

First/Second Year Courses Overview

Courses during the First and Second years of medical school training should provide the student with experiences that establish the attitudes, knowledge, and psychomotor skills required for Clerkships and other clinical courses. The goals of these courses will vary but should progressively build upon core MCW Global Competencies. The content and educational activities should be aligned with the goals of the MCW medical school curriculum.

Information to be included in the course proposal and required for consideration by the CEC includes:

1. **Description:** This description defines the content and procedures of a course. It outlines the general instructional process. This description will describe learning activities and should also include the rationale for the educational offering.
2. **Goals:** A course goal is a statement that communicates the general educational outcomes to be achieved by the end of the course. Because goals are general in nature, they are usually stated in non-behavioral terms
3. **Objectives:** Course objectives must be linked to [MCW Global Competencies](#). An objective is a description of a behavior expected as a result of the instructional process. The objective describes the intended result or outcome that can be assessed and should be aligned with the goals, instructional methods, and assessment methods of the course. An objective communicates short-range, precise outcomes. These statements provide clear expectations for the students and the faculty.
 - a. Specify particular knowledge, skills, and/or attitudes which the students will acquire during their participation in the elective. "To become familiar, to gain more experience, to develop a better understanding," are phrases which do not sufficiently describe objectives but are appropriate for goals.
 - b. It may be useful to describe objectives in terms of [Bloom's Taxonomy](#): **Knowledge** (remember previously learned information), **comprehension** (demonstrate an understanding of the facts), **application** (apply knowledge to actual situations), **analysis** (break down objects or ideas into simpler parts and find evidence to support generalizations) , **synthesis** (compile component ideas into a new whole or propose alternative solutions), and **evaluation** (make and defend judgments based on internal evidence or external criteria). The acquisition of specific domains of learning: cognitive, affective, and psychomotor skills should form the foundation for course objectives. Make sure that each objective will be, in some way, assessed.
4. **Instructional Methods:** For the purpose of curriculum mapping and the ability to track educational offerings in the medical school, learning activities must be listed using ONLY the appropriate [AAMC MedBiquitous terms](#) for instructional methods. Review the linked document to assure that you are utilizing the appropriate terminology for your course.
5. **Basic and Clinical Science Integration:** The LCME requires integration of basic and clinical science material across the years of training. Provide details of how basic and clinical science will be integrated into the course.

6. Curriculum Resource Types: For the purpose of curriculum mapping and the ability to track educational offerings in the medical school, curriculum resources must be listed using ONLY the appropriate [AAMC MedBiquitous terms](#) for resources. Review the linked document to assure that you are utilizing the appropriate terminology for your course.
7. Assessment Methods: Describe the methods by which each student will be assessed utilizing ONLY the appropriate [AAMC MedBiquitous terms](#) for assessment methods.
8. Grading policy: First and second year courses will be graded as follows: Early Clinical Courses: Satisfactory/Unsatisfactory; Basic Science Courses: 5-point grading scale. Explanation of how grades are calculated must be provided in either case. If the 5-point scale will be utilized, a rationale must be included indicating the robust nature of the assessment strategy.
Example:
Exam-Institutionally Developed, Written/Computer Based: 75%
Research or Project Assessment: 20%
Participation: 5%
Narrative assessment: 20%
(The [AAMC MedBiquitous](#) assessment method with percentage contributing to grade must be included)
9. Evaluation of Instructors/Course: An explanation of how students will evaluate the teachers and course should be provided. In general, this can be accomplished using standard MCW course and teacher evaluation forms.
10. Time commitment: Depending on the course type the duration can vary from 3 weeks to 20 weeks. List the anticipated student time requirements including self-directed learning and out of class project time. Where and when to report on the first day of service—state the ADDRESS, TIME, and DATE.
11. Informational Contact—list the person(s) and his/her phone number who will be responsible and available to answer additional questions about the elective.
12. Evidence for commitment of and resources from the involved department(s) including funds, support staff and space.

The above information should be entered into the [New Course Proposal Form](#) and submitted to the CEC.

The CEC will contact the course director and the Office of Curriculum upon review of the course proposal to ask any questions and provide a decision on approval. All course/pathway proposals must be received by the CEC no later than **October 1** in order to be considered for the following academic year.