



Policy on Compulsory Completion of Electronic Course/Clerkship Assessment Forms (ECAFs)

I. PURPOSE

The UCC School of Medicine (UCCSoM) recognizes the importance of the evaluation system to appraise the quality of the medical education program.

Active student participation in the process of course evaluation is one of the most important methods the School of Medicine (SoM) has to assure that all aspects of its educational program are of the highest quality. Over the past, significant curricular changes have been made in many courses as a result of this process. Active participation in the process of evaluating their own educational experiences—courses, clerkships, and faculty—prepares medical students to fulfill similar duties that they will encounter as interns, residents, and practicing physicians. Interns and residents will be asked to evaluate attendings and physicians as well as other staff and activities which are mandatory for maintenance of their credentials as specialists and professionals. Participation in evaluation of educational experiences and programs is one of the rights and responsibilities that keep the medical profession updated and strong and is a professional duty of all students of scientific disciplines.

Completion of the Electronic Course/Clerkship Assessment Form (ECAF) will be compulsory in order for the student to receive an official final grade in the course/clerkship.

II. POLICY CONTENT AND GUIDELINES

The policy establishes that beginning in academic year 2012-2013 completion of all ECAFs by the students will be compulsory.

The Curriculum Committee (CC) endorses the following guidelines in order to elicit the meaningful participation of every student in the evaluation process:

1. Every required course/clerkship will be evaluated by students.
2. The ECAF should be of reasonable length.
3. Every student is expected to respond in a professional manner to each item which he/she feels qualified to answer.
4. Strict confidentiality of responses will be assured.
5. A student's failure to respond will result in withholding his/her grade for the course/clerkship.
6. Further, a student's repeated failure to respond in a timely and reasonable fashion will be brought to the attention of the Disciplinary Board.

In the implementation of this policy, Faculty, students and administration have certain responsibilities that may include some or more of the following:

Faculty responsibilities:

1. Encourage students' active and timely completion of the ECAF with friendly reminders through the duration of the course/clerkship.