



**UNIVERSITY OF CALGARY**  
CUMMING SCHOOL OF MEDICINE

**UNDERGRADUATE MEDICAL EDUCATION (UME)**  
**Medical Doctor Program (MD)**

**COURSE OUTLINE**

<b>Course Number:</b>	<b>MDCN 303 &amp; 402</b>
<b>Course Name:</b>	<b>Career Exploration Program</b>
<b>Dates:</b>	<b>Year 1: July 5, 2021 – April 3, 2022</b> <b>Year 2: April 11, 2022 – July 10, 2022</b>
<b>Schedules and classroom locations:</b>	For pre-clerkship: Year 1 & 2 timetable is here <a href="https://cumming.ucalgary.ca/mdprogram/current-students/pre-clerkship-year-1-2/timetable">https://cumming.ucalgary.ca/mdprogram/current-students/pre-clerkship-year-1-2/timetable</a>  Detailed schedule is located online in OSLER.

	<b>Name</b>	<b>Email</b>
<b>Course Chair:</b>	Melinda Davis	mjdavi@ucalgary.ca
<b>Course Chair:</b>		
<b>Evaluation Rep:</b>		
<b>UME Program Coordinator:</b>	Tania Pander	<a href="mailto:MDcareerdevelopment@ucalgary.ca">MDcareerdevelopment@ucalgary.ca</a>

<b>Student Course Rep:</b>	TBD	
<b>Student Exam Rep:</b>	TBD	

<b>Course Description</b>
Please refer to the University Calendar: <a href="http://www.ucalgary.ca/pubs/calendar/current/medicine.html#8554">http://www.ucalgary.ca/pubs/calendar/current/medicine.html#8554</a>

<b>Prerequisites</b>
Not applicable in the MD program.

<b>Supplementary Fees/Costs</b>
<ul style="list-style-type: none"><li>• Lab Coat</li><li>• Stethoscope</li></ul>

<b>Learning Objectives</b>
Refer to core documents on OSLER - <a href="https://osler.ucalgary.ca/">https://osler.ucalgary.ca/</a>

<b>Course Text(s)/Recommended Reading/Learning Resources</b>
Refer to core documents on OSLER - <a href="https://osler.ucalgary.ca/">https://osler.ucalgary.ca/</a>

### Evaluation and Course Requirements

For Career Exploration Program: Completion of all elements of the program is required. This includes participation in Career Coaching, Career Conversations, and Career Development Weeks.

For each Career Development Week (elective), students will be required to obtain a rating of “satisfactory” on their preceptor-completed final evaluation. Please note that evaluations are to be done online unless the preceptor does not have availability to do so. The link to the online evaluation form will be emailed to students to forward onto their preceptors to complete through One45. For international Career Development Weeks obtain a paper copy from the UME Career Exploration Program Coordinator prior to your departure. Make sure that your preceptor completes an evaluation form at the end of your elective. It is much easier for you to ensure it is completed as soon as you have finished your elective than to chase it down once you have left the clinic or hospital, particularly for electives outside of Calgary. Furthermore, if you are completing an elective in which you have multiple preceptors, the UME requires that **one** overall evaluation be completed/submitted with feedback from all preceptors compiled in one evaluation.

**Calculators for MCQ exam – n/a**

### Assessment Dates

The assessment dates provided in the Evaluation and Course Requirements may be subject to change due to circumstances beyond the MD Program’s control. In the event that an assessment date must be changed notification of the change will be emailed to the student by the evaluation team and posted on OSLER. Students will be given as much notice of the assessment date change as possible.

### Grading

The University of Calgary Medical Doctor Program is a Pass/Fail program. The grading system that will appear on a student’s legal transcript is as follows:

Grade	Description
CR	Completed Requirements
RM	Remedial Work Required
F	Fail
I	Incomplete
W	Withdrawal
MT	Multi-Term (Used for Part A Courses that fall under 2 different terms in the calendar year.)

For Pre-Clerkship - A student’s final grade for the course is the sum of the separate components. It is not necessary to pass each mandatory component separately in order to pass the course.

For Clerkship - A rotation signed off as “Satisfactory with Performance Deficiencies” will appear as a credit on a student’s medical school transcript.

### Assignments/Projects

The following criteria shall generally apply to all written assignments. Faculty responsible for grading specific assignments may add additional criteria.

### **Timeliness**

In general, dates listed in Core Documents are intended to act as guidelines for assisting students to complete their learning activities and assignments in a timely fashion. Students encountering difficulties completing assignments due to health or other serious factors must contact the Course Chair to arrange a deferral of term work. A Physician/Counsellor Statement to confirm an absence for health reasons may be required.

### **Professional Conduct**

As members of the University community, students and staff are expected to demonstrate conduct that is consistent with the University of Calgary Calendar. The specific expectations cited in the Calendar include

- Respect for the dignity of all persons
- Fair and equitable treatment of individuals in our diverse community
- Personal integrity and trustworthiness
- Respect for academic freedom, and
- Respect for personal and University (or Host Institution) property.

