

Student Evaluation: Grading, Attendance Policy, Written Reflection Requirements

This course is graded on a Pass/Fail basis. Students must meet the minimal requirements in each of the following seven required components evaluated in order to successfully pass the course.

1. Attendance

Attend and participate in all PCM-3 sessions. To pass the course, no more than **two EXCUSED** absences are allowed. A formal request for an absence from any required PCM-3 session must be submitted to the Course Directors and the Office of Student Affairs at least 30 days in advance of the scheduled session. **Prior permission from the Student Affairs Deans and Course Directors** must be obtained. When permission from the Office of Student Affairs has been granted, students must immediately inform the Course Directors, their facilitators (for small group absences only), and the PCM-3 coordinator, Kelly Larkin (klarkin2@luc.edu), of the excused absence. Absences without prior permission are subject to a required meeting with the Student Affairs Deans. If such absences are deemed unexcused by the Student Affairs Deans, this will result in a professionalism concern and make up assignment. More than two absences, for any reason, even if excused, will result in a failure to complete the course and require repetition of the entire course.

To help students remain in the habit of reflecting, if a small group session is missed, students must write a two-page Reflection Paper describing their recent clerkship rotation experiences. In the event that the student does not yet have clerkship experience, the student should write about any fears, anxieties, etc. in regards to starting a clerkship. The reflection paper must be uploaded in Sakai under the assignments menu tab AND emailed to their facilitators prior to the next PCM3 day. All small groups are held in person unless otherwise notified by Dr. Michelfelder, Dr. Boykin, or Kelly Larkin only. Students with an **excused** absence, that cannot be present at their reflection small group session, have the option to "Zoom", "Skype" or "FaceTime" into the small group through one of their peer's tablets or smart phones so that they may still participate in the small group experience. **This option is only for those students with an excused absence.** In this case, the reflection paper is no longer required. Lastly, students are required to view the online video recordings of the lectures missed as well as responsible for the material from any missed sessions.

2. Clinical Skills for 3rd Year Program

Attend all required sessions. Complete all assignments by 5:00 pm on Thursday, April 30, 2026.

3. Essay

Complete and submit an essay on *Spiritual Care and the Death of a Patient* by 4:00 pm, March 17, 2027 For instructions, click: <http://hsd.luc.edu/bioethics/medicaleducation/ethicspaper/>

4. **PCM-1 Course Student Mentor Program (Information Subject to Change)**

For satisfactory M3 participation in the [PCM-1 Course Student Mentor Program](#), the following are required:

- a. Reach out to your assigned M1 mentee student to introduce yourself by end of day on Friday, August 14th.
- b. Complete and sign [Student Mentor Agreement Form](#). M1 mentees are responsible for submitting this form.
- c. Meet with M1 mentee(s) for one encounter during Semester 1 and one encounter during Semester 2.
- d. Log both M1 meetings in myLog
in **myLumen**: <https://vault.lumc.edu/studentportal/index.cfm>

It is important that you complete these clinical visits as soon as possible as students are only able to shadow at Loyola sites and Gottlieb. In the event that you are unable to complete this component of PCM3, you are required to immediately contact Kelly Larkin and will be required to complete a makeup assignment upon approval.

5. **Final Exam**

Successfully complete the final comprehensive, competency-based online open-book exam named, **Final PCM3 Exam**:

- Accessible in Sakai from **12:00 pm on Wednesday, April 7, 2027 until 5 pm on Thursday, April 15, 2027**
- Can be completed individually or in groups within a two-hour timeframe
- **Two attempts** granted to score at least 80%

6. **M3 Capstone OSCE**

Participate in the M3 Capstone OSCE which takes place at the end of the M3 year.

IMPORTANT:

Students who do not pass the final exam as specified above will receive a final course grade of F and must pass a make-up examination to pass the course. An F course grade successfully remediated by passing the make-up examination can only be converted to a P* grade. The P* grade is defined on the Stritch transcript key as a Remediated Pass.