

University of Illinois College of Medicine



PHASE 1 ATTENDANCE & LATE ARRIVAL POLICY

Topics:

- Professional engagement
- Learning activities with required attendance
- Excused absence
- Unexcused absence
- Request process for your campus
- Late arrival to an exam for any course in Phase 1
- Absence implications for
 - Doctoring and Clinical Skills course (DoCS)
 - Team-based learning sessions (TBLs)
 - Core Case Sessions (Unfolding cases)
 - Labs
 - Synthesis
 - Medical Colloquia

Professional Engagement

Attendance and punctuality are expected of physicians in practice as part of an overall expectation that physicians will fully engage with their professional responsibilities. The MD Program at the University of Illinois College of Medicine maintains firm policies about attendance for several reasons:

- Your punctuality and participation during medical school instill good habits that you will need in practice;
- The majority of your time in the classroom is spent in active learning formats, where your participation is not only essential to your own learning but also the learning of your peers;
- In many of your learning activities, specific resources (e.g., cadavers) or the services of others (patient instructors, patients) have been provided and scheduled to be available to you during class.

The faculty therefore consider your presence at required class sessions to be a fundamental part of the academic expectations of the MD program. As in professional practice, tardiness and unexcused absences are not acceptable.

Learning activities with required attendance

Attendance at all Team-based Learning (TBL), Core Case, Lab, Synthesis, Doctoring and Clinical Skills (DoCS), and Medical Colloquia sessions is required unless a request for an excused absence has been submitted and approved.

Sessions that do **not** require in-person attendance are listed as **non-mandatory** in the schedule. Although attendance is not required for these sessions, students are responsible for all material covered.

Excused absence

Examples of absence requests that are often approved at the discretion of Dr. Jessica Hanks, Assistant Dean for Preclinical Education and Evaluation. *(Written documentation of the reason for absence must be emailed to UICOMP-absence@uicomp.uic.edu.)*

- Illness of student, significant other or immediate family member
- Funeral of a family member
- Doctor's appointment for student
- Religious holidays *
- Presentation at a conference
- Own wedding
- Jury Duty
- Court Date
- Student representative on a College of Medicine Committee

** Documentation of attendance at services is **not** required.*

Examples of absence requests that may be approved at the discretion of Dr. Jessica Hanks, Assistant Dean for Preclinical Education and Evaluation. *(Written documentation of the reason for absence may be required.)*

- Illness of extended family member or friend
- Funeral of a friend
- Wedding of a family member or participation in a wedding of a non-family member
- Attendance at a medical conference (not presenting)
- Other circumstances of an extreme, unanticipated, and compelling nature

Unexcused absence

Reasons for *Unexcused* Absences may include:

- Employment conflict
- Missed ride
- Missed bus/train
- Overslept
- Out of town
- Listed wrong date on personal calendar
- Attendance at a conference without presentation
- Time off request not made in advance or absent after request disapproved

Failure to obtain prior permission or provide satisfactory written documentation within seven days (or as soon as feasible) following an absence will result in an *unexcused* absence.

Examples of Proper Written Documentation for Excused Absences:

- Doctor's Note
- Death Certificate
- Police Report
- Traffic Ticket
- Jury Duty Summons

Request process for the Peoria campus

A request for an excused absence must be communicated **in advance** by emailing UICOMP-absence@uicomp.uic.edu. This request for excused absence will be received by the M1 Coordinator who will communicate the information to Dr. Hanks. If email is not available, the student should call the Office of Academic Affairs at 309-671-3438. The M1 Coordinator will then facilitate all communications about the absence request and will serve as the point of contact about all decisions and other information. When emailing the Absence listserv, the following format is required:

To: UICOMP-absence@uicomp.uic.edu

Subject: *(Course/Block Name)* - Absence Request

Within the body of the email, please Include the following:

- 1) Full name*
- 2) M1 (since M2s will also be using this address)*
- 3) Date for which the request is being made*
- 4) Reason for Absence*

NOTE: A request for an “excused absence” does not guarantee acceptance. The student is responsible for following up and confirming whether the absence is excused or unexcused. No expectation of prior notification will apply in the case of an emergency. As soon as feasible, the student should email UICOMP-absence@uicomp.uic.edu. The absence will be deemed ***excused*** or ***unexcused*** by Dr. Jessica Hanks, Assistant Dean for Preclinical Education and Evaluation.

