



POLICY TITLE: <i>Required Course Evaluation Policy</i>	APPROVAL DATE: <i>June 7, 2018</i>
RESPONSIBLE DEPARTMENT: <i>Office of Medical Education</i>	APPLIES TO: <i>All Students</i>

## POLICY STATEMENT

The Office of Medical Education requires that medical students complete evaluations for all required courses, (M1 and M2 basic science courses, core clerkships, and acting internships/electives), and pre-clinical and clinical faculty. Providing constructive curricular program feedback is a student's professional responsibility and is essential for continuous quality improvement of the medical school curriculum.

### Procedure:

- Students will receive an e-mail informing them that an evaluation is available and the date for completion. Students will have two weeks to complete the evaluation. One email reminder will be sent two days before the evaluation is due.
- M1 and M2 end of course and lecture (pre-clinical faculty) evaluations are mandatory. 30% of the class will be randomly selected to complete each mandatory evaluation. Each student will complete no more than 20 mandatory evaluations per year. Please note students will only receive emails for those mandatory evaluations they have been selected to complete.
- Mandatory M3 end of clerkship evaluations will be available 1 week prior to the end of the clerkship and due 1 week after the conclusion of the rotation. Students are required to complete the clerkship overall and clinical faculty evaluations for each assigned site. Students will be manually assigned to each site for the clinical faculty and inpatient / outpatient clinical faculty evaluations.
- An M1/M2 student who fails to complete three mandatory evaluations will receive a Formative Feedback Form and be placed on the appropriate PAC agenda for discussion. A student may receive a Formative Feedback Form and/or Letter of Concern from the PAC for not fulfilling these requirements. An M3 student who fails to complete one or more mandatory evaluations will be placed on the appropriate PAC agenda for discussion. The M3 student may receive a Formative Feedback Form and/or Letter of Concern from the PAC for not fulfilling this requirement.
- M4 Acting Internship and elective end of clerkship evaluations are required. If the evaluation is not completed within two weeks after the evaluation open date, the student may be placed on the appropriate Performance and Advancement Committee (PAC) agenda for discussion OR receive a formative feedback form or letter of concern from the PAC.