

## **Overview of the Role: Pre-Clerkship Course Reps**

First, let me thank-you for agreeing to serve as a Course Representative!

As a Course Rep you are the primary liaison between instructors and students. Please introduce yourself to the course leader/program coordinator at the start of the course by email or (preferably) face-face.

Course Reps provide much of the feedback and advice used to improve our medical school. You should keep a record of issues or concerns or as they arise. It is important at least one of the Course Reps is in attendance for every session.

You are responsible for notifying the Undergraduate Office about any immediate issues (e.g. absence of instructor, notes, etc.).

In addition to providing ongoing feedback to course leaders throughout the course, Course Reps participate in evaluating the course in the Curriculum Evaluation Survey (CES) at the end of the course. The CES report provides an overview of the data obtained by the class survey and a summary of student feedback about the course and instructors. It highlights course strengths and weaknesses and contains suggestions for improvement. Course Reps also provide feedback about examinations and evaluations.

Course Reps meet with their Course Leader to review CES survey data and class feedback. The Class Academic Reps then present the CES report to the faculty Pre-Clerkship Committee.

### **Things to keep in mind for evaluation of each session in the course:**

(see the complete list in the Guidelines document)

#### **Lectures:**

- Notes useful? (content, length, organization)
- Objectives? (clear, reasonable and achievable)
- Did the lecture satisfy the outlined objectives?
- Was the instructor prepared and understandable?
- Quality and appropriateness of AV aids?
- Note any concerns about overlap and sequence within the curriculum

#### **Tutorials:**

- Was the tutorial a forum for discussion or just a mini-lecture?
- Was the tutorial format suitable for the subject matter?
- Are there topics that would be better suited to the tutorial format?

#### **Lab Practical:**

- Was the student/instructor ratio adequate?
- Were the objectives completed in the allotted time?

#### **Clinical Skills sessions:**

- Was the timing of the session consistent with the cognitive portion of the curriculum?
- Appropriate depth for level of training?