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Course Description
This course is designed to prepare postdoc scholars to facilitate discussions in the small group problem based learning (PBL) courses within the UTMB School of Medicine, under the guidance of a faculty facilitator.

Objectives
After completing the course, students should be prepared to:
• Develop a facilitating style that encourages discussion among the medical students that will help them achieve the desired result.
• Develop a method for evaluating the students' knowledge and preparation.
• Demonstrate the ability to encourage participation by everyone in the group.

Prerequisites: None

Required Texts: None

Class Policies:
Assignments
Before co-facilitating a small group session, each postdoctoral scholar must attend the facilitating workshop provided by the Office of Educational Development. Postdocs must attend faculty facilitating meetings to learn the focus of the material to be covered in the small group sessions. They will prepare to facilitate the discussion as necessary.

Grading
The course consists of observing the facilitating style of the faculty co-facilitator and emulating his/her best practices. Grading will be based on:
• Attendance & Participation 70%
• Medical student evaluations of the co-facilitator 15%
• Accepting and incorporating suggestions for improvement 15%

Absences
Over the eight-twelve weeks of each PBL course, the postdoctoral co-facilitator must be present at 80% to 100% of the sessions. ALL absences must be discussed in advance with the faculty co-facilitator.

Course Evaluation
As part of the overall course grade, the medical students in the small group will be required to complete an evaluation of the co-facilitator. The faculty co-facilitator will incorporate the student evaluation to assess satisfactory completion of the practicum.

Disability/Special Accommodations Statement
It is the policy of the University of Texas Medical Branch (UTMB) at Galveston to comply with the Americans with Disabilities Act,
Section 504 of the Rehabilitation Act of 1973, and state and local requirements regarding students and applicants with disabilities. Under these laws, no otherwise qualified and competitive individual with a disability shall be denied access to or participation in services, programs, and activities of UTMB-Galveston solely on the basis of the disability.

The University of Texas Medical Branch is committed to equal opportunity for students with disabilities. If you have a documented disability or would like to obtain information regarding services for students with disabilities, a complete copy of the “Student with Disabilities: Guidelines for Compliance” may be obtained from the Office of Equal Opportunity and Diversity.

**UTMB Honor Pledge**
On my honor, as a member of the UTMB community, I pledge to act with integrity, compassion and respect in all my academic and professional endeavors.

**Student Conduct and Discipline**
*Student Conduct and Discipline* policy in the *Institutional Handbook of Policies and Procedures (IHOP)*, Section 7.1.3 ([http://www.utmb.edu/policy/ihop/search/07-01-03.pdf](http://www.utmb.edu/policy/ihop/search/07-01-03.pdf)). “General Responsibilities: It is the responsibility of every student, faculty member and administrative official to initiate a disciplinary complaint when scholastic dishonesty or other misconduct is involved” UTMB IHOP Section 7.1.3. *Student Conduct and Discipline: General Responsibilities.*

**Recommended Sequence**
Before 8- to 12-week PBL course block: Complete OED facilitation workshop.
Course blocks’ subjects will be determined by the faculty co-facilitators.