FIU | Herbert Wertheim College of Medicine
FLORIDA INTERNATIONAL UNIVERSITY

Policy: Quality of Presentations

INITIAL EFFECTIVE DATE:	LAST REVISION DATE:	RESPONSIBLE DIVISION/DEPARTMENT/COMMITTEE
May 23, 2025		• Curriculum Committee o Foundational Education Subcommittee

POLICY STATEMENT

All power point presentations must be reviewed by the course or unit director ahead of content delivery to ensure accuracy and alignment with course objectives and HWCOM standards.

SCOPE

This policy applies to all Academic Year 1 and 2 courses.

REASON FOR POLICY

Montor curricular content and support curricular management.

DEFINITIONS

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RESPONSIBLE PARTIES

Course Directors (for courses) or Unit Directors (for units)
Course Coordinators
IT team
Instructional Design team
Foundational Education Subcommittee

CONTACTS

Questions about this procedure should be directed towards the Assistant Dean for Foundational Education and Associate Director, Academic Support Services, Office of Medical Education.

POLICY HISTORY

Initial Effective Date: May 23, 2025
Review Dates (*review performed, no updates*):
Revision Dates (*updates made to document*):
Comments on Revision (*if applicable):*

Procedure: Quality of Presentations

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PROCEDURE STATEMENT

A. All presentations must be reviewed by the course director (CD) for courses without units, and by the unit director (UD) for courses with units.

- Presentations without changes do not need to be reviewed.
- The CD/UD must ensure that the presentation is clear, objectives are covered, and the depth is in line with the expectations of the course.
- The CD/UD should contact the Instructional Design team (IDT) if assistance is required.

B. The CD/UD must provide guidelines to teaching faculty regarding presentations.

- Expectations of presentations and objectives are communicated to the course faculty before. All presentations must have:

    - Title slide.
    - Framework slide: this could be the learning objectives, outline, or any slide specifying topics covered in the lecture.
    - Body of the presentation (guideline is 30-40 slides per hour of lecture; no more than 50-60 slides per hour).
    - Elements of interactivity (e.g., think-pair share, problems, questions, mini cases, etc.) where students are encouraged to participate.
    - Summary/recap slide.

C. All presentations are made Ally compatible. Coordinators and the IDT assist in this process.

D. Issues encountered by the CD/UD are reported to the Assistant Dean Foundational Education and unresolved issues are reviewed by Foundational Education Subcommittee.