Policy Title: Course Syllabus Template

Policy & Procedure Statement:

Course syllabi are educational records of ICOM that document the academic content, requirements, and other information pertinent to each course. Course Directors are required to prepare a syllabus for each course taught, including special courses such as research, clerkships, and practicums. The syllabus is both a permanent record of course content and requirements and a learning tool which helps students succeed in the course and is used when disputes arise regarding evaluation of student performance and grading.

For these reasons, ICOM requires that all syllabuses be as comprehensive and consistent as possible. All course directors are required to use the syllabus template. This template standardizes the minimum basic components to be included in every syllabus but does not direct course content or activities in any way.

It is the Course Directors responsibility to submit the required syllabuses to the Curriculum committee according to the following time-line: Fall semester courses are due by June 1, Spring courses are due by October 1 on an annual basis.

1. All Course Directors must submit their course syllabus to the Curriculum committee according to the following time-line: Fall semester courses are due by June 1, Spring courses are due by October 1 on an annual basis.

2. The course syllabus should be based on the syllabus template, with any changes highlighted. For approval in years following the first approved draft, only changes from the
previous year’s syllabus should be highlighted, including those mandated by changes to the syllabus template.

3. The Curriculum Committee will assign two members to do a review and make recommended changes within two weeks of their due date.

4. Course Directors will then have two weeks before they must submit the finalized syllabus for Curriculum Committee approval.

5. Once approved, all syllabuses will be collected and housed by the Educational Course Coordinator, to be distributed on the LMS, archive, and any other parties that would like access.

6. Any changes to the Syllabus after approval must be brought to the Curriculum Committee, with expedited approval possible when necessary
Course Name: Fill in Course name
Course Number: See Academic Bulletin for course number
Semester Offered: See master calendar

Course meeting Day(s), Time, and Location: Example - The Clinical Foundations course will meet from August 20, 2019 through September 27, 2019. Times and locations for learning activities can be found on the weekly schedule in the LMS.

The date range for courses can be found on the academic calendar located on the Team Drive.

Course Director: Name, degree
Office Location: Room Number
Office Hours: Days, Time
Office Phone: Phone Number
Email Address: Email Address

Department Administrative Contact: Dept. Administrative Assistant
Office Location: Cubicle Number
Office Phone: Phone Number
Email Address: Email Address

Instructor Information: List all instructors; faculty names may be copied from or electronically linked to contact info (i.e. email address, office and telephone numbers, office hours) in the LMS. Faculty contact information will also be available as a spreadsheet on the Team Drive.

Course Description: Insert description of the course (see the ICOM Academic Bulletin for descriptions).

Course Goals and Learning Objectives: Describe what students are expected to know and be able to demonstrate in outcome-based terms as a result of taking this course. Reference the AOA's seven core competencies and AAMC/AACOM Thirteen Core Entrustable Professional Activities (Core EPAs) where relevant. (course goals and learning objectives may be available through the LMS).

Texts and Resources: List texts and other resources to be used in the class. State whether these are required or optional. All reading material must include the ISBN.

Course Schedule: Weekly schedule with links to learning activities and required reading assignments will be listed in the LMS.
Assignments and Activities: Provide a written description of all assignments and activities for the course. Describe expectations for class participation, group participation, quizzes, self-directed learning modules, case-discussion and group exercises, and formative assessments.

Assessment and Grading: List all assessments and their weight for the course grade. Include consequences related to expectations for student conduct - absence, late assignments, academic dishonesty etc. Define letter grades.

Letter Grading
The grade you receive will be determined from your total points in accordance with the ICOM Academic Bulletin. Your grade will be determined as a percentage of points possible. If the student scores 90%-100% the grade will be an A. If the student scores 80%-89% the grade will be a B. If the student scores 70%-79% the grade will be a C. If the student scores below 70% the grade will be an F. An incomplete grade will only be awarded as described in the Academic Bulletin. If the student successfully passes the course through remediation a grade of C* will be entered as a final grade.

Pass/Fail Grading
The grade you receive will be determined as a percentage of total points possible. If you score at or above 70%, your grade will be a P. If you score below 70%, your grade will be an F. An incomplete grade will only be awarded as described in the Academic Bulletin. If the student successfully passes the course through remediation a grade of P* will be entered as a final grade.

Note: An incomplete grade will only be awarded as described in the Academic Bulletin.

Compensation for Exam Difficulty:
Under specific circumstances outlined below, the Course Director may decide to compensate for exam difficulty. The following formula may be applied to practical/written exams in order to adjust for potential variation in level of difficulty:

Examination grades may be adjusted such that the Adjusted Grade = Unadjusted Grade + CPΔ, where:
- CPΔ (Cut point differential) = 70 - Difficulty
- Difficulty = Mean* - (1.25 standard deviations of the assessment mean)
  *The bottom 5% of exam scores will be removed for the calculation as potential outliers that overly impact the mean and SD.

Characteristics and required parameters for application of the adjustment formula:
- No student examination grades will be lowered by this formula, i.e., if CPΔ is converted to a negative, the formula will not be applied
- If all student grades on an assessment are greater than or equal to 70%, then all students pass the assessment and no adjustment will be applied.
- The formula is only applied to individual exams, not on final grades in the course.
- The formula does not apply to remediation exams.
- The maximum grade permitted on any assessment is 100%.
Remediation Policy: If a student is offered an opportunity to remediate a course, the assessment exam for the course will be offered as scheduled by the Director of Educational Evaluation and Implementation, as directed by the Course Director. Remediation for any given course will be comprised of a comprehensive exam, with questions over course content distributed proportional to the learning objectives and sessions. To prepare for the assessment exam, students are to meet with the Learning Specialist. The Learning Specialist will assist the student(s) in identifying weaknesses in knowledge and understanding. The identified areas of deficiency will be documented in a Remediation Preparation Form. Students remediating a course must meet with the content experts for the identified areas and obtain the faculty members’ signatures. The completed Remediation Preparation Form is to be submitted to the respective Course Director a minimum of one week prior to the scheduled assessment exam. Failure to complete or submit the form will result in retraction of approval to remediate the course and remanding of the student to PARC for professionalism issues. The remediation exam is scheduled for [insert course remediation exam date]. Please refer to the full Remediation policy as listed in the Academic Bulletin to determine eligibility.

