

**Policy: Student Workload during Academic Year 1 and 2**

<b>INITIAL EFFECTIVE DATE:</b>  July 2012	<b>LAST REVISION DATE:</b>  November 2024	<b>RESPONSIBLE DIVISION/DEPARTMENT/COMMITTEE</b> <ul style="list-style-type: none"> <li>• Curriculum Committee                             <ul style="list-style-type: none"> <li>○ Foundation Education Committee</li> </ul> </li> </ul>
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**POLICY STATEMENT**

It is the policy of the HWCOM to ensure appropriate balance within and across concurrent courses. In accordance with the policy, all curriculum content is delivered in formal courses, and all courses are assigned credits. The limit for formal instruction during academic years 1 and 2 is 25 hours weekly, averaged over four (4) weeks. The total instruction time in a single week does not exceed 35 hours.

**SCOPE**

This policy applies to students in Academic Years 1 and 2.

**REASON FOR POLICY**

This policy covers the student workload during Academic Year 1 and Academic Year 2.

DEFINITIONS	
TERM	DEFINITIONS

**RESPONSIBLE PARTIES**

Foundation Education Subcommittee

**RELATED RESOURCES**

LCME 8.8

**CONTACTS**

Questions about this procedure should be directed towards the Associate Dean for Curriculum and Medical Education, Office of Medical Education

#### POLICY HISTORY

**Initial Effective Date:** July 2012

**Review Dates** (*review performed, no updates*):

**Revision Dates** (*updates made to document*): November 2024

**Comments on Revision** (*if applicable*):

### Procedure: Student Workload during Academic Year 1 and 2

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#### PROCEDURE STATEMENT

- Workload is monitored by the Associate Director of Academic Support Services during the syllabus review process.
- The following is included in the workload count: in-class activities, prep time for active learning sessions & Assessments.
  - The recommended amount of time per course per week is as follows:
    - Foundations and Organ System courses 16 hours
    - Clinical Skills 3 hours
    - Professional Behavior courses 2 hours
    - Research courses 2 hours
    - Medicine and Society courses 2 hours
  - The recommended reading assignments per session are 10 pages per hour.
  - The maximum amount of time allotted for preparing for an active learning session is 30 minutes of recording/videos per hour.
- Feedback is provided to the Course/Unit Director when the time exceeds the allotted time for the course. Changes are reviewed again before approval of the syllabus.

- Workload compliance is monitored by the FEC on a quarterly basis. Reports are provided to the curriculum committee.