Standardized Course/Section Syllabus:

Johns Hopkins University
School of Medicine

Course Title
(Note: material in italics should be customized for your course/clerkship)

Course/Section/Clerkship Director:
Name
Phone Number
(and time[s] you can be reached)
Email address

Course Coordinator:
Year 1 Courses: Sherrie Fornoff (sfornoff@jhmi.edu)
Year 2 Courses: Terri Hennel (thennel1@jhmi.edu)
TIME and Translational Science Courses: Susan Shultz (sshultz@jhmi.edu)
Clerkships/Subinternships/Electives: Departmental coordinators

Small Group Facilitators: Names and email addresses

Class Schedule:
Inclusive Dates; https://oasis.med.jhmi.edu

Examination Schedule:
Dates and times; https://oasis.med.jhmi.edu

Course Description: Brief description of the course, what students will learn and how this fits in the overall curriculum. This course is about ____. It builds on what you learned in ____. What you learn here will prepare you for ____. The course uses a combination of lecture, readings, small group problem solving, etc.

Overall Course/Clerkship Objectives:

Enter the Overall Course Objectives as they appear in OASIS. (As a reminder, Overall Course Objectives are broad goals and any changes to these require UMEPCC approval.) These represent the required learning outcomes for the course that will be assessed.

Each of these objectives is linked to one or more School of Medicine (SOM) Education Program Objective(s). This information is also available in OASIS. The SOM Education Program Objectives can be found at https://www.hopkinsmedicine.org/som/curriculum/genes_to_society/mission.html
Horizontal Strands addressed in the course:
List related Horizontal Strand themes or objectives addressed in this course.

What's New:
Note any changes in the course from previous cohort(s) as a result of student feedback or other evaluation. Delete section if no changes.

Class sessions recorded by the instructor may be shared with students in the class for instructional purposes related to this class. Small group, active learning activities will not be recorded for posting. Students are not permitted to copy or share the recording with others.

Required Text and Other Materials
Enter required and/or recommended text(s) and other materials. If no text is required, please indicate this on the syllabus.

Assignments
Enter assignments for course and due dates for each.

Evaluation and Grading
A. Formative: How will students know how they are doing in the course?
B. Summative: Indicate the basis for computing course grades and the relative weight of each assignment, exam, etc. Students should have a clear understanding of grading requirements and criteria for letter grades.

For Example (components of final grade and % weight of each component in the final grade):
Class Discussion (25%)
Patient write up (20%)
Mid-term Exam (15%)
Presentation (20%)
Final Exam (20%)

Another Example:
List components of criteria-based non-compensatory (conjunctive) grading scheme. Each component should have expectations delineated for a Pass, High Pass, Honors, as appropriate for course or clerkship.

Non-Clinical, CFM and LAC Grading Scale (Grading scale is determined by the School of Medicine.)
- Pass (P) = Student has met all requirements as outlined in the syllabus for the class.
- Unsatisfactory (U) = Student completion of some examinations or assignments is below passing level. These components must be remediated in order to convert to P. The U grade does not appear on the external transcript.
- Incomplete (I) = Student has missed required events or assignments because of illness or emergency. Student should meet with course director to plan make-up assignments. The grade will be converted to a P when all requirements have been successfully met, or F if not successfully met. Once converted to a P or F, the I will no longer be seen on the external transcript.
- Fail (F) = Student has failed significant required elements of the course, or has an average score below the passing level for the course. Student should meet with the course director to plan remediation. The original F will appear on the external transcript, along with the P, if successfully remediated.

