MUSC College of Medicine

Developing Scholarly Skills Elective Application

The College of Medicine recognizes the value of developing scholarly skills and provides the opportunity for medical students to complete a non-clinical rotation for elective credit during their fourth year. Scholarly skills may include such activities as development of pedagogical materials, creating patient education materials, writing online content for medical education, quality improvement efforts, presenting scientific material, conducting basic science experiments, or focusing on a segment of a research project such as reviewing literature, designing a project, analyzing data, summarizing results, or drafting portions of a manuscript.

Students must identify a mentor and work closely with that mentor to design the non-clinical elective. Mentors may be from the basic science or clinical science faculty at MUSC. All applications undergo careful review and must be approved by the Dean's Office before the elective can be added to the student's schedule. Applications must be completed by the student and submitted to Megan Grinnell (grinnell@musc.edu) at least 60 days in advance. If applications are submitted less than 60 days in advance, the review process may be delayed and approved electives may be scheduled for a later block than requested.

Students must satisfy the following requirements to be awarded a final grade and elective credit:

1. Minimum of 160 hours of work for a 4-week elective, 80 hours for a 2-week elective.
2. Check in with mentor to review progress a minimum of 4 times. Meetings may be in-person, via phone, via electronic communications, etc.
3. Design objectives that are achievable in the work hours described.
4. Satisfactory completion of online CITI research training modules (click here to get started).
    a. New users should complete the Basic Human Research Course – either Biomedical or Social/Behavioral track, whichever is more closely related to this project.
    b. Returning users who have previously completed the Basic Course should complete the Refresher Course - either Biomedical or Social/Behavioral track, whichever is more closely related to this project (does not have to be the same track completed in the Basic Course).
5. Generate and submit a final work product to both your mentor and the Dean's Office. Examples of work products include, but are not limited to
    a. Modules created for educational activities
    b. Original content for patient education materials
    c. Drafted online medical content
    d. Written summary of the design of a quality improvement project
    e. Slides used in a scientific presentation
    f. Written summary of lab experiments
    g. Written summary of literature review
    h. Draft of abstract
    i. Draft of manuscript or portion of manuscript
    j. Drafted poster outlining preliminary results from an analysis
    k. Draft of an IRB protocol
6. Receive a satisfactory evaluation from mentor in MedHub.

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For Office Use Only
Course: _____
Block: _____
SEC Review: _____

Student Name: _____
First Middle Last

Mentor Name: _____
First Last Degree(s)

Institution or Practice Name: _____

Mailing Address (if MUSC, please just enter "MUSC")**:**

_____
Street Address

_____
City State Zip

Mentor Telephone: _____

Mentor Email Address: _____

Department/Specialty: _____

Proposed Block/Dates of Rotation: _____

1. **DESCRIPTION OF SCHOLARLY PROJECT:**

2. **LEARNING GOALS AND OBJECTIVES:** What will the student learn about scholarly work as a result of completing this elective?

   A. _____

   B. _____

   C. _____

   D. _____

3. **DESCRIPTION OF THE STUDENT'S ROLE AND ACTIVITIES PERFORMED:** What are the specific tasks that the student will perform while on the elective that will lead to achievement of the learning goals and objectives outlined above?

4. **DESCRIPTION OF WORK PRODUCT TO BE SUBMITTED:**

5. **EVALUATION METHODS:** Completion of the following evaluation by the mentor is required. Please add any other evaluations that are planned.

   A. MUSC College of Medicine evaluation form, including an evaluation of the student's work product

   B. _____

   C. _____

   D. _____

MEDICAL STUDENT:

I understand that a final grade and elective credit for this rotation will not be awarded if the following requirements have not been met **by the end of the scheduled 4-week block**:

- Satisfactory completion of CITI modules – submit completion report to Dean's Office
- Completion of work product – submit to mentor and Dean's Office
- Received a satisfactory evaluation from mentor (MedHub)

_____

Signature of Medical Student Date

MENTOR:

I have met with the student to discuss this project. Fourth-year elective rotations are graded on an Honors/Pass/Fail grading system. I agree that sufficient contact time will be invested in the education process to allow, at a minimum, the assignment of an Honors, Pass, or Fail grade **and** a narrative description of the student's performance. I agree to complete the required evaluation form, including an evaluation of the student's work product.

Signature of Mentor Date

Conflict of Interest Disclaimer:

In order to maintain appropriate professional and ethical boundaries, faculty members and mentors who provide patient care, psychological services, advocacy, or have any relationship with the student that involves knowledge of sensitive or confidential information, are prohibited from assessing, evaluating or grading students in an academic capacity, including writing the Medical Student Performance Evaluation (MSPE). This includes personal relationships such as familial, marital, etc.

Signature of Mentor Signature of Medical Student

Signature of Dean or Designee for Course Approval:

Kristen Hood Watson, MD Date
Assistant Dean for Clinical Curriculum

COMMENTS: