

Foundations 1

Weekly Checkpoints Procedures and Policies



Purpose

To specify the procedures and policies for weekly checkpoints in the Foundations 1 learning activities of the Bridges Curriculum.

Overview

In an effort to support students in learning the content in each course, Weekly Checkpoints, consisting of Multiple Choice Questions (MCQs) and Open-Ended Questions (OEs), will be administered throughout the Foundations 1 (F1) phase of the Bridges Curriculum on a weekly basis. Weekly Checkpoints provide opportunities for frequent, low-stakes, formative feedback, and are designed to help students determine whether they have achieved the expected level of competency with the material for the week. Additionally, the Weekly Checkpoints have an important learning benefit because the act of testing has direct benefits to learning.

Procedures

Unless special exceptions are determined by the course directors prior to the start of the course (i.e., to apply during an exam week):

1. Weekly Checkpoints are opened to students at 5:00 pm every Monday.
2. Weekly Checkpoints close at 11:59pm the following Sunday.
 - a. Checkpoint data (completed or missed OEs and/or MCQs, for the current week and for the entire course) are collected the following Monday at 9:30 am.
 - b. Block administrators/directors review the data weekly. Block administrators alert directors to students who missed a Checkpoint activity and whether the student has missed other Checkpoints within the block.
3. OEs
 - a. Model answers for OEs are visible to a student immediately upon the student's submission of their answer.
 - b. Students must answer a "reconciliation question" as part of the OE. The question asks the students to self-assess their level of understanding on a scale of a-c - a for strong grasp of the material; b for adequate understanding; and c being a request for help. Students can provide feedback on the questions and/or additional information about how faculty can help them.
 - i. Block directors decide whether outreach to individual students and/or to the entire class (to clarify a learning point) is necessary based on student responses.
 - ii. See the end of this document for a sample outreach template.
4. MCQs
Student answer choices for MCQs are confirmed correct or incorrect immediately, and multiple opportunities to get the answer correct are allowed. Explanations for MCQ questions are available once a student has submitted their answers.

Policies

1. For a Weekly Checkpoint submission to be considered COMPLETE, students must:
 - a. Submit their MCQ answers and receive a score of at least 50%.
 - b. Submit their OEQ answers, plus an answer to the reconciliation question.
2. Students are allowed ONE incomplete MCQ and ONE incomplete OEQ per course (which includes FS element(s), CIC, ARCH Weeks, and CMC) without a grading consequence.
3. If a student encounters technical difficulties that interfere with their ability to complete a Checkpoint, the student must contact course administrators immediately. Lack of outreach before the close of checkpoints will result in an incomplete checkpoint
4. It is the student's responsibility to navigate entirely and thoroughly through checkpoints; **this includes clicking "submit" at the end.**
 - a. Not clicking "submit" will result in an incomplete checkpoint.
 - b. Students who do not submit their checkpoints can still have the released answers opened to them so they do not completely miss the opportunity to learn from them.
5. Consequences for incomplete MCQ/OEQs:
 - a. One missed MCQ/OEQ within a course will result in an email from the block administrator with a reminder about the course expectations for the checkpoints.
 - b. A second missed MCQ/OEQ within a course will result in contact from block directors to the student, copied to the coach, along with a "does not meet" on this assessment item for the course. The grading committee meets at the end of the course, and will receive the information that the student did not meet 2 checkpoints. Final decisions about makeup work and the final course grade will be made in the context of performance on all assessment items throughout the course. Students who are otherwise meeting course expectations will be asked to submit a written reflection explaining the missed checkpoints and lessons learned.
 - c. A third missed MCQ/OEQ within a course will result in the consequences noted above, and also an in-person meeting with course directors to discuss professionalism concerns and whether the student requires additional support to meet expectations on this assessment item in future courses. The coach will be notified of this meeting to be able to help support the student. As described above, the grading committee will receive the information and decisions about makeup work and the final course grade will be made in the context of performance on all assessment items throughout the course.

Template for Outreach to Students after a “c” Reconciliation Response

Dear _____,

We are emailing in response to the comment that you submitted with your week ??? checkpoint OEQ. It sounds like you are having some difficulty with the material, and we want to make sure you know what resources are available to you.

As you may know, two fantastic MS4's are teaching with us throughout BLOCK - xx. They are able to meet with you to review and discuss any content throughout the course. Both are cc'd on this email. Feel free to email them to arrange a time to meet.

Individual course faculty are also happy to meet with you (though their availability may be somewhat less flexible than the MS4s). Please feel free to email us or any other faculty, or visit our office hours as needed.

Finally, on the IDS course webpage there is a section in the right upper-hand corner with a link entitled "Request One on One Help". If you click that link, it will take you to a Qualtrics survey in which you can request individual help with any aspect of the curriculum. To access this assistance, you can also email Amanda Dohse directly (Amanda.Dohse@ucsf.edu). Requests for tutors are responded to within 24 hrs.

Please don't hesitate to contact us with any concerns or questions!