

## Organ Segment and Course

### Guidelines

- I. General
  - A. The majority of the M-2 academic year is taught in individual organ segments.
    1. Exceptions: General Pathology, Pharmacology, Infection and Immunity, Epidemiology/Ethics, and Introduction to Clinical Medicine are free standing courses.
  - B. Each individual course and organ segment is directed by a course director or chair who is ultimately responsible for the content of the segment or course.
    1. This includes content, sequencing, lecturer selection, and evaluation.
  - C. Each organ segment is composed of three (3) components.
    1. Systemic Pathology
    2. Pathophysiology
    3. Infectious Diseases related to the organ segment
  - D. Coordination
    1. The Preclinical Curriculum Committee is responsible for the formation of courses, assignment of course hours, approval of significant content changes, or substantial modification of a course.
    2. The Assistant Dean for Preclinical Curriculum and Evaluation (*referred to as Assistant Dean throughout this document*) will assist in the coordination of each course and segment.
      - a. This includes scheduling courses, reserving lecture rooms, and scheduling coordination meetings.
      - b. Moderate disputes between and within courses.
      - c. Coordinate the appraisal's process.
    3. The Course Director or Organ Segment Coordinator is responsible for the overall content, and scheduling of his/her individual course and relating with other courses.
      - a. The Course Director or Organ Segment Coordinator should coordinate scheduling and content with related and concurrent courses.
      - b. The Assistant Dean for Preclinical Curriculum and Evaluation will assist in these interactions as necessary.
    4. Individual lecturers should interact with their Course Director or Coordinator
      - a. The Assistant Dean for Preclinical Curriculum and Evaluation will assist in these interactions as necessary.
  - E. Emphasis
    1. Basic Science orientation
      - a. Pathophysiology (not clinical treatment)
    2. Broad and general concepts (not minutia)

- II. Course Load
    - A. Five (5) day teaching week
      - 1. 25 hours per week maximum
    - B. Components
      - 1. Organ Segments and Individual Courses
      - 2. Introduction to Clinical Medicine (approx. 4 hours per week)
        - a. Tuesday and Wednesday afternoons
        - b. Generalist Immersion Experience
          - (1) Three one-week blocks
            - (a) Each counts as 20 hours of curricular time
          - (2) Other course work suspended during each experience
      - 3. Lab and Small Group Sessions
      - 4. Review sessions
      - 5. Exam and post-exam review "count" toward the total course hours
    - C. Reading Assignments
      - a. No more than two (2) hours of reading per one (1) hour of lecture acceptable
- 
- III. Curricular Document
    - A. The Course or Organ Segment is responsible for the content of the Curricular Document and all handouts.
    - B. Lecture Notes and Handouts
      - 1. Components
        - a. Objectives
        - b. Learning tasks
        - c. Instructional material
        - d. Graphics
        - e. Texts
          - (1) Required
            - (a) notify bookstore
          - (2) Reserved
            - (a) notify library
        - f. Additional handouts
      - 2. A final copy must be available to the Secretary for Preclinical Curriculum by the due date.
        - a. If a final copy is not available by the due date, it will be the lecturer's responsibility to produce and hand out a final copy of the lecture's notes.
      - 3. The Secretary for Preclinical Curriculum will produce a final copy of any lecturer's notes.
        - a. If presented a legible draft copy or disk file at least one week prior to the due date, and

- b. The lecturer reviews the final copy prior to the due date and returns the final copy for syllabus.
    - 4. The Secretary for Preclinical Curriculum will reformat the lecturer's notes to the one of a variety of established formats for the following year's syllabus.
      - a. There is a goal of adopting a universal format for the organ segment syllabi.
  - C. Coordination between courses and segments
    - 1. Pathology, Pharmacology, Infection and Immunity, and Pathophysiology should coordinate their lectures.
    - 2. Lectures should compliment, not duplicate
  - D. Distribution
    - 1. The Secretary for Preclinical Curriculum will distribute the final syllabus to all lecturers prior to the start of the course.
    - 2. Distribution of all lecture materials not available at the time of printing will be the responsibility of the individual lecturer.

