



THE WARREN ALPERT
Medical School
BROWN UNIVERSITY

Office of Medical Education

Course Leaders Toolkit

Successful Course Leaders:

- Collaborate with curriculum deans to identify core content themes, learning objectives, and a reasonable sequence for the course.
- Guide faculty in identifying relevant content that corresponds with their expertise or area of focus.
- Collect assessment questions from faculty and select questions that will be included in the exam.

Common Faculty Concerns

Faculty rely on your leadership to determine what topics would be most important for their lectures. To fully enjoy the teaching experience, they need guidance for what students need to know and what pedagogy works well. Please feel free to forward the faculty guide provided to you.

If you are asking to submit assessment questions, it is important to give them time and guidance for writing or finding appropriate questions. The NBME item-writing guide (2021) is an excellent tool. We prefer the "One-Best-Answer" vignette followed by series of choices, with one correct answer and anywhere from three to seven distractors.

Good Objectives

A learning objective is a description of what the learner must be able to do upon completion of an educational activity. A well-written learning objective outlines the knowledge, skills and/or attitude the learners will gain from the educational activity and does so in a measurable way (Chatterjee & Corral, 2017).



We developed this AI tool to support objective writing. Please feel free to forward resource to your lecturers and small group leaders.

TIMELINES & CHECKLISTS

6 MONTHS BEFORE

- Preliminary schedule sent to course leaders.
- Review and recruit faculty

5 MONTHS BEFORE

- Meet with the Office of Medical Education to solidify schedule
- Inform faculty of the schedule
- Advise faculty on any lecture modifications
- Request new exam questions

1 MONTH BEFORE

- Check-in with faculty
- Review materials if needed
- Meet with small group leaders if needed

DURING THE COURSE

- Collect exam questions and modify as needed
- Assemble the questions two weeks before the exam

1 MONTH AFTER

- Review course evaluations with faculty and advice for future improvement.

GET SUPPORT

Email: ome@brown.edu