

# University of Minnesota Medical School – Course Scheduling Notes

## (Please familiarize yourself with these notes.)

**MOST IMPORTANTLY:** Scheduling blocks are subject to change in any given week. They are the starting point for Course Directors to fill with lectures, labs, small groups, workshops, clinical visits, etc.

- Individual course calendars are provided at differing times before the start of a course by their respective Course Directors. Once these are submitted, Course Managers enter specific session dates/times/formats into the BlackBag calendar.
- A real-time BlackBag calendar is always available through the Medical Education website ([https://www.meded.umn.edu/students/index\\_tc.php](https://www.meded.umn.edu/students/index_tc.php)). Choose the appropriate link for the year you want to view. Even if an individual course is not shared with students, available course schedules are visible.
- An open session in the BlackBag calendar *does not* mean that there will not be a session scheduled there. It only means that the Course Director has not submitted information for that session.

### INDEPENDENT LEARNING TIME (ILT):

- ILT is generally fixed and unchangeable. However, there may be rare exceptions:
  - ILT may be filled with course sessions during weeks where a University holiday falls or at other times, so that courses have sufficient time to present material.
  - ILT blocks may be swapped with course blocks. (E.g. Afternoon ILT block will swap with a morning course block, on the same day.) This often happens if students need to visit off-campus clinics for workshops. Courses must work around clinic schedules.

### ATTENDANCE REQUIREMENTS:

Per the Medical School's *Attendance Requirements for Courses, Clerkship and Exams Policy*—

Students are expected to attend all scheduled classes and examinations, either in person or online, and to participate fully in small group sessions, laboratory exercises and service learning experiences. In accordance with that policy, attendance is required at the following Medical School educational activities unless the course director has otherwise exempted students with advance notification:

- All course and clerkship quizzes and examinations
- All clinical activities, including orientation, as specified by each course/clerkship
- Small group and laboratory sessions
- Community service projects

The complete policy, as well as many others, is found at the Medical Education website. [https://www.meded.umn.edu/policies/index\\_tc.php](https://www.meded.umn.edu/policies/index_tc.php)

### EXAM SCHEDULES:

Exam weeks are posted well in advance at the Medical Education website: [https://www.meded.umn.edu/policies/index\\_tc.php](https://www.meded.umn.edu/policies/index_tc.php) under the appropriate MS year page.

## MS2 Weekly Generalized Block Template

WEEKLY TEMPLATE	<u>FALL TERM</u>				
TIME	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
<b>8:00 - 8:50</b>	HHD (HHD1, HHD2, or HHD3)	HHD (HHD1, HHD2, or HHD3)  [10:10am FCT]	ECM 3B	ILT	HHD (HHD1, HHD2, or HHD3)
<b>9:05 - 9:55</b>					
<b>10:10 - 11:00</b>					
<b>11:15 - 12:05</b>					
<b>12:20 - 1:10</b>					
<b>1:25 - 2:15</b>	ECM 3B or ILT	HHD (HHD1, HHD2, or HHD3)	ECM 3B or ILT	HHD (HHD1, HHD2, or HHD3)	ILT
<b>2:30 - 3:20</b>					
<b>3:35 - 4:25</b>					
<b>4:40 - 5:30</b>					

**ABBREVIATIONS:**

ECM – Essentials of Clinical Medicine  
 FCT— Foundations of Critical Thinking  
 HHD – Human Health & Disease  
 ILT – Independent Learning Time

## MS2 Weekly Generalized Block Template

WEEKLY TEMPLATE	<u>SPRING TERM</u>				
TIME	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
8:00 - 8:50	HHD (HHD4, or HHD5)	HHD (HHD4, or HHD5)  [10:10am FCT]	ECM 3C	ILT	HHD (HHD4, or HHD5)
9:05 - 9:55					
10:10 - 11:00					
11:15 - 12:05					
12:20 - 1:10					
1:25 - 2:15	ECM 3C or ILT	HHD (HHD4, or HHD5)	ECM 3C or ILT	HHD (HHD4, or HHD5)	ILT
2:30 - 3:20					
3:35 - 4:25					
4:40 - 5:30					

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