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