

## **Policy on Completion of Curricular Evaluations by Students**

### **I. PURPOSE**

Medical student feedback on the medical education program is vital to UPSOM's continuous quality improvement efforts. It is the responsibility of the medical school to ensure that students demonstrate an appropriate level of professionalism in all activities, including meeting administrative responsibilities (e.g., educator, course, and clerkship evaluations; immunizations; clerkship administrative duties; etc.).

### **II. SCOPE**

This policy applies to:

- Medical students

### **III. POLICY**

UPSOM considers the completion of curricular component and educator evaluations to be a part of a student's professional responsibilities.

To obtain adequate feedback to identify areas of particular success or needed improvement:

- Foundations students are asked to complete online evaluations which may include, but are not limited to, evaluations of cases, presentations, small group activities, blocks, and educators.
- Students in clerkships are asked to complete online evaluations of the overall clerkship and their individual preceptors.
- Students in electives and selectives are asked to complete online overall evaluations of those courses as soon as possible. Clinical electives and selectives may also ask students to complete individual preceptor evaluations.

Students who do not fulfill their professional responsibilities, such as evaluations, will be subject to the UPSOM Code of Professionalism.

### **IV. POLICY AUTHOR(S)**

- Office of Medical Education

### **V. RELATED POLICIES AND PROCEDURES**

- UPSOM Code of Professionalism

## **VI. REFERENCES**

LCME Element 8.5: Medical Student Feedback. In evaluating medical education program quality, a medical school has formal processes in place to collect and consider medical student evaluations of their courses, clerkships, and teachers, and other relevant information.

## **VII. APPROVALS**

Original Policy Approval:

Dean, School of Medicine, December 22, 2017

Updated Policy Approval:

Curriculum Committee, March 20, 2023.

Education Policy Council, July 10, 2023.

Dean, School of Medicine, July 28, 2023.

## **PROCEDURES**

For Foundations phase, immediately after a course ends, all students are invited to submit evaluations on their small group facilitators and/or clinical skills preceptors. A random sample of 32 students is invited to complete an evaluation on the entire course. These anonymous evaluations are done in an online platform (CoursEval) and must be completed within two weeks of the end of the course. Reminders are sent to all students 10 days after the opening of the evaluation, and students who don't complete the evaluations by two weeks are sent individual reminders, by either the Evaluation Coordinator or the Assistant Dean for Foundations. Students who do not complete assigned evaluations will be reported to their Advisory Dean for further discussion; continued non-adherence will trigger a referral to the Professionalism Working Group.

Integrated Life Sciences and Professional Enhancement Courses also use CoursEval.

For the Clerkships phase, student evaluations are conducted in MedHub, for both the overall clerkship experience and for individual preceptor interactions. All evaluations are done anonymously.

For electives, student evaluations are conducted in AMP-UP. An automatic e-mail is sent to students on the first day of the following period, inviting them to complete the evaluation on the past month's experience, with reminders given quarterly by the Evaluation Coordinator.