If a situation leads to missing multiple class sessions (TBL, Core Case, Lab, Synthesis, DoCS, or Medical Colloquia) and completing the course becomes difficult, the student should contact Dr. Jessica Hanks, Assistant Dean for Preclinical Education and Evaluation as soon as possible to explore options such as a make-up plan, remediation plan, leave of absence, etc. The time period for this make-up will be consistent with UI-COM Academic Policies.

NOTE: Both excused and unexcused absences are tracked across the curriculum. Students with repeated absences may be asked to provide a higher level of documentation. Such absences may affect the student’s professionalism evaluation and grade (please see the Assessment Policy on Professionalism).

Late Arrival to an Exam for any course in Phase 1

- Students who arrive late to an exam are eligible to sit for the exam if they arrive within 20 minutes from the exam start time.

Example: An exam is scheduled to start at 8:00am. A student may arrive to the check-in table as late as 8:20am and still be allowed to sit for the exam.

A student who arrives after the 20-minute grace period will be directed to Dr. Jessica Hanks, Assistant Dean for Preclinical Education and Evaluation. Students who are not given an excused absence will receive a score of zero for the exam. A pattern of not meeting timeliness expectations may impact a student's ability to progress through the program. Course Directors will meet with students to address these areas of concern.

Absence implications for Doctoring and Clinical Skills (DoCS) Sessions

DoCS is a clinical course and like clerkships, the same level of professionalism is expected. Assessment in DoCS is based on observation of students' practice of clinical skills and attitudes. Punctual attendance is required at all DoCS sessions. **Failure to attend an activity will affect your overall DoCS grade.**

Absence: A request for an excused absence must be communicated in advance by emailing UICOMP-absence@uicomp.uic.edu.

If an absence for a DoCS session is considered excused, the student is responsible for making arrangements with Diana Farrar, DoCS Coordinator, to make up the session, which will be determined on an individual basis. Requests for excused absence should be made in advance, or as soon as feasible in the case of emergency. Due to the sequential nature of the DoCS course, students are required to complete the make up within one week of the missed session(s).

If the absence for a DoCS session is considered *unexcused*, the student will receive a score of zero for the quiz (if scheduled), will lose points related to professional engagement (please see Assessment Policy on Professional Engagement), be required to complete a make-up assignment, and will be responsible for all material covered. **Unexcused absences will affect a student's overall DoCS grade if the problem persists or is sufficiently serious.** Due to the sequential nature of the DoCS course, students are required to complete the make up within one week of the missed session(s) to avoid further penalty. As this is also considered a professionalism issue, the student may be required to meet with Dr. Matthew Jager, DoCS Course Director at UICOMP.

Leaving Early: Leaving a session prior to its completion is considered an *unexcused* absence. The student will receive a score of zero for the quiz (if scheduled) regardless of points originally earned, be required to complete a make-up assignment, and will be responsible for all material covered. Due to the block curriculum model, students are required to complete the make up

within one week of the missed session to avoid further penalty. As this is also considered a professionalism issue, the student may be required to meet with Dr. Matthew Jager, Course Director DoCS course and/or Dr. Jessica Hanks, Assistant Dean for Preclinical Education and Evaluation.

If a student must leave a session due to an emergent issue, the student should email UICOMP-absence@uicomp.uic.edu as soon as feasible. Dr. Jessica Hanks, Assistant Dean for Preclinical Education and Evaluation, will deem the absence to be ***excused*** or ***unexcused***.

Late Arrival: Since the ultimate goal of a DoCS session is to learn and contribute to the team, students are expected to go to the session even if they will be arriving past the posted start time. Students should contact DoCS coordinator, Diana Farrar (309-671-8525, dfarrar@uic.edu) immediately following the session to explain the reason for the late arrival. Dr. Matthew Jager, Course Director DoCS course, will deem the late arrival to be ***excused*** or ***unexcused***. Late arrivals will follow the same protocol for excused or unexcused absence in the paragraphs above. **DoCS coordinator (Diana Farrar) will begin tracking late arrival 10 minutes past the posted start time for the session.**

Absence Implications for Team Based Learning (TBL) Sessions

Absence: A request for an excused absence must be communicated **in advance** by emailing UICOMP-absence@uicomp.uic.edu. For a TBL session absence to be **excused**, the student must receive approval from Dr. Jessica Hanks, then make arrangements with Joellyn Doty (309-671-3438, jdoty@uic.edu) to make up the Individual Readiness Assurance Test (IRAT). To receive credit, a student must complete the IRAT within one week of the TBL session. The student's grade for the TBL will be the average of their IRAT score and the team's score from the Team Readiness Assurance Test (TRAT). TBLs' application exercises do not have make-up sessions, but students are responsible for all material covered in the session.