Students and staff are expected to model behaviour in class that is consistent with our professional values and ethics. Students and staff are also expected to demonstrate professional behaviour in class that promotes and maintains a positive and productive learning environment. All students and staff are also expected to respect, appreciate, and encourage expression of diverse world views and perspectives. All members of the University community are expected to offer their fellow community members unconditional respect and constructive feedback. While critical thought and debate is valued in response to concepts and opinions shared in class, feedback must at all times be focused on the ideas or opinions shared and not on the person who has stated them.

Where a breach of an above-mentioned expectation occurs in class, the incident should be reported immediately to the Associate Dean or his/her designate. As stated in the University Calendar, students who seriously breach these guidelines may be subject to a range of penalties ranging from receiving a failing grade in an assignment to expulsion from the University.

University of Calgary Medical School – Student Code of Conduct

<https://cumming.ucalgary.ca/mdprogram/current-students/pre-clerkship-year-1-2/student-code-conduct>

### **Electronic Submission of Course Work**

Most assignments will be submitted via email to the Program Coordinator, UME unless otherwise stated. Assignments may be submitted in MS Word or Rich Text formats. It is the student's responsibility to confirm with the Program Coordinator that the assignment has been received. This may be done through utilization of the return receipt function available on most email packages, or by a follow up confirmation email to the Program Coordinator.

It is the Program Coordinator's responsibility to reply to any confirmation email from the student, and to inform the student promptly if there are any problems with the file (unable to open attachment, damaged data, etc.). In such cases, it is the responsibility of the student to promptly consult with the Program Coordinator regarding an alternate delivery method (e.g. courier, fax, etc.). It is the student's responsibility to retain a copy of the original document.

### **One45 Overview**

The MD Program utilizes the One45 Software Program for assessment purposes for all evaluations in Year 1, 2 and 3. Students are able to view completed evaluations online through this software program. Evaluations and assessment data are collected at regular intervals.

It is the student's responsibility to distribute their evaluations to preceptors during any given course and to follow up with preceptors if evaluations have not been completed by the deadline given out by the Undergraduate Medical Education (UME) Office.

In addition to assessments and evaluations, One45 is also utilized to evaluate your preceptors and to gather information from students on their learning experiences.

All students are provided training at the beginning of their program in Year 1. This would include a personal log in access code and password.

One45 is used throughout your training in the MD Program (Undergrad) as well as Residency (PGME).

**Website Link to Access One45:** <https://calgary.one45.com/>

**Problems Accessing One45:** Please contact the Academic Technologies at [osler@ucalgary.ca](mailto:osler@ucalgary.ca)

### **Course Evaluation/Feedback**

Student feedback will be sought at the end of each learning session as well as at the end of each course through the electronic UME evaluation tool.

At the end of each learning activity (ie. Lecture, small group, orientations, etc.), students will be asked to complete online evaluation forms to provide feedback to instructors regarding the effectiveness of their teaching and achievement of the learning objectives. An overall course evaluation will be completed following course completion.

Students are welcome to discuss the process and content of the course at any time with the Course Chairs or Preceptors.

### **Clinical Core Overview (Pre-Clerkship Only)**

Please refer to the Clinical Correlation Guidelines here:

<https://cumming.ucalgary.ca/mdprogram/about/governance/policies>

Course specific learning objectives for Clinical Core in the setting of this course can be found in the course document.

### **Clinical Correlation Rules of Conduct**

Students and preceptors will not be used as patients for clinical correlation sessions. This means that students will not examine the preceptor, the preceptor will not examine the students and students will not examine one another.

### **UME Policies, Guidelines, Forms, & TORs**

Please refer to the MD program website  
<https://cumming.ucalgary.ca/mdprogram/about/governance>

### **Appeals**

Please refer to the UME Student Evaluation: Reappraisals and Appeals for details regarding appeals  
<https://cumming.ucalgary.ca/mdprogram/about/governance/policies>

If the student disagrees with the decision of the UME Student Evaluation Committee, the student may appeal that decision to the UME University Faculty Appeals Committee. Please refer to the [CSM UME Academic Assessment and Graded Term Work Procedures](#) for procedure for appeals.  
<https://cumming.ucalgary.ca/mdprogram/about/governance>

### **Academic Accommodation**

Students needing an accommodation because of a disability or medical condition should contact Student Accessibility Services in accordance with the Procedure for Accommodations for Students with Disabilities available at <https://www.ucalgary.ca/legal-services/university-policies-procedures/accommodation-students-disabilities-procedure>.

Student Accessibility Services, please contact their office at (403) 220-8237, visit: MacEwan Student Centre room 452 or email: [access@ucalgary.ca](mailto:access@ucalgary.ca). Students who have not registered with the Student Accessibility Services are not eligible for formal academic accommodation.

