

 DALHOUSIE UNIVERSITY FACULTY OF MEDICINE Lecture Guidelines	Responsible unit: Undergraduate Medical Education (UGME)	Established: January 2014 Last revised: March 28, 2024 July 23, 2026
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A. Background & Purpose

This guideline is designed to set expectations for lectures, including duration and management of intellectual property (i.e. presentation slides, lecture recordings). It responds to feedback highlighting the advantages for both students and faculty of having predetermined lecture lengths, which aid in better organization, planning, and time management. By establishing standardized lecture durations, this guideline provides clear expectation on length of lectures, thereby improving the educational experience and upholding the operational efficiency of our academic community. It also responds to student evaluative feedback, which often queries the accessibility of lecture slides and recordings, to set clear guidelines to assist with student expectations. By communicating guidelines in writing, students and lecturers know what to expect from UGME.

B. Application

This guideline applies to all lectures, including seminars and panels, provided to pre-clerkship and clerkship students.

C. Definitions

Pre-clerkship: Refers to the first and second years of Dalhousie's Undergraduate Medical Education program.

Clerkship: Refers to students in the clinical training years (third, fourth, and fifth years) of Dalhousie's Undergraduate Medical Education program.

Lecture: A formal instructional session delivered to a large group or entire cohort, encompassing traditional presentations, seminars, and panels.

Panel: A formal instructional session led by a selected group of experts, clinicians, patients, or community representatives brought together to provide diverse perspectives, specialized knowledge, or lived experiences on a specific academic, clinical, or social topic.

Seminar: A lecture or large group style learning session that typically has an interactive or special audio-visual component (e.g. heart sounds, breath sounds) that takes place primarily in the Skilled Clinician Units.

D. Guideline

Duration:

To accommodate the logistical realities of class transitions, where immediate starts are often impractical due to the need for students and instructors to enter and vacate rooms and the technical requirements of connecting distributed classes, this guideline mandates that **all lectures begin five minutes post the designated start time and conclude five minutes prior to the scheduled end time**. This adjustment accounts for the time required to transition between consecutive classes, allowing for the necessary setup and clearance of the room. Specifically, the first five minutes after the scheduled start time should be allocated for instructors and students to enter the lecture hall, settle, and prepare for the session. The final five minutes before the scheduled end time are designated for packing up and vacating the space, facilitating a punctual start for the following class.

To ensure consistency and maximize instructional efficacy, the Undergraduate Medical Education Curriculum Committee (UMECC) has defined lecture durations as follows, inclusive of any Q+A time:

- A 1-hour time slot will encompass 50 minutes of actual lecture time.
- A 1.5-hour time slot will include 80 minutes of lecture.
- A 3-hour time slot will include 170 minutes of lecture and/or panel facilitation.

This structured approach to scheduling acknowledges the practical aspects of academic operations, enhancing the overall educational experience by providing clear, predictable time frames for teaching and learning.

Intellectual Property:

UGME makes several requests (by way of email reminders) of lecturers to share their presentation slides to help support student learning. However, **lecturers are not required to provide their presentation slides for student use** (e.g. for posting on the Learning Management System either before or after the scheduled lecture) and may decline to share their intellectual property. If they do decide to share their presentation slides, materials are posted as soon as they are shared with UGME.

Lecture Recording:

All lectures are recorded (where instructor consent is provided) and made available to students on the Learning Management System within 48 business hours.

Panel Recording:

Panels in the Block Units and Professional Competencies will not be recorded due to the sensitive nature of the experiences shared by panelists. Panels in RIM, Skilled Clinician, and PIER may be recorded.

Seminar Recording:

Seminars are recorded and may be provided to students on a case-by-case basis, except in the instance of Med 3 seminars which are recorded and made available for the Longitudinal Integrated Clerkship students to review.

For more information on Class Recordings, please see the [Class Recording Protocol](#).

Student Attendance:

See the relevant "Attendance and Absence" policies on the [UGME Policies and Regulations](#) page.

Lecturer Guidance:

UGME provides lecturers with guidance regarding a lecture template and content, including:

- If you consent to sharing your lecture slides (PowerPoint), have them posted to Brightspace in advance of your lecture; this allows students to be better prepared which adds to their understanding of the material.
- Use the supplied template; this enables information to be provided in a consistent manner and is easier to understand.
- Based on a 50-minute lecture time, limit your slide count to 50 slides.
- Interactive components of the lecture are appreciated, such as quizzes or clicker questions. Med IT (medIT@dal.ca) can help explain how to use our clicker/polling systems.
- Please be mindful of diversity and inclusiveness when choosing language and images. For additional information in this area, please refer to [Language Matters](#) (created by the Student Diversity and Inclusion Committee), and the [Case Diversification resources](#), which includes resources on such topics as diversity, language, and race consciousness.
- Unless you are a Unit/Component Head involved in exam creation, please do not comment on what will or will not be included on the exam. If students have questions about specific exam content during your lecture, you can refer them to the Unit/Component Head and/or the learning objectives.

E. Procedures

Communication of Guideline: Unit and Component Heads will make lecturers aware of this guideline when they are asked to give lectures. Additionally, this guideline will be communicated by UGME when providing lecturers information on timing and formatting.

Students will be made aware of this guideline as part of their Med 1 Orientation, when they are asked to review the [UGME Policies and Regulations](#) page. Med 2 students will be reminded of this guideline as part of their effective study methods session.