Or

**Clerkship Grading Scale** (Clerkships are graded on a H/HP/P/U/I/F scale)

*Criteria for components of the grade that would allow a student to be eligible for H/HP/P (or P/F) should be clearly described for each clerkship and updated annually.*

**Professional Behavior Expectations**

All students are expected to demonstrate professional behaviors as outlined in the [JHU SOM Honor Code](https://hpo.johnshopkins.edu/som/policies/886/39166/policy_39166.pdf) and in the AAMC subcompetencies on professionalism:

1. Demonstrate behaviors that show compassion, integrity, and respect for others
2. Demonstrate behaviors that show responsiveness to patient needs that supersedes self-interest
3. Demonstrate behaviors that show respect for patient privacy and autonomy
4. Demonstrate behaviors that show accountability to self, patients, colleagues, the profession, and society

[Link to Accountability Policy:](https://hpo.johnshopkins.edu/som/policies/886/39166/policy_39166.pdf)

Course and clerkship directors will communicate course or discipline specific expectations/tasks for which students will be held accountable. As with other assessment and evaluation domains such as knowledge and skills, students who deviate from these professionalism expectations may have their final grade lowered, or the deviation may result in failure of the course or clerkship.

Serious breaches of professionalism should be expected to result in failure of the course or clerkship in which the breach is detected. These breaches will be handled on a case-by-case basis by the course or clerkship director. All such matters will also be referred to the Disciplinary Committee. Examples of such unprofessional behaviors include but are not limited to: cheating, plagiarism, or other forms of academic dishonesty; forgery or falsification of documents/records; lying or misrepresentation of facts, figures, or clinical data; failure to obtain appropriate supervision for clinical care; physical violence, bullying or harassment against others, or other significant lapses in personal ethical conduct that raise concern regarding the behavior of the student in question.

**JHUSOM Policy on Attendance**

Small group and other required activities in the GTS Curriculum require the presence and participation of the group members, both for their own learning and for their contribution to the learning of others. It is an expectation of medical professionals, and of students of the profession, to participate in required attendance activities, and to contact the relevant parties as far in advance as possible, to request an excused absence or to use an unexcused absence.

The JHUSOM policy on attendance in the curriculum is posted at [https://hpo.johnshopkins.edu/som/policies/886/39178/policy_39178.pdf](https://hpo.johnshopkins.edu/som/policies/886/39178/policy_39178.pdf).

**ActivTracker (app used for in-person, non-clinical sessions):**

- Please email the course administrator if you are absent for either an excused or unexcused absence so we can ensure your attendance is recorded accurately. This is
especially helpful when we notice a student has not successfully recorded their attendance using the ActivTracker App and is marked as "absent."

- If you have any technical difficulties with the ActivTracker App, please contact the course administrator (Terri, Sherrie, or Susan) immediately (at the scheduled class start time) when you see the error with specific details and/or questions.

**Planned absences:** If you need to request an excused absence for a planned event (e.g., presenting at a national professional meeting, or a major family milestone event), or if you are using an unexcused absence for a planned reason (reason does not need to be shared), the following people must be notified, at least 2 weeks prior to the start of the course or section, or as far as advance as possible:
   1. Course Coordinator – [name and email address]
   2. Course Director
   3. Section Leader

**Unpredictable absences:** In case of illness, injury, or emergency, which cannot be predicted, the student should notify the course administrator and course director/section leader as soon as it is safe and feasible.

For questions about whether a situation would be classified as an excused or unexcused absence, please contact the course administrator or the Assistant or Associate Dean for Undergraduate Medical Education.

**Requesting Excused Absences for Professional Meetings – Instructions for Students**

Please include the following information below in your email communication to the course director and course coordinator if you are requesting excused absences for professional meetings:

1. The name of the meeting and your role at the meeting. Examples of roles include poster presentation of scholarly work, podium presentation of scholarly work, chairing a committee, etc.
2. The title(s) of your presentation(s) and information about when your work is scheduled to be presented.
3. The location of the meeting/conference.
4. Please provide the dates/times of curricular sessions for which you are requesting an excused absence.

**Weather and Other Emergencies**

The School of Medicine follows Johns Hopkins University policy regarding closure due to weather emergencies. Weather emergencies are available at the phone numbers and website below, as well as on radio and TV broadcasts.

- Baltimore 410-516-7781
- Outside Baltimore 800-548-9004
- URL: [http://webapps.jhu.edu/emergencynotices](http://webapps.jhu.edu/emergencynotices)

**Examinations**

In rare cases where a student requests to delay an examination, the student must submit their reasons for delay prior to the summative examination date to both the course/clerkship director
and the Associate Dean for Medical Student Affairs. (See Summative Examination Policy [Testing Policy] for details.) Available dates for preclerkship makeup exams are posted in OASIS and are available by contacting the course administrator.

