

LEAD EXPECTATIONS

Congratulations on being a Liaison for Educational Advancement and Development (LEAD), you and your partner(s) will play an integral role in improving the educational quality and overall experience at the University of Minnesota Medical School. Your participation in this program will help facilitate the communication between students, faculty and the Medical Education Office. To help you accomplish this goal we have created an instructional guide, a worksheet for your final report and this document, which will outline some of the major goals and expectations we, in the Medical Education Office, have for you as a LEAD.

Your first goal as a LEAD should be to develop a conduit between the students in your assigned course and the Course Director. This can be accomplished by carefully reviewing the syllabus and website for your course and identifying any questions that may arise from the students. Next, you will coordinate with your partner(s) and schedule a meeting with your Course Director to discuss and clarify issues 7-10 days before class begins (within the first 2 weeks for 1st year, fall courses). Below are some examples of questions you might ask your Course Director. Please use these only as a jumping off point, every course will be unique.

- What kind of self-assessment tools does your course provide? (practice quizzes, old exams, question banks, etc)
- Do you have office hours for students to speak with you one on one? What about the other faculty in this course?
- Will you be holding scheduled review session(s) before exams?
- What advice do you have for the student who really wants to succeed, in your course specifically?

After your initial meeting with your Course Director, communicate the information garnered to the rest of your classmates. How you do this is up to you, some examples of methods used in the past are wiki pages, brief pow-wows before FCT cases, the course message board, or during brief breaks in between courses when class announcements are often made. Find what works best for your course.

As the course continues, your job is to keep your finger on the pulse of the students in your class. This means encouraging them to come to you with any questions or concerns they might have, these could include anything from a lack of Conflict of Interest slides to the lighting in your lecture room. As issues arise it will be your responsibility to bring appropriate concerns to your Course Director or the Office of Medical Education.

We are very excited to have you as part of our continuous improvement team. I know our work together will be as beneficial to you as it is to our office, the faculty and future classes at the University of Minnesota Medical School.

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