

## Policy on Scheduling and Monitoring Student Time In Phase 1 Required Curricular Activities

Section: 4

Policy number: 4.19

Responsible Office: Vice President for Health Affairs/Dean

Issued: 12.19.17

Latest Review: 09.10.25

---

### POLICY STATEMENT

The number of hours of scheduled curriculum and the estimated time needed for learning and preparing for scheduled curriculum in the pre-clerkship phase of the medical curriculum shall not exceed 70 hours in a 7-day period as averaged over the course of the Unit.

---

### REASON FOR POLICY

The goal of undergraduate medical education at the University of North Dakota School of Medicine and Health Sciences is to prepare medical graduates to be competent, caring, and healthy physicians who have the personal and professional skills necessary to incorporate new knowledge and methods into their practice and adapt to a continually changing professional environment. In order to achieve all of these goals, students need to develop a healthy work-life balance and wellness mindset to ensure a long and successful life as a physician.

The amount of time medical students spend in required medical curriculum activities must therefore allow sufficient outside time for them to maintain a healthy work-life balance. It is important, therefore, to both track the scheduled curriculum time and to establish a guideline for estimating the workload *associated* with scheduled curriculum.

Workload in the curriculum reflects three things: the difficulty of the required curriculum, the time scheduled for required curriculum, and the time required to learn and prepare for the scheduled required curriculum. The widely accepted practice for estimating workload for scheduled curriculum in higher education settings includes the time required for scheduled curriculum as well as the estimated *self-directed learning and other preparatory time* associated with scheduled curriculum.

This policy describes the procedure used in the SMHS MD program to monitor student workload for the medical curriculum (scheduled curriculum time plus estimated learning and preparation time), and to consistently schedule the undergraduate medical curriculum according to this policy to ensure that the workload is manageable and does not prevent students from maintaining their overall wellbeing.

## SCOPE OF POLICY

This policy applies to:

√Deans, Directors, and Department Heads

√Managers and supervisors

√Students

√Faculty

Staff

Others: \_\_\_\_\_

---

## WEBSITE REFERENCES

Policy Office: <https://med.und.edu/about/policies/index.html>

Responsible Office: <https://med.und.edu/education-training/education-resources/index.html>

## CONTENTS

<b>POLICY STATEMENT.....</b>	<b>1</b>
<b>REASON for POLICY .....</b>	<b>1</b>
<b>SCOPE OF POLICY.....</b>	<b>2</b>
<b>WEBSITE REFERENCES.....</b>	<b>2</b>
<b>DEFINITIONS.....</b>	<b>3</b>
<b>RELATED INFORMATION.....</b>	<b>3</b>
<b>CONTACTS.....</b>	<b>3</b>
<b>PROCEDURES.....</b>	<b>4</b>
<b>RESPONSIBILITIES .....</b>	<b>5</b>
<b>FORMS .....</b>	<b>5</b>
<b>REVISION RECORD .....</b>	<b>5</b>

## DEFINITIONS

Curricular Events	Learning events that are linked to summative assessments and considered required for promotion in the medical curriculum. These may be faculty-led activities (e.g., lectures, interactive sessions, labs), required curricular electives (e.g. Phase 1 electives) or student-directed activities (e.g., required interprofessional or service-learning activities that are self-selected and documented in student portfolios and/or badging). It does <b>not</b> include <i>optional</i> learning events.
Estimated Self-Directed Learning and Preparation Time	The estimated amount of time needed for all Curricular Events based on the widely adopted Carnegie Unit, Student Hour, and ratio of required study time to scheduled curriculum time of 2:1. Estimated Learning and Preparation Time varies with the complexity and requirements of the learning event (e.g., some labs do not require any time outside the scheduled event, while other scheduled events may require more self-directed learning time outside the scheduled event).
Curriculum Time	The duration time of Curricular Events plus the Estimated Self-Directed Learning and Preparation Time for Curricular Events.
Pre-Clerkship Phase	Curriculum that precedes clerkships, (i.e., Phase 1).
UND SMHS	University of North Dakota School of Medicine and Health Sciences.
ACGME	Accreditation Council for Graduate Medical Education.

## RELATED INFORMATION

Intentionally left blank	
--------------------------	--

## CONTACTS

General questions about this policy can be answered by your department's administrative office. Specific questions should be directed to the following:

Subject	Contact	Telephone/FAX	Office/Dept
Policy clarification	Education Resources	777.2575/777.6290	<a href="mailto:jane.dunlevy@UND.edu">jane.dunlevy@UND.edu</a>
Policy format	Dean's Office	777.2514/777.3527	<a href="mailto:SMHSdean@UND.edu">SMHSdean@UND.edu</a>

## PROCEDURES

1. ACGME has established that 80 work hours per week is the maximum workload for resident physician. The UND SMHS MD program applies this benchmark to its required Phase 2 and Phase 2 clerkships and electives.
2. The UND SMHS MD program equates curriculum time and work hours.
3. The UND SMHS MD program factors in 10 hours per week of discretionary time during Pre-clerkship/Phase I for flexibility and variation as students become acclimated to the medical education environment. Therefore, the UND SMHS MD program caps Curriculum Time to an average of 70 hours per week over the Unit.
4. These 70 hours per week must incorporate Curricular Events and Estimated Learning and Preparation Time for Curricular Events.
5. The UND SMHS MD program relies on the Carnegie Unit and Student Hour designations for establishing a ratio of Estimated Learning and Preparation Time to Curricular Event time. The Student Hour is roughly equivalent to one hour of any Curricular Event.
6. The UND SMHS MD program also adopts the widely accepted guideline that approximately two hours of learning and preparation time are necessary for every hour of curricular events. However:
  - The UND SMHS MD program recognizes the study time for learning and preparation for a given Curricular Event varies with, for example:
    - the complexity of the topic (some material has higher cognitive load than others),
    - the complexity of the learning outcome (e.g., problem-solving is more complex than memorizing facts and terminology), and
    - the length of time it takes to complete a process (some things just take longer to do, without being more difficult).
  - Accordingly, the ratio of Estimated Learning and Preparation Time to Curricular Event Time will vary from 0:1 hours to 3:1 hours, as mutually determined by the Assistant Dean for Phase 1 and the responsible faculty, Curriculum Directors, and Education Resources personnel.
7. The Assistant Dean for Phase 1:
  - Establishes, in consultation with Course Directors and faculty, an Estimated Learning and Preparation time ranging from 0 to 3 hours for each Curriculum Event
  - follows this policy when scheduling the Phase 1 curriculum,
  - monitors workload and policy compliance,
  - monitors student perception of workload,
  - reports the results of all the above to the Phase 1 Committee and to the Undergraduate Medical Education Committee (UMEC), and
  - implements changes as directed by UMEC.

## RESPONSIBILITIES

Assistant Dean for Phase 1	Primarily responsible for monitoring and enforcing the policy in its entirety and providing reports to the Phase 1 Committee (P1C) for action and review. Consults with other Course Directors, faculty, and Education Resources as needed to comply with this policy.
Phase 1 Committee (P1C), acting under the oversight of the Undergraduate Medical Education Committee (UMEC)	Responsible for reviewing details regarding any perceived or actual problems with the implementation of the policy as reported by the Curriculum Directors.
Education Resources	Implement policy guidelines and consults with faculty to help determine appropriate workload of assigned work

## FORMS

	Intentionally left blank
--	--------------------------

## REVISION RECORD

9.10.25 UMEC approved

6.25.25 UMEC approved

5.13.20 UMEC approved