

Path of Distinction in Medical Education (PoD MedEd) Project Agreement
University of Wisconsin School of Medicine and Public Health

Medical Student

As a *medical student* completing an education project as part of the PoD MedEd, I agree to:

1. work with my mentor to establish shared goals related to my medical education project.
2. get feedback on my project proposal and have the final proposal approved by my mentor.
3. complete all appropriate compliance training.
4. submit or be added to any IRB applications and any other relevant protocols.
5. work with my mentor to get access to any resources necessary to complete the project, e.g., departmental computers, data analysis software, etc.
6. with guidance from my mentor, contact any collaborators/stakeholders required to implement the project (e.g., access curricula, data and analysis, contact participants, etc.) and ensure expectations for collaboration are clearly stated and agreed upon before the project begins.
7. maintain regular communication with my mentor through weekly scheduled meetings or other agreed upon methods for communication. I will promptly bring any unresolved communication issues to the attention of the PoD MedEd Directors.
8. identify an appropriate local, regional, or national meeting at which to present the outcomes of the project. Note: this cannot be the annual Medical Student Research Forum, as this is already a requirement for the Shapiro program.
9. finish and present my project by the PoD MedEd application deadline (**July 1st to appear on residency applications or March 1st of graduation year to award at graduation**).

Mentor

As a *mentor* for an education project as part of the PoD MedEd, I agree to:

1. work with my student mentee to establish shared goals related to their medical education project.
2. give feedback on the project proposal and approve the final proposal.
3. ensure my mentee completes all appropriate compliance training.
4. submit with or add my mentee to any IRB applications and any other relevant protocols.
5. get my mentee access to any resources necessary to complete the project, e.g., departmental computers, data analysis software, etc.
6. ensure my mentee has contact with any collaborators/stakeholders required to implement the project (e.g., access curricula, data and analysis, contact participants, etc.) and expectations for collaboration are clearly stated and agreed upon before the project begins.
7. maintain regular communication with my student mentee through weekly scheduled meetings or other agreed upon methods for communication.
8. identify an appropriate local, regional, or national meeting at which to present the outcomes of the project. Note: this cannot be the annual Medical Student Research Forum, as this is already a requirement for the Shapiro program.
9. help my mentee to finish and present their project by the PoD MedEd application deadline (**July 1st to appear on residency applications or March 1st of graduation year to award at graduation**).

We understand that failure to comply with any of the above conditions may result in the project not counting toward PoD MedEd distinction upon graduation.

☐ The Path of Distinction in Medical Education can list the **student name and project** on their website.

☐ The Path of Distinction in Medical Education can list the **mentor name and project** on their website.

Student Signature

Date

Mentor Signature

Date