Expectations for Students: Students are responsible for all official college communications, including attachments, transmitted to their ICOM email address and are expected to check the LMS course site on a daily basis for important course information. Students are expected to conduct themselves in a professional and ethical manner befitting the honorable profession they are entering while at ICOM, its affiliated hospitals, and any location where ICOM students pursue activities for academic credit. All procedures regarding conduct, including computer conduct, will be followed as outlined in the Academic Bulletin.

During a quiz or exam, students are expected to understand and follow the ICOM Exam Standards of Behavior as outlined in the Academic Bulletin. Of special note, please ensure you come to the exam session with your ICOM provided device full charged as some testing locations may not have access to power outlets to charge your device. Failure to follow these standards may result in a failing grade for the exam and/or a reprimand to the Professionalism and Academic Review Committee (PARC).

Cheating (providing or receiving any unauthorized assistance or unfair advantage on any form of academic work, sharing information from testing/exams or attempt thereof), plagiarism (copying the language, structure, ideas, or algorithms of others and representing it as one’s own work or any attempt thereof), falsification (fabrication of information or attempt thereof, including but not limited to clinical requirements, internships, and assignments such as histories, physicals, laboratory tests, rotation records, etc.) will be subject to strict disciplinary action. Since these rules are strictly enforced, please avoid all appearance of academic dishonesty.

Disruptive behavior in class will not be tolerated. This includes behavior that others find unwelcome or offensive and any inappropriate etiquette or inappropriate disturbance repeated often enough to establish a disrespectful trend, including but are not limited to the following: arriving late for class or leaving class while in progress, disrupting class with pagers, cellular
phones, computers, computer games, loud talking, bringing food into unauthorized areas, leaving trash in classrooms or academic areas or other activities that create a distraction.

Any violation of the acceptable technology use guidelines as published by the ICOM IT department will not be tolerated. Lectures and videos contain confidential and proprietary information and material protected by intellectual property laws. Students do not have permission to share them. All instances of suspected misconduct by a student will be reported to the Assistant Dean for Student Affairs. The Assistant Dean would notify the Dean and appropriate Associate Dean of the suspected misconduct. The Dean will then constitute an ad hoc committee to investigate the charges.

Add in any additional expectations as needed.

For a full description of all academic polices and procedures please review the Academic Bulletin.

**Course Attendance Policy:** Attendance is required at curricular activities as determined by the course director and identified in the course schedule as posted in the LMS. All examinations have mandatory attendance. Attendance will be monitored using electronic verification. Absences for illness or emergencies will be considered as outlined in the ICOM Academic Bulletin. Falsification of attendance will be viewed as an Honor Code violation and dealt with accordingly. [Describe penalties for unexcused absences, for example: Failure to attend required activities will result in the loss of 1% of the course grade for each unexcused absence.]

**Academic Coaching:** Medical school poses some unique learning challenges. Many students feel overwhelmed by the sheer amount of material, and some realize their usual study habits won’t be enough to meet those challenges. ICOM Students have access to free academic coaching through the Learning Specialist. They can help with study and reading strategies, test taking skills, problem solving, time management, and stress reduction. Students are encouraged to proactively get help; however, the Learning Specialist can help at any point in the school year. For more information or an appointment, email learningspecialist@idahocom.org or visit the academic support page on the ICOM website.

**Accommodation and Special Needs:** ICOM will make any reasonable adaptations for limitations due to any disability, including learning disability, in keeping with its policies and the Academic Bulletin. Any students with documented disabilities, including learning disabilities, who desire modifications and/or accommodations should contact Student Services. No accommodations will be made without prior approval through ICOM’s process.

**Retention of Examinations and Assignments:** Examinations, quizzes, papers, and assignments are educational records of ICOM. Copies of student examinations and assignments not returned to students will be retained by ICOM for one semester, in case of dispute between a faculty member and a student in assigning or recording a grade. After that time, course materials may be discarded in a manner that preserves student confidentiality.
E-mail Policy: Students are issued an official ICOM student email address when they are admitted to the college. This is the only electronic mailing address recognized by the college. Students are responsible for all official college communications, including attachments, transmitted to this address. ICOM faculty and staff are not responsible for forwarding email to personal email accounts that are not assigned by the college. Students are expected to check their ICOM email on a daily basis.

Title IX Syllabus Statement: Title IX of the Education Amendments of 1972 prohibits discrimination on the basis of sex in college programs and activities. Sexual harassment, including sexual violence and retaliation are forms of discrimination prohibited by Title IX and ICOM Policy. For more information, please go to www.idahocom.org and click on the link for the Title IX, anti-harassment and sexual harassment policy. To make a report or request information regarding resources and support contact the Title IX Compliance Officer, Title IX Coordinator, Dale Cassidy at 208-373-1963 or dcassidy@idahocom.org.

Student Evaluation of Course: Online evaluation forms and/or other modalities will be used to evaluate student perceptions of the course and satisfaction with faculty instruction. The purpose is to provide important feedback designed to improve instruction.

Disclaimer note: The Course Director reserves the right to change the information and requirements listed in this syllabus and will communicate any changes to students.

Approved by:

2/18/2020

CAO/Dean Date