

# Guidelines for Pre-Clerkship Course Reps

Thank-you for agreeing to serve as a Course Representative or [Online Learning Representative](#)!

The feedback provided through Course Reps plays a critical role in improving the structure and content of the undergraduate medical curriculum. The faculty and administration appreciate the time and effort that you are committing to this position.

## Introduction and Responsibilities

The two key roles of a Course rep are to provide feedback to the course leaders about issues arising during the course and to participate in the end-of course evaluation. As soon as possible, both student reps should introduce themselves to their course leader/program coordinator by email.

## End-of-course evaluation:

UGME conducts a class survey at the end of each course. Course representatives:

- review the class survey results with the course leader
- summarize other feedback you have received from individuals in the class
- prepare a brief summary of course strengths and areas for improvement for the class academic representatives. The academic reps present and discuss this information at monthly meetings of the PreClerkship Curriculum Committee

You may want to talk to the previous year's course reps, or look at previous course reports (available from the UGME office) to see if there has been resolution to issues raised in the past.

## Evaluation of Courses/Programs:

Every session will have educational objectives posted in Entrada. These objectives are the backbone of how your curriculum is organized, monitored and evaluated. Student feedback through the course representatives helps ensure that the objectives are clear, reasonable and achievable in the time allotted. Please take particular note of any issues you find in the objectives themselves or if a session failed to cover the objectives.

## Notes:

- Prior to each session, Course Reps should ensure that all handouts were posted in advance to allow students to prepare for the session. Delays or omissions should be reported to the course director and The Undergraduate Office by the course rep (not by 125 individual students!)
- Notes should be evaluated for content, length, presentation quality, organization and usefulness. Both good and poor examples of notes should be identified.

## Lectures

- Individual lectures should be monitored for content, overlap and sequence within the curriculum.

- Was the amount of material covered reasonable and were all of the objectives addressed?
- Use and quality of AV aids/notes?
- Was the session well attended or why not?
- Identify good lectures as well as those requiring improvement.

#### Tutorials

- Was the tutorial an opportunity for discussion or a mini-lecture?
- Was student participation encouraged?
- Would the session benefit from a change in format (eg. lecture to tutorial, tutorial to lecture)?
- Quality of tutorial leaders and consistency between groups?
- Make note of good tutorials as well as those requiring improvement.

#### Lab Practical - Gross Lab - Clinical Skills

- Was the session useful?
- Was there sufficient instructor presence to assist students?
- Were the notes/instructions clear?
- Were there sufficient resources (e.g. specimens, equipment)?
- Was the session well placed within the sequence of ongoing courses?

#### Textbooks/Learning Resources

- Were the materials suitable for meeting the objectives of the course?
- What materials (handouts, textbooks, other) were used by the majority of the class?
- Was the material available electronically?

#### Examinations

Were the questions appropriate for the session objectives? Did the examination place appropriate emphasis on the topics covered?

#### Online Learning Reps

The roles and responsibilities of Online Learning Reps are somewhat different than those of course reps. They are:

- Monitor how the various platforms in UGME (Entrada, iClicker, Zoom, SmartZoom, lecture recording) are utilized and how these are received by the class.
  - What do students like? What didn't go well? Ideas/opportunities to make sessions or student experience better using these tools?
  - Are there any new apps/websites students are using?
- Bring forth student concerns, questions and requests as needed to the UGME office or the Online Learning (COOL) committee, of which you are a voting member.
- May poll the class independently or at the request of the committee regarding important topics to help prioritize future technology or development.
- Attend one monthly 1-hour COOL meeting; report relevant updates to your class.
- This role is NOT "tech support" during class! All students are asked to try to be helpful to instructors, or can call the IST AV help desk: 789-3747.

## Attendance

- At least one course rep should be at all sessions
- Course reps should note approximate student attendance at various sessions
- If the faculty member responsible for a teaching session does not arrive on time, students must wait **10 minutes**.
- In the meantime, one of the Course Reps should inform the Undergraduate Office that the instructor has not arrived. An attempt will be made to contact the instructor.
- Follow up missed sessions with the course leader and course administrator to see if a make-up session can be arranged.
- Course reps should make note of sessions with poor attendance. Poor student attendance could, at the discretion of the instructor, result in the lecture video not being posted to Entrada.

## Dealing With Problems

- Course reps should initially try to resolve problems directly with the Course Leader.
- If you feel uncomfortable dealing with the problem, direct concerns to the Class Academic Reps and/or the MMSA VP Academic/Sr. Stick.
- If the problem is still not resolved, the MMSA VP Academic/Sr. Stick should take the matter up with the Director, Pre-Clerkship Curriculum or the Associate Dean UGME.

## Obtaining Student Feedback

All students in the class are required to complete the Course Evaluation for each course after the final exam. The form has a place for optional comments from individuals. All collected data is considered confidential - student names remain unknown. The collated data will be analyzed and distributed to the Course Reps in preparation for the meeting with the Course Leader.

## End-of-Course Evaluation

Course Reps + Course Leader (1 hour)

- After the course is completed and the course survey results are available, the Course Reps and Course Leaders meet and discuss the survey results and the overall impressions of the course.
- Course Reps should present feedback in a diplomatic and constructive fashion.
- Prior to the designated Pre-Clerkship Curriculum Committee meeting, it is important to meet with the class Academic Reps to share information and ensure that the Academic Reps are prepared to present the student view of the course at the meeting.