

 <p>Lecture Length Guideline</p>	<p>Responsible unit: Undergraduate Medical Education Office</p>	<p>Established: January 2014</p> <p>Last revised: March 28, 2024</p>
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A. Background & Purpose

This policy is designed to set expectations for lecture durations. 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 policy provides clear guidelines on the expected length of lectures, thereby improving the educational experience and upholding the operational efficiency of our academic community.

B. Application

This guideline applies to all lectures provided to pre-clerkship and clerkship students.

C. Definitions

Clerkship: refers to students in the last 2 years of Dalhousie’s Undergraduate Medical Education program.

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

D. Guideline

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, this policy 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.

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.

E. Procedures

Communication of Policy: Unit and Component Heads will make lecturers aware of the lecture length policy when they are asked to give lectures. Additionally, lecture duration policy will be communicated by the Undergraduate Medical Education (UGME) office when providing lecturers information on timing and formatting of lectures.