If a TBL session absence is **unexcused**, the student will not be allowed to make up the IRAT and will receive a score of 0 (zero) for both the IRAT and TRAT for that TBL session. The student will also lose a point in Professional Engagement. Please see the Assessment Policy on Professional Engagement. The student will be responsible for all the material covered. As this is also considered a professionalism issue, the student may be required to meet with Dr. Jessica Hanks, Assistant Dean for Preclinical Education and Evaluation.

Leaving Early: Leaving a TBL session prior to the completion of the application exercise is considered an **unexcused** absence and will result in a score of 0 (zero) for the IRAT and TRAT regardless of points originally earned. As this is also considered a professionalism issue, the student may be required to meet with Dr. Jessica Hanks, Assistant Dean for Preclinical Education and Evaluation.

If a student must leave a session as a result of an emergent issue or if they meet the criteria for excused absence, the student should email UICOMP-absence@uicomp.uic.edu as soon as feasible. Dr. Jessica Hanks, Assistant Dean for Preclinical Education and Evaluation, will deem the absence to be **excused** or **unexcused**.

Late Arrival: Since the ultimate goal of a TBL session is to learn and contribute to the team, students are expected to go to the session even if they will be arriving past the posted start time.

- Late arrivals will be handled as follows: **A student who arrives late for the IRAT** may still receive any points gained within the remaining minutes allowed for the IRAT, and participate as usual in the TRAT and Application Exercise.
- **A student who completely misses the IRAT and shows up late for the TRAT** may still participate in the remaining minutes of the TRAT and receive the full amount of points gained by the group for the TRAT. The student will receive 0% for the IRAT.
- **A student who arrives after both the IRAT and TRAT portions have ended** will participate in the application exercise. The student will receive 0% for the IRAT and 0% for the TRAT regardless of points earned by the team for the TRAT. The student should email UICOMP-absence@uicomp.uic.edu to explain the reason for the late arrival. Dr. Jessica Hanks, Assistant Dean for Preclinical Education and Evaluation, will deem the late arrival to be **excused** or **unexcused**. A late, unexcused arrival when both the IRAT and TRAT have been missed will follow the same protocol regarding professionalism as noted above.

Absence implications for Core Case Sessions which are not in TBL format (*Unfolding Case Sessions*), Lab Sessions, Synthesis, and Medical Colloquia

Absence: A request for an excused absence must be communicated **in advance** by emailing UICOMP-absence@uicomp.uic.edu.

If an absence for a session is considered excused, the student is responsible for making up all of the material covered in the session. Additional make-up assignments will be determined on an individual basis. The student is responsible for emailing UICOMP-absence in advance, or as soon as feasible in the case of emergency. Due to the block curriculum model, students are required to complete the make up within one week of the missed session(s). Email UICOMP-absence@uicomp.uic.edu to schedule your make up time.

If the absence for a session is considered *unexcused*, the student will lose points related to professional engagement (please see the Assessment Policy on Professional Engagement), will be required to complete a make-up assignment, and is responsible for all material covered. Due to the block curriculum model, students are required to complete the make up within one week of the missed session(s) to avoid further penalty. As this is also considered a professionalism issue, the student may be required to meet with Dr. Jessica Hanks, Assistant Dean for Preclinical Education and Evaluation.

Leaving Early: Leaving a session prior to its completion is considered an *unexcused* absence. The student will lose a point in Professional Engagement (please see the Assessment Policy on Professional Engagement), be required to complete a make-up assignment, and is responsible for all material covered. Due to the block curriculum model, students are required to complete the make-up within one week of the missed session to avoid further penalty. As this is also considered a professionalism issue, the student may be required to meet with Dr. Jessica Hanks, Assistant Dean for Preclinical Education and Evaluation.

If a student must leave a session due to an emergent issue, the student should email UICOMP-absence@uicomp.uic.edu as soon as feasible. Dr. Jessica Hanks, Assistant Dean for Preclinical Education and Evaluation, will deem the absence to be *excused* or *unexcused*.

Late Arrival: Since the ultimate goal is to learn and contribute to the team, students are expected to go to the session even if they will be arriving past the posted start time. Students should email UICOMP-absence@uicomp.uic.edu immediately following the session to explain the reason for the late arrival. Dr. Jessica Hanks, Assistant Dean for Preclinical Education and Evaluation, will deem the late arrival to be *excused* or *unexcused*. Late arrivals will follow the same protocol for excused or unexcused absence in the paragraphs above. **The M1 Coordinator will begin tracking late arrival 10 minutes past the posted start time for the session.**