

Standards for course objectives, course outlines, and public course descriptions

Approved by: Undergraduate Medical Education Curriculum Committee

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COURSE OBJECTIVES

All courses are required to establish objectives that are aligned with the program's competency framework, which is grounded in the CanMEDS Roles. UME has a competency-based curriculum, and therefore courses must ensure that objectives are stated in outcome-based terms that are verifiable, measurable, and realistically achievable within the scope of the course and given the skills and knowledge that can be reasonably expected of students at the level of the course in question.

Course objectives should be reviewed and either modified or re-endorsed on a yearly basis by the course committee. In all cases, course objectives will be considered final for the upcoming academic year on August 1 to ensure adequate time for communication of objectives to all teachers; modifications are to be submitted to the Preclerkship/Clerkship Director and relevant Administrative Coordinator by August 1, otherwise the preceding year's objectives will stand.

Courses are expected to monitor student attainment of the objectives, and address common deficiencies or areas of weakness in student achievement. Courses are also expected to modify their assessment practices as needed to successfully reflect the stated objectives. The Director of UME Evaluations and the Student Assessment and Standards Committee (SASC) are available to advise courses in this regard.

COURSE OUTLINES

Course outlines serve to provide detailed information about a course to students and teachers, and are disseminated through the password-protected portal and printed course materials. They are distinct from public course descriptions, which are described in the last section of this document.

Course outlines are to be reviewed and revised on a yearly basis, by August 1 of the upcoming academic year.

At minimum, an outline must contain the following information:

- the course name and course code
- the name and contact information of the course director(s) and student course representatives (if available)
- a narrative description of the course indicating the various learning modalities that are used, with an indication of which of these modalities constitute mandatory activities and which are optional
- the grading scheme (components and relative weight of each)
- details on what constitutes satisfactory, borderline, and unsatisfactory performance on components and in the course as a whole
- the date of each examination or formal assessment (for clerkship courses, the dates of each exam in each rotation must be indicated)
- the objectives of the course
- in the case of clerkship courses, the required clinical encounters and procedures including the number of each that is expected
- a reading and resource list (as appropriate), clearly indicating which texts/resources are required and which are recommended
- required and recommended equipment (if any)

- a direction to students to follow the *Regulations on student attendance and guidelines for approved absences from mandatory activities in UME*
- a brief description of typical extra work and remedial work that would be assigned in the course in cases of borderline or unsatisfactory performance
- the following statement: “This course adheres to all relevant policies, statements, and guidelines of the Undergraduate Medical Education Program, the Faculty of Medicine, and the University of Toronto. Students and faculty members are expected to familiarize themselves with their rights and responsibilities as defined in the pertinent documents, available at <http://www.md.utoronto.ca/>.”

PUBLIC COURSE DESCRIPTIONS

Public course descriptions provide a brief overview of the nature and content of a course for a general audience, including individuals who may be outside UME or the University of Toronto. These short texts are made available in the UME handbooks, which are published annually.

Public course descriptions are to be reviewed and revised on a yearly basis, by August 1 of the upcoming academic year.

A public course description must contain the following information:

- the course name and course code
- the name and contact information of the course director(s)
- the course objectives
- a short description of the course content, with reference to the major learning modalities (e.g. seminars, clinical training, etc.)
- the grading scheme (components and the relative weights of each)
- a reading and resource list (as appropriate), clearly indicating which texts/resources are required and which are recommended