Any student who arrives more than 15 minutes late for an exam will need to take a make-up exam and will receive an incomplete grade until the requirements for the course/clerkship are completed. Students may not take any personal materials other than a pen/pencil and blank paper to the exam station. Notes taken during the exam must be placed in the designated box as the student exists the exam room.

Refer to the SOM Remediation and Make-Up Exams Policy or the Summative Assessment Policy (Testing Policy) at https://hpo.johnshopkins.edu/som/policies/886/39181/policy_39181.pdf for a full explanation of remediation processes for failed examinations.

**Classroom Accommodations for Students with Disabilities**

If you are a student with a documented disability who requires an academic adjustment, auxiliary aid or other similar accommodations, please contact the Learning Specialist and Student Disabilities Services Coordinator: Ellen Kaplan, ekapla19@jhmi.edu. If you will be using approved accommodations, you must also notify the course director and course coordinator in advance of the start of the course and 5 business days in advance of a written exam or assessment, or at the beginning of a clerkship for any Standardized Patient examinations, so that appropriate preparations can be completed before an event requiring accommodation.

**Statement of Diversity and Inclusion**

Johns Hopkins University is a community committed to sharing values of diversity and inclusion in order to achieve and sustain excellence. We believe excellence is best promoted by being a diverse group of students, faculty, and staff who are committed to creating a climate of mutual respect that is supportive of one another’s success.

**Teacher Learner Conduct Policy and Reporting Mistreatment**

The Johns Hopkins University School of Medicine is committed to fostering an environment that promotes academic and professional success in learners and teachers at all levels. The achievement of such success is dependent on an environment free of behaviors which could undermine the important missions of our institution. An atmosphere of mutual respect, collegiality, fairness, and trust is essential. Students should review the JHUSOM Guidelines for Conduct in Teacher/Learner Relationships https://hpo.johnshopkins.edu/som/policies/886/39186/policy_39186.pdf.

When you believe you have experienced or witnessed mistreatment and/or disruptive behavior, we strongly encourage you to utilize the resources provided for reporting: http://mistreatment-reporting.med.jhmi.edu

We also encourage you to discuss these experiences with your course / clerkship directors, your School of Medicine deans, and/or your Colleges Advisors, who will confidentially help you report and navigate improvement in the learner environment for you and others.

**Student Honor Code**

Students are reminded of the honor code developed by the medical student body, introduced in
September 1991, which is as follows:

As a student at The Johns Hopkins School of Medicine, I pledge:

- To do my own work and be honest in my interactions with peers, faculty, and staff. This applies to my work on examinations, assignments, and papers as well as work in the laboratory.
- To uphold the high standard of conduct in patient care which has always been maintained by the Johns Hopkins medical community.
- To base my interactions with other students on mutual respect and cooperation.
- To act on infractions of the honor code and to maintain the confidentiality of all parties involved.
- To encourage my peers to uphold this honor code.

It is the expectation that Hopkins students live by this code.

**Course Evaluation**

The following statement must be included on all syllabi exactly as written below:

Please remember to complete the course evaluation for this course. For preclerkship courses, evaluations will be required from a rotating sample of 25% of the class. Other students will always have the option of submitting an evaluation if they choose. This will reduce the overall burden of surveys for students. There will be no extra credit for completing the evaluation. If you are in the designated 25%, you will receive an incomplete if the course evaluation is not completed by the time grades are posted for the course.

Course evaluations are an important tool in the School of Medicine’s ongoing efforts to improve instructional quality and strengthen its programs. The results of the course evaluations are kept anonymous — your instructor will only receive aggregated data and comments for the entire class.

For the clinical clerkships and clinical electives, 100% of the students are expected to complete the course evaluations.

**Bibliography**

*If applicable, include list of resources (other texts, learning aids, online programs, etc.)*

**Course Outline**

*Divide your course into units/sessions/topics: Indicate dates, topics, and assignments for each unit.*