifty (50) minutes. Sessions scheduled for more than one (1) hour must be followed by a minimum of a ten (10) minute break.

## VI. REFERENCES

- A. LCME Standard 6.3 - Self-Directed and Life-Long Learning: The faculty of a medical school ensure that the medical curriculum includes self-directed learning experiences and time for independent study to allow medical students to develop the skills of lifelong learning. Self-directed learning involves medical

students' self-assessment of learning needs; independent identification, analysis, and synthesis of relevant information; and appraisal of the credibility of information sources.

- B. LCME Standard 8.8 - Monitoring Student Workload: The medical school faculty committee responsible for the medical curriculum and the program's administration and leadership ensure the development and implementation of effective policies and procedures regarding the amount of time medical students spend in required activities, including the total number of hours medical students are required to spend in clinical and educational activities during clerkships.

**VII. TYPE OF POLICY:** Curriculum

**VIII. APPROVALS:** Education and Curriculum Committee

**IX. POLICY AUTHOR(S)**

- A. Office of Undergraduate Medical Education
- B. Office of Student Affairs
- C. 1<sup>st</sup> and 2<sup>nd</sup> Year Curriculum Subcommittee

**X. RELATED POLICIES**

- A. Technical Standards for Admission and Continued Enrollment – NYMC-SOM
- B. Policy on Students with Disabilities and Application for Accommodations
- C. Electronic Exam Software Policy and Procedures
- D. NYMC-SOM Attendance Policy
- E. NYMC-SOM Policy on Exam Scheduling

**XI. EFFECTIVE DATE**

This policy is effective immediately.

**XII. POLICY MANAGEMENT**

Responsible Executive: Dean of the School of Medicine

Responsible Officer: Senior Associate Dean for Medical Education

Responsible Department: Office of Undergraduate Medical Education