#### IV. Sequencing

- A. Pre-course Preparation
  - 1. The summer prior to the academic year it is suggested to review the previous year's course evaluations.
    - a. Consider a General Course meeting
    - b. Set priorities for year
    - c. Select faculty
      - (1) Areas of expertise
  - 2. Pre-course meetings
    - a. Three or more months prior to the course
    - b. Under the direction of the Course Director
      - (1) The Secretary for Preclinical Curriculum
        - (a) will arrange the meeting
        - (b) distribute a memo
    - c. With the assistance of the Assistant Dean for Preclinical Curriculum
      - (1) The Assistant Dean will assist or run the pre-course meeting at the request of the Course Director.
    - d. Involved Parties
      - (1) Individual Courses
        - (a) Course Director, course faculty, and faculty external to the course but related to the course.
      - (2) Organ Segments
        - (a) Organ Segment Chair, Pathology Coordinator, course faculty, and faculty external to the Organ Segment but related to the Organ Segment such as the Infection and Immunity.
  - 3. Review existing curriculum document

4. Set tentative lecture schedule
  5. Assign lecture topics to faculty
    - a. Faculty should revise individual lecture within the curriculum
  6. Arrange faculty development as needed
    - a. DES and the Office of Preclinical Curriculum and Evaluation can assist
  7. Consider primary care input
    - a. The Assistant Dean will assist the Course Director in arranging input from primary care sources
      - (1) For course preparation
      - (2) For specific lectures
- B. One (1) month prior to the course or segment
1. Verify lecture schedule with faculty
  2. Faculty submits final copy of curriculum
    - a. Syllabus
    - b. Handouts
    - c. Draft exam questions
      - (1) Five (5) per lecture
        - (a) Produced by individual lecturer
          - i) New questions
          - ii) Revised questions from question bank
          - iii) DES is available to review and revise exam questions prior to the Appraisals Meeting.
        - (b) Systemic Pathology exam questions will be submitted to the Pathology Coordinator
  3. Classrooms reservations
  4. Library material reservations
- C. Three (3) weeks prior to the course or segment
1. All materials must be received from faculty
    - a. Lecture notes
    - b. Final Exam questions
    - c. Audiovisual and special requests
- D. Two (2) weeks prior to the course or segment
1. All printed materials must be sent to Printshop
    - a. The Office of Preclinical Curriculum and Evaluation will assist
- E. Early in the second week of the course or segment
1. Appraisals meeting (Pre-test)
    - a. Composition of the Appraisals Committee
      - (1) See VI. Appraisals below
    - b. Review and finalize test questions
- F. The week after the course or segment
1. Appraisals meeting (Post-test)
    - a. Composition of Appraisals Committee
      - (1) See VI. Appraisals below

- 2. Review exam for validity
  - a. Based on statistical analysis provided by DES
  - b. Based on student comments
- G. One month after the course or segment
  - 1. Student evaluations and comments reviewed
  - 2. Early planning for next academic year

V. Scheduling

- A. Organ Segment and Course Director Responsibilities
  - 1. Select topics, lecturers, and sequencing
  - 2. Provide a tentative schedule to Secretary for Preclinical Curriculum
- B. The office of Assistant Dean for Preclinical Curriculum and Evaluation available services
  - 1. Contact the Lecturers either by phone or in writing
    - a. Under the direction of the Organ Segment/Course Director
      - (1) Secretary will contact those faculty members identified for a specific lecture by the Director
        - (a) In writing
          - i) In a form letter generated by the Assistant Dean or a personalized letter written by the Course Director or Pathology Coordinator.
        - (b) By phone
          - i) Initial contact will be under the direction of the Course Director or Pathology Coordinator.
          - ii) A reminder call will be made approximately two (2) days prior to the lecture
  - 2. Room Assignments
    - a. Rooms will be obtained after the final schedule is completed
      - (1) The Course Director should indicate the type of accommodations which are necessary
        - (a) Entire class
        - (b) Small group
        - (c) Lab
    - b. Acquisition of additional equipment
      - (1) Individual lecturers should indicate any additional equipment necessary
        - (a) Slide projector, overhead projector, LCD projector, special sound equipment

VI. Appraisals

- A. See Guidelines for Preparation of M-2 Progressional Exams - revised March 2007

I. Learning Objectives

- A.
- B.
- C.
- D.
- E.

# Format of Lecture Notes

II. Learning Resources

- A.
- B.
- C.
- D.
- E.

III. Key Words

- A.
- B.
- C.
- D.
- E.

IV. Review Topics

# Suggested Initial Page