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THE UNIVERSITY OF BRITISH COLUMBIA



Course Evaluation Policy and Procedure

Student Evaluations of Program, Faculty, and Preceptors

Students have a responsibility to evaluate courses, instructors, tutors, preceptors, peers, and themselves. Student evaluations are reviewed at the end of each term and inform annual and periodic curriculum reviews and course development. With the exception of Student evaluation of clinical preceptors, evaluations are anonymous and cannot be traced to any student. Both positive feedback and suggestions for improvement are essential for curriculum development and faculty development, as well as appointment and promotion purposes. Evaluations are reviewed by the Course Leads, Program Leads, and the UBC Midwifery Director each term. The Head of the Department of Family Practice and University Deans of the Senior Appointments Committee consider student evaluations when faculty are being considered for promotion or tenure.

Program Evaluations of Students

Student learning and performances are evaluated as they progress through the program. Students undergo formative and summative evaluation during each theory course.

ACADEMIC COURSES

Students must achieve a grade of 65% in all MIDW academic courses and achieve a PASS/Satisfactory performance in the clinical portion of these courses to remain in Good Standing within the Midwifery Program. There may be components within each course that require a higher pass mark such as the MESP, ALARM, ACoRN, NRP and FHS courses. Each course syllabus provides a detailed marking guide for that course.

See [Marking Criteria Level 1](#) (Year 1 & 2), [Marking Criteria Level 2](#) (Year 3), and [Marking Criteria Level 3](#) (Year 4) Tables for how grading is allocated.

CLINICAL COURSES

A Pass/ Fail is assigned for each clinical course. The following process ensures that the clinical course evaluations by the Preceptors and Students are completed in a timely way.

Student Responsibilities

Instructions for completing Course Evaluations as a midwifery student in T-Res are found [here](#).

1. Initiate and take primary responsibility for scheduling the midterm and final evaluations several weeks in advance, based on dates provided by the tutor. This must be done by coordinating with both the preceptor and course tutor.
2. Complete a self-evaluation at least 48 hours prior to meeting with the clinical preceptor.
3. Ensure year to date and term birth numbers are accurately recorded on evaluation tool (T-Res).
4. Meet with the preceptor to discuss both self-evaluation and preceptor evaluation of student *prior* to meeting with the Course Tutor.
5. Ensure evaluations are completed and verified on T-Res at least 24 hours prior to formal evaluation with Tutor. Follow up with preceptor as needed to ensure verification is complete.

Preceptor Responsibilities

Instructions for completing Course Evaluations as a Preceptor in T-Res are found [here](#).

1. Review the Preceptor Evaluation of Student document (course specific) in T-Res at the beginning of the term.
2. Work with student to schedule the midterm and final evaluations at the beginning of the term based on the dates provided in the course syllabus.
3. Verify the student's experience log weekly, just prior to completing mid-term and final evaluations. This must include confirming all births based on the definitions outlined on the evaluation tool:
4. Complete the preceptor evaluation of student document on T-Res at least 24 hours prior to the scheduled meeting with the course tutor.
 - a. Comments and examples should be documented.
 - b. Ensure Birth numbers accurately reflect verified T-Res log.
 - c. Recommend Pass, P minus, or Fail. Ensure all concerns are clearly documented with descriptive examples are provided.
5. Meet with the student to review the evaluation PRIOR to meeting with tutor. At this meeting, review the student's self-evaluation and the Preceptor evaluation of the student. Discuss any emerging or outstanding issues. Identify strengths and things for the student to work on.
6. Meet with the course tutor and student as scheduled. Review materials, make revisions as needed, ensure mid-term and final grade recommendations are noted. Sign the final page.

Course Lead / Tutor Responsibilities

1. Confirm the formal evaluation meeting time with the student and preceptor. Meetings may be in person, by telephone or teleconference. Formal evaluations periods are established in the course syllabus twice per term.
2. Review the written appraisal of the student and preceptor.
3. Meet with the preceptor and student for the midterm and final evaluations in person or by telephone or teleconference. Ensure the supporting documentation adequately supports recommendations for progression or remediation.
4. Assign the final course grade.

5. Ensure all evaluations are complete, and signed off by both the preceptor and the tutor.
6. Encourage student to reflect any issues identified during the evaluation process on their learning plan for the remainder of term / the following term.
7. Document any emerging or ongoing concerns or issues raised, by way of email to student, preceptor and student file as appropriate.

Grade Categories for Clinical courses

The preceptor is the clinical evaluator for the Midwifery Program and takes responsibility for ensuring that students can competently and consistently perform the skills identified for each course and provide documentation for the program. Even students who are performing well require frequent informal feedback and formal clinical evaluation. Each student will have unique needs, and these needs will be dynamic as the student progresses through the program.

While the preceptor provides information regarding the student's progress in the clinical placement, it is ultimately the Course Lead's responsibility to assign the final grade for the course, and to make any recommendations to the Midwifery Student Support Committee (MSSC) for any further intervention, where needed.

Pass

Meets requirements. Student consistently performs at the appropriate level; has few areas where competence is deficient; shows steady progress in addressing competencies not yet achieved. A passing grade is required for progression.

Pass – (minus)

Requires improvement. The student requires significant improvement in any area. This triggers a referral to the Midwifery Student Support Committee to determine if an extension or a remediation should be developed.

Fail

Does not meet requirements. Serious, consistent deficiencies in any one area will result in a fail.

Please refer to the [Academic Progression Policies](#) for more information regarding implications for receiving an F in a clinical placement course, including, "Progression in the Midwifery Program," "Remediation and Probation," and "Required to Withdraw."

See [Midwifery Clinical Evaluation Process](#) for further information regarding the lines of communication for clinical evaluations