

Policy Name:	Student Evaluation Completion Policy
Original Approval Date:	12-20-2019
Approving Officer/Committee:	Medical Curriculum Council
Revision Dates and Notes:	
Related LCME Element(s) (if any):	8.4, 8.5

A. **Policy** - Students must complete 100%, per academic year, of their assigned evaluations of courses, faculty, modules, clerkships, and clinical sites.

B. **Purpose** - The School of Medicine considers the completion of course and clerkship evaluations to be part of a student’s professional responsibilities. Receiving substantive, representative feedback from students about our required medical school curriculum and instructors is crucial in helping the School of Medicine to understand program strengths and weaknesses and identify opportunities to improve the educational experience for future generations of students. In addition, learning to give and receive feedback is an integral part of developing professional skills students will need during residency training and future practice.

C. **Scope** – This policy applies to all medical school students.

D. **Procedure/Process**

Professionalism Requirements for Completing Evaluations:

1. Students must complete 100%, per academic year, of their assigned evaluations of courses, faculty, modules, clerkships, and clinical sites.
2. Required evaluations include:
 - a. AAMC Matriculating Student Questionnaire (MSQ)
 - b. Evaluation of all required pre-clerkship courses
 - c. Individual evaluations of pre-clerkship faculty lecturers (class will be broken down into thirds and each group will be assigned to evaluation 1/3 of the faculty per course)
 - d. Small group evaluations
 - e. AAMC Year 2 Questionnaire (Y2Q)
 - f. Evaluations of all required clerkships
 - g. Individual evaluations of clerkship instructors (complete all assigned evaluations)
 - h. Survey to collect information on Residency Interviews and Matching
 - i. AAMC Graduate Questionnaire (GQ)
3. **Three Strikes Policy for Failure to Complete Evaluations:**
 - a. First strike - For the pre-clerkship curriculum, completion rates on evaluations will be reviewed after each quarter has finished and the evaluation due-dates have passed. If a student has not completed at least 80% of the evaluations assigned during the quarter, they will receive a warning from the Office of Academic Affairs about professionalism expectations.
 - b. Second Strike - Evaluation completion rates will continue to be monitored for each subsequent quarter. If a student completes less than 80% of the evaluations assigned during a subsequent quarter, the Office of Academic Affairs will be alerted. The student will present for

an in-person meeting with the Associate Dean of Medical Education where they will receive additional feedback regarding professionalism, expectations, and a warning in writing that further lapse will result in a referral to the Professionalism Committee.

c. Third strike - If a student completes less than 80% of evaluations in another quarter, the student will be referred to the Professionalism Committee. This will then be reported to the Dean of Student Affairs to be included in the 4th year Dean's letter

Use of Professional Language in Evaluations:

1. Comments provided in evaluations should be constructive, respectful, and framed using language that the evaluator would want to hear if they were being evaluated.
2. Written comments provided in student evaluations are anonymous (i.e., faculty cannot access information about the identity of an individual student who provides comments in an evaluation form), however, if a student submits a written comment in an evaluation form that violates either the School of Medicine Professionalism Standards or causes concerns about student safety or wellbeing that comment may be subject to review by committee.