

Indiana University School of Medicine
Student Scheduling and Contact Hour Policy for First and Second Year Courses
Approved by the Curriculum Council Steering Committee 11/21/11

As of the 2011-2012 academic year, required first and second year contact hours at the nine IUSM campuses range from 1203 to 1612 over the first two years with an average of 1395 hours per year per campus. This policy is intended to standardize the curricular time (hours and weeks) across all campuses at the Indiana University School of Medicine in an effort to maximize student learning opportunities while balancing students' need for unstructured self-directed learning time. All faculty, educational staff, residents, fellows, and volunteer clinical faculty are expected to follow this policy. Full compliance must be achieved by August 2014.

Curricular Weeks – First and Second Year Courses

1. The Office for Undergraduate Medical Education will establish the start and stop dates that all campuses follow.
2. The central orientation will begin the academic year at all locations. No campus may begin local orientation activities until after the conclusion of the central orientation.
3. Every IUSM semester, regardless of campus location, is 18 weeks in duration.
4. Each semester will consist of 17 weeks of instruction (including examinations) and 1 week of vacation/holidays.

Scheduled Contact Hours for First and Second Year Medical Students

1. Campuses will schedule contact hours within a range of 310-350 hours per semester during the first and second years of medical school, contact hours not to exceed 1320 total hours.
2. Campuses may not schedule more than 26 hours of required activities for first and second year medical students in any week. The 26 hours of activity must include all basic science and clinical instruction as well as all required curricular activities.
3. Every hour of required activity is considered a contact hour, including lecture, small group discussion, and laboratory time.
4. First and second year students must have at least two 4-hour blocks of self-directed learning time per week. The 4-hour blocks of self-directed time must occur at the beginning (8 am – 12 noon) or end (1pm – 5pm) of the day.

Implementation

1. Each campus will submit an implementation plan to the CCSC for approval by May 1, 2012.
2. Implementation plan must include:
 - a. At least one four hour block of self-directed time per week starting in AY 2012-2013
 - b. Significant progress towards standardization of contact hours starting in AY 2012-2103