### **Accommodations on Protected Grounds Other Than Disability**

Students who require an accommodation in relation to their coursework or to fulfil requirements for a graduate degree, based on a protected ground other than disability, should communicate this need, preferably in writing, to the appropriate Assistant or Associate Dean

Students who require an accommodation unrelated to their coursework, based on a protected ground other than disability, should communicate this need, preferably in writing, to the Vice-Provost (Student Experience).

For additional information on support services and accommodations for students with disabilities, visit <https://live-ucalgary.ucalgary.ca/student-services/access>

### **Academic Integrity**

The University of Calgary is committed to the highest standards of academic integrity and honesty. Students are expected to be familiar with these standards regarding academic honesty and to uphold the policies of the University in this respect.

It is expected that all work submitted in assignments should be the student's own work, written expressly by the student for this particular course. Students are referred to the section on academic integrity in the University Calendar (<https://www.ucalgary.ca/pubs/calendar/current/k-3.html>) and are reminded that plagiarism is an extremely serious academic offence.

### **Student Misconduct**

A single offence of cheating, plagiarism, or other academic misconduct, on term work, tests, or final examinations, etc., may lead to disciplinary probation or a student's suspension or expulsion from the faculty by the Dean, if it is determined that the offence warrants such action. A student is defined as any person registered at the University for credit or non-credit courses.

### **Freedom of Information and Protection of Privacy**

The Freedom of Information and Protection of Privacy (FOIP) Act indicates that assignments given by you to your course instructor will remain confidential, unless otherwise stated, before submission. The assignment cannot be returned to anyone else without your express permission. Similarly, any information about yourself that you share with your course instructor will not be given to anyone else without your permission.

### **Emergency Evacuations and Assembly Points**

Assembly points for emergencies have been identified across campus. The primary assembly point for the Health Sciences Centre (HSC) building is HRIC - Atrium. For more information, see the University of Calgary's Emergency Management website: <https://www.ucalgary.ca/risk/emergency-management/evac-drills-assembly-points/assembly-points>

Emergency Evacuation Procedures - <https://www.ucalgary.ca/risk/emergency-management/plans-and-procedures>. In the case of an emergency during exam, immediately stop writing the examination and follow the direction of the invigilator and go to the nearest exit. Students should not gather personal belongings.

### **Internet and electronic device information and responsible use:**

Students are welcome to use laptops and other electronic note-taking devices in this course unless otherwise stated. Please be considerate of others when using these devices.

### **Supports for student learning, success, and safety**

Student Advising and Wellness (SAW): <https://cumming.ucalgary.ca/mdprogram/current-students/student-advising-wellness>

AMA Physician and Family Support Program:  
<https://www.albertadoctors.org/services/physicians/pfsp>

Student Union Wellness Centre: <https://www.ucalgary.ca/wellnesscentre/>

Safewalk: <http://www.ucalgary.ca/security/safewalk>

Campus security - call (403) 220-5333

Student Success Centre: <https://www.ucalgary.ca/ssc/>

Library Resources: <http://library.ucalgary.ca/>

Student Union (<https://www.su.ucalgary.ca/about/who-we-are/elected-officials/>) or Graduate Student's Association (<https://gsa.ucalgary.ca/about-the-gsa/gsa-executive-board/>) representative contact information

Student Ombudsman: <http://www.ucalgary.ca/ombuds/role>

### **Copyright**

All students are required to read the University of Calgary policy on Acceptable Use of Material Protected by Copyright (<https://www.ucalgary.ca/legal-services/university-policies-procedures/acceptable-use-material-protected-copyright-policy>) and requirements of the copyright act (<https://laws-lois.justice.gc.ca/eng/acts/C-42/index.html>) to ensure they are aware of the consequences of unauthorized sharing of course materials (including instructor notes, electronic versions of textbooks etc.). Students who use material protected by copyright in violation of this policy may be disciplined under the Non-Academic Misconduct Policy.

### **Wellness and Mental Health Resources**

The University of Calgary recognizes the pivotal role that student mental health plays in physical health, social connectedness, and academic success, and aspires to create a caring and supportive campus community where individuals can freely talk about mental health and receive supports when needed. We encourage you to explore the excellent mental health resources available throughout the University community such as counselling, self-help resources, peer support, or skills-building available through the SU Wellness Centre (Room 370, MacEwan Student Centre, <https://www.ucalgary.ca/wellnesscentre/services/mental-health-services> ) and the Campus Mental Health Strategy website (<http://www.ucalgary.ca/mentalhealth>).

### **Research Ethics**

If a student is interested in undertaking an assignment that will involve collecting information from members of the public, he or she should speak with the Assistant Dean, Research (UME) and consult the CHREB ethics website (<https://ucalgary.ca/research/researchers/ethics-compliance/chreb> ) before beginning the assignment.

### **ATSSL Guidelines**

Please refer to the ATSSL Web Lab PPE Requirement:  
<http://www.ucalgary.ca/mdprogram/about-us/ume-policies-guidelines-forms-terms-reference>