# Standards for Course and Theme Information

***Approved by:*** MD Program Curriculum Committee
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## Academic Calendar Course and Theme Descriptions

Course and theme descriptions included in the MD Program's academic calendar provide a brief overview of the nature and content of a course or theme and are publically available.

Academic calendar **course descriptions** include at a minimum the following information:
- course name and course code
- name of course director(s)
- course duration, as appropriate
- brief course description that summarizes the purpose, focus and delivery of the course
- course objectives, aligned with the MD Program's competency framework

Academic calendar **theme descriptions** include at a minimum the following information:
- name of theme
- name of theme leads(s)
- brief theme description that summarizes the purpose and focus of the theme
- summary information about where in the curriculum theme content is delivered and how it is assessed, as applicable

Academic calendar course and theme descriptions are to be reviewed and revised by course directors and theme leads on a yearly basis, according to a schedule determined by the Vice Dean, MD Program, in consultation with curriculum leaders, to enable timely publication of the MD Program's academic calendar.

Prior to publication in the MD Program's academic calendar, any modifications to course or theme information, including course objectives, must be approved in accordance with the MD Program's *Guidelines for Making Curriculum Changes*.

## Detailed Course Information

Detailed course information must be provided to students enrolled in the course as well as teachers and staff involved in delivery of the course. Access to detailed course information may be provided through electronic platforms and is not necessarily publically available.

Detailed course information includes the following:
- course name and course code
- name and contact information of the course director(s), administrator(s),and student course representatives (if available)
- course duration, as appropriate
- expanded course description that details the purpose and focus of the course
- description of the various learning modalities that are used to support delivery of the course
- description or list of the mandatory learning activities and reference to the MD Program's *Regulations for student attendance and guidelines for absences from mandatory activities*

- course objectives, aligned with the MD Program's competency framework
- details regarding assessments that students will be required to complete, the type and number of assessments, date or timing of each assessment, and, as applicable, relative weight of each assessment or requirement for satisfactory progress standing
- brief description or list of assessments of students that will be completed by course preceptors, tutors, etc.
- reference to the MD Program's *Guidelines for the assessment of student professionalism*
- reference to the appropriate MD Program's *Standards for grading and promotion* and *Guidelines for the assessment of MD students in academic difficulty*
- for Clerkship courses, details on what constitutes satisfactory, borderline, and unsatisfactory performance on components and in the course as a whole
- for Clerkship courses, the required clinical encounters and procedures including the number of each that is expected
- for Clerkship courses, reference to the MD Program's *Standards for call duty and student workload in the clerkship*
- an indication of teacher and course evaluation expectations including reference to the MD Program's *Guidelines for teacher and course evaluations*
- reading and resource list, as appropriate, clearly indicating which texts/resources are required and which are recommended
- reference to the MD Program's *Academic Integrity Guidelines*

Detailed course information is to be reviewed and revised by Course Directors on a yearly basis, according to a schedule determined by the Vice Dean, MD Program, in consultation with curriculum leaders, to enable the timely provision of information to students and teachers.

Prior to publication and implementation, any modifications to detailed course information must be approved in accordance with the MD Program's *Guidelines for Making Curriculum Changes*.