

Super-syllabus 'Common pre-clerkship' guidelines section (draft v.1-8-18)

1. Pre-clerkship calendar overview (get most recent illustration from Dr. Dankovich)
2. Primer on keys to succeed in medical school – evidence from the literature (brief summary of take-home points from the educational literature, e.g. 'Make it stick')
3. Common tabulated list of Competencies, PGOs, and Outcome Measures (i.e. pre-clerkship PGO-assessment linkage map)
4. Minimum laptop specifications
 - a. Links to CANVAS/CHAMP
 - i. Explanation of calendar icons including asynchronous, required, and recorded
 - b. Links to ExamSoft and NBME testing software
 - c. Link to ExamSoft help-desk for Exemplify-related issues
 - d. Process for obtaining a 'loaner laptop' for emergencies
5. Assessment and Grading
 - a. CBSE progress testing
 - b. Formative and summative assessments – security/integrity policies for summative and 'asynchronous' formative/summative exams
 - c. Common pre-clerkship grading policy (i.e. combined SCI/SPM grading policy)
 - d. Common chronological list of exam dates and deadlines
 - e. Remediation process ('student-centered' approach, self-selection of dates through 'Sign-Up Genius')
 - i. List of remediation dates/times (include in common tabulated list above)
 - f. Contact info for MS1 and MS2 assessment coordinators
 - g. Common professionalism statement and rubric, with description of possible consequences if expectations are not met
6. Student feedback
 - a. Stress that it's completely anonymous
 - b. Include verbiage regarding how to give good feedback
 - c. Include description on how feedback may be used in CQI
7. Educational Resources
 - a. Link to VitalSource and tabulated list of required textbooks (by course)
 - b. Link to e-textbooks and MCQ resources in library
8. Links to university/school-wide policies relevant to syllabus (majority available via student affairs webpage)
 - a. Honor code
 - b. Special accommodations
 - c. FERPA
 - d. Attendance
 - e. Professionalism
 - f. Plagiarism
 - g. Discrimination and Harassment Policy and Procedures
 - h. Missed graded activity policies and procedures
 - i. Grade appeal policy