

Sample Master Plan of Education

University of

School Year

I. Introduction

- a. History of program
- b. Introduction to profession
- c. Mission and goals
- d. Overview of program structure and timeline
- e. Standards for JRCERT

II. Curriculum

- a. Curriculum sequence
- b. Clinical Curriculum
 1. Master Competency List
 2. Individual Competency Forms
 3. Procedure Checklist
- c. Didactic Curriculum
- d. Grading Process
 1. Grading Scale

III. Course Syllabi

IV. Clinical Sites

- a. Clinical Site Manual

V. Program Administration

- a. Student Handbook
- b. Affiliation Agreements
- c. New Clinical Internship Documents
- d. Adjunct Faculty Appointments
- e. Student Membership to AAMD
- f. MDCB Request for CE Credits
- g. JRCERT Accreditation
- h. Special Course Fees
- i. Conference Attendance
- j. Position Descriptions
- k. Policies of the Program
- l. Student Liability Insurance

VI. Admissions & Selection

- a. Admissions Process
- b. Interview Questions & Raking Material

VII. Assessment

- a. JRCERT Outcomes Assessment
- b. University Outcomes Assessment

VIII. Evaluations & Surveys

- a. Course/Instructor Evaluations
- b. Program Officials Evaluations
- c. Clinical Instructor Evaluations
- d. Post Graduate and Employer Evaluations
- e. Clinical Practicum Affective Evaluations

IX. Students Files / Records

- a. Location of Student Files
- b. Student eportfolio Sites