Principles and Expectations for Student Completion of Teacher and Course Evaluations in UME

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Principles

1. One of the most powerful and effective tools used to assess the quality and effectiveness of the UME curriculum and its teachers is constructive student feedback. It is the professional responsibility of students to participate in this process.

2. Students in UME are in training to enter a profession that relies to a considerable extent on collegial critique for self-improvement. Giving effective feedback and responding to feedback are essential competencies that students must learn.

3. UME endeavours to educate medical students in a manner that fosters personal accountability and professional growth. Students will receive appropriate instruction in providing and receiving feedback.

4. Students are essential partners in the education program: they have a strong interest in the program functioning as effectively as possible, for the sake of their own education and the education of students who will attend the school in later years. As such, students should contribute to the planning and implementation of a reasonable, required program of course and teacher evaluation.

5. The time required to complete evaluations of teachers and courses should be minimized by ensuring:
   a. That the process of completion of forms be as easy as possible, including:
      i. That the forms be concise and only include essential information.
      ii. That whenever possible, dedicated time be set aside during school hours for students to complete evaluations.
      iii. That the forms be available for completion on a variety of technological platforms, including smartphones.
   b. That the number of students required to complete the forms be determined with regard to statistical principles. For example, to provide reliable data, the weekly evaluations of the Preclerkship block courses do not generally need to be completed by every student, but rather by a randomly chosen subset (generally 1/3 to 1/4) of the class.
   c. That requests and/or reminders to complete any forms be limited to no more than once per week.
Expectations

1. In light of the preceding five principles, students will be required to complete at least 80% of the evaluations assigned to them in each course within two months of the request.

2. Completion of required evaluation forms will be monitored by the central UME administration. Students will not be eligible to receive credit in any given course (i.e., they will be incomplete in the course) until they have submitted at least 80% of the evaluations they are assigned in that course. If a student does not meet this requirement, despite reminders to complete the evaluation forms, he or she will be required to meet with the Preclerkship/Clerkship Director.

3. If students encounter a technical difficulty that hinders the completion of an evaluation form, it is their responsibility to bring this problem to the attention of the course administrator, course director, or technical staff in a timely manner.