

## **PRE-CLERKSHIP STUDENT CONTACT HOURS POLICY**

### **PURPOSE**

This policy establishes expectations and limits regarding the amount of time medical students in the pre-clerkship phase of the curriculum spend in required educational activities. The policy is designed to support effective learning, promote student well-being, and ensure compliance with LCME Element 8.8.

LCME Element 8.8 states that *“The medical school faculty committee responsible for the medical curriculum and the program’s administration and leadership ensure the development and implementation of effective policies and procedures regarding the amount of time medical students spend in required activities, including the total number of hours medical students are required to spend in clinical and educational activities throughout the curriculum.”*

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### **DEFINITIONS**

A contact hour is defined as 60 minutes of a required educational activity that a medical student completes as part of the formal curriculum in order to meet the objectives and expectations of a required course.

Contact hours include, but are not limited to:

Synchronous or asynchronous lectures

Required small-group or large-group learning sessions

Clinical skills and simulation activities

Laboratory-based activities

Required online modules

Required reading assignments

Required session pre-work

Clinical preceptor time

For required preparation or independent work, contact hours are assigned prospectively by course leadership using standardized time estimates and are included in the contact hours calculation.

Optional resources, review sessions, and independent study time are not included in the contact hours calculation.

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## **POLICY**

The pre-clerkship curriculum consists of required courses delivered during Years 1 and 2, which may run in parallel or in series across four semesters. The content and structure of each course are defined by the course director in collaboration with the Central Curricular Authority (CCA).

The total duration of required curricular contact hours must not exceed an average of 25 hours per week, calculated over the length of a semester. This total includes activities enumerated under “Definitions”.

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## **MONITORING AND COMPLIANCE**

Compliance with this policy will be monitored after the completion of each semester by the CCA using data provided by the pre-clerkship Curricular Year Directors (CYDs). Any proposed curricular changes that would significantly increase required contact hours, or result in exceeding the semester average limit, must be reviewed and approved by the CCA. In the event that the number of hours exceeds the established limits, the CYDs will collaborate with the course directors to make necessary adjustments to ensure adherence to this policy.

<b>Reviewed by:</b>	Central Curricular Authority
<b>Date of approval:</b>	April 2012
<b>Revised:</b>	June 8, 2026
<b>Review cycle:</b>	Three years