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