

Co-Curricular Activities Policy

Office of Accountability:	Undergraduate Medical Education
Office of Administrative Responsibility:	Global Health Office Aboriginal Health Initiative MUN Med Gateway Student Affairs
Approver:	Undergraduate Medical Studies Committee Graduate Studies Committee
Approval Date:	UGMS: January 18, 2017 GSAC: April 11, 2017
Review Date:	April 11, 2020

Definitions

Co-Curricular Record (CCR)	An official university document that highlights and verifies the out of class learning and involvement of students at Memorial University.
Learner	Students enrolled in the Doctor of Medicine (M.D) program or a graduate program within the Faculty of Medicine.
Non-credit learning experience	<p>A supervised learning opportunity that falls outside the parameters of the Doctor of Medicine (M.D) program or a graduate program within the Faculty of Medicine, but provides a learning experience that is within the mandate and values of the Faculty of Medicine. These learning experiences can be local, national, or international opportunities.</p> <p>For the purpose of this policy, non-credit learning experiences are opportunities that are dependent on the learner's status as a student in the Faculty of Medicine or are of relevance to their research and/or graduate program.</p>

Service learning	A structured, non-credit learning experience that combines community service with preparation and reflection.
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Overview

The Faculty of Medicine (FoM) acknowledges that non-credit learning experiences including volunteer projects, supervised clinical and research opportunities, and service learning opportunities are valuable and transformative learning experiences. Recognizing that such experiences promote a deeper understanding of health and medicine at the community level, the FoM wishes to encourage learners to engage in non-credit learning experiences and to receive acknowledgement of these experiences through the Memorial University Co-Curricular Record (CCR). The CCR was developed to support and recognize student engagement in qualifying campus activities and serves as a companion piece to the academic transcript, resume, and as an artifact in an ePortfolio.

Purpose

To outline the rules and processes in place regarding learner participation in non-credit learning experiences and the inclusion of these activities in the CCR where appropriate.

Scope

All Undergraduate and graduate learners in the FoM at Memorial University of Newfoundland.

Policy

- 1.0 An activity on the CCR must meet the following criteria¹:
 - 1.1 The activity must provide the student with meaningful pre-identified learning outcomes;
 - 1.2 The activity must be co-curricular in nature and not required for academic credit nor recognized on the academic transcript; and,

¹ <https://www.mun.ca/student/studentexperience/ccr/CCR.php>

- 1.3 Participation/completion of the activity must have the ability to be recorded.
- 2.0 Only programs that meet the ethical, supervisory, educational, and safety standards established by the FoM will be approved and permitted for credit on the CCR.
- 3.0 It is the learner's responsibility to ensure the appropriate coordinating office (i.e. Global Health Office, Aboriginal Health Initiative, MUN Med Gateway, Research and Graduate Studies) has approved of the requested non-credit learning experience and their participation in the learning experience.
 - 3.1 Learners will only be able to obtain student liability and practice insurance under the Canadian University Reciprocal Insurance Exchange (CURIE) policy for non-credit learning experiences approved by the Faculty of Medicine.

Procedure

A.0 Prior to participating in a non-credit learning experience

- A.1. The learner discusses the proposed non-credit learning experience with the appropriate coordinating office and seeks approval for the learning experience or attends the appropriate orientation and registration event for the experience.
 - A.1.1. For international opportunities, learners are expected to speak with the coordinating office at least 3 months prior to the start date of the learning experience, unless under exceptional circumstances.
- A.2. If the non-credit learning experience is approved, the learner completes all relevant forms and obtains all necessary documentation as required.
- A.3. The learner partakes in all required preparation programs, (pre-departure training, orientation programs, etc.) and other requirements associated with their participation.

B.0 After completion of the non-credit learning experience

- B.1. The learner participates in debriefing and reflection exercises associated with the experience.
- B.2. To include the non-credit learning experience on the CCR, the learner completes the Co-Curricular Program/Position Application Form and obtains the necessary approval signatures.
 - B.2.1. To obtain the form and further directions regarding adding activities to the CCR, please visit the [Memorial University Co-Curricular Record webpage](#).

Non-Compliance

Non-compliance with the policy and procedures means that the learner will not be covered by the CURIE practice and liability insurance. In addition, non-compliance means that experiences will not be credited on the CCR and certificates of participation may be withheld.

Related Links

[MUN Co-Curricular Record](#)

[Global Health Office](#)

[Aboriginal Health Initiative](#)

[MUN Med Gateway](#)