MENTOR GUIDE & AGREEMENT | Community Engagement Scholarly Project

The HMS Office of Scholarly Engagement (OSE) Scholarly Project Requirement for Pathways Students

Harvard Medical School requires Pathways students to engage in an extended mentored experience of scholarship (the scholarly project - typically 4-12 months) sometime during their time in medical school. The Office of Scholarly Engagement (OSE) manages this program.

Objectives of the Community Engagement Scholarly Project

- Addresses a problem or idea related to medicine approached from a variety of scientific or social science fields.
- Demonstrates work by the student in partnership with a community
- Fosters an extended, mutually beneficial partnership between the student, faculty, and community mentors.
- Sparks curiosity, develops critical thinking skills, and offers analytical tools for the future physician-scholar.
- More information about the scholarly project process is on our OSE Scholarly Project page. A Harvard login is required.

HMS/Harvard Faculty Mentor Expectations

- Help the student identify a feasible, significant, innovative project with the student's role clearly defined. Provide clear yet challenging expectations. Guide the student throughout the project to help them achieve their goals.
- Provide constructive and timely feedback, treating each student as a unique individual.
- Encourage professional and personal development. Nurture the student's strengths and help the student address challenges.
- Create an ongoing mentor-mentee relationship based upon respect, confidence, and a comfortable working environment.
- Ensure the student has support for statistical/data analysis if needed. Students do not have statistical support at the medical school, but connection to additional mentors will be important here as community health mentors may be less likely to be able to provide this support.
- If possible, contribute to student's stipend funding if the student is taking an extra year for research.
- Meet with community mentor at least twice per student project: at start of project to discuss expectations, roles, and process, and at end of project or at its presentation to discuss final product and next steps.

Community Mentor Expectations

- Provide guidance and support to the student as the student navigates the project and gets to know the community
- Help the student identify a feasible, yet significant, project in partnership with the community that is within the student's capacity and community priorities. Provide clear yet challenging expectations. Guide the student throughout the project to help them achieve their goals.

- Provide constructive and timely feedback, especially as it relates to the student's relationships and interactions with the community.
- Encourage professional and personal development. Nurture the student's strengths and help the student address challenges.
- Create an ongoing mentor-mentee relationship based upon respect, confidence, and a comfortable working environment.
- Meet with HMS/Harvard mentor at least twice per student project: at start of project to discuss expectations and process, and at end of project or at its presentation to discuss final product and next steps.

Mentor Responsibilities for the Scholarly Project Requirement

Before the project begins

- Help the student identify a project, frame the question, identify a specific role, and develop a proposal. The student works with both an HMS/Harvard faculty advisor and community-based adviser who need to approve the student's proposal as meeting the scholarly project requirement. The proposal should be submitted to the HMS Office for Community-Centered Medical Education (OCCME) prior to submission to the OSE. Sign a mentoring agreement documenting your supervision of the student and his/her scholarly project.
- Provide an NIH-formatted biosketch or a CV of up to six pages to the student.
- Obtain IRB approval for animal or human studies the student may engage in. The mentors' CITI training should be up to date.

During the project

- Guide and advise the student throughout the project period. We suggest you check in with the student at least twice monthly.
- Ensure that the student is integrated into the work of the community.

When the project is complete

- Both HMS and community affiliated mentors should read and approve the student's scholarly report. Convey the approval via email to the student, staff at the OCCME, and an OSE staff member.
- Complete an evaluation of the student at the end of the scholarly project. OSE will send this to you as a survey.
- Students have the option to archive their reports in the Harvard Electronic Thesis and Dissertation (ETD) system. The report will then become publicly available online in Harvard's open access repository, DASH (Digital Access to Scholarship at Harvard). If you have concerns about making a student report public at the time of submission, contact the OSE. Students may embargo their reports for up to two years to avoid conflicts with some journal policies.

MENTOR GUIDE & AGREEMENT | Community Engagement Scholarly Project

Important Dates

➢ **Pathways students in 3ʳᵈ year (post-PCE)**
- **No later than December 1:** Declare mentor and project concept to OCCME

➢ **Pathways students in final year**
- **Prior to project start date but no later than August 1:** Students submit their scholarly project proposals to OSE before they start their projects.
- **By February 1:** Students submit their scholarly reports to mentors for approval. **Mentors need to approve the scholarly report no later than February 26.**
- **By March 1:** Students submit the finalized scholarly reports to the OSE.
- **By April 1**: Students submit proof of community event / dissemination plan for project to OCCME OSE Committee

FAQ's on Student Mentorship

Q: How do I find an HMS student?

A: Post an opportunity for student scholarship through the OSE Opportunities Database. Your opportunity also appears on your Harvard Catalyst faculty profile.

Q: Do students request funding for research?

A: Students taking a year off to carry out research are eligible for funding from OSE. Where possible, student stipends are shared equally between the mentor and the OSE. **OSE will pay a student $1,250 per month of full time work (40 hours/week), for up to 12 months.** Some students apply for external grant funding, which may reduce or replace the mentor's contribution and (depending on the amount of the award) the HMS contribution. If the mentor does not have matching funding ($1250/month for full time work)to support the student, the student can still apply for the OSE share of the funding. The mentor should state the funding offered (or not) in the mentoring agreement. The mentor's institution is expected to pay its share of the stipend directly to the student in a timely manner. Students traveling abroad may apply for a travel supplement from the OSE.

Q: How does the IRB process work?

A: HMS students participating in human subjects research have additional IRB obligations to Harvard. The Longwood Medical Area Office of Regulatory Affairs and Research Compliance will review student IRB applications and advise students if they need to complete additional forms.

MENTOR GUIDE & AGREEMENT | Community Engagement Scholarly Project

Q: What if I am not affiliated with Harvard?

A: Non-HMS affiliated faculty are invited to mentor students. You should complete this same mentor agreement. Contact the OSE if you have any questions. Students with non-Harvard mentors are required to also have an HMS mentor who is familiar with our processes in the event support is needed. There is no expectation for community mentors to have an HMS affiliation, or to further engage in HMS processes/support.

Office Contact Information

Contact us if you have any questions or concerns about mentoring a HMS student.

- **Kari Hannibal**, Program Manager, kari_hannibal@hms.harvard.edu, (617) 432-1573
- **Marcie Naumowicz**, Senior Education Coordinator, marcie_naumowicz@hms.harvard.edu, (617) 432-0951
- **Jeff Katz, MD**, Scholars in Medicine Program Faculty Director, jnkatz@bwh.harvard.edu

HMS Scholarly Project Mentoring Agreement
(To be completed by the mentor)

1. By signing below, you verify that you have time to
- Review the student's scholarly project proposal
- Advise the student during implementation of the project
- Provide appropriate statistical support where needed
- Contact the student at least quarterly until the project is complete
- Review, edit, and approve the scholarly report of the student's scholarly project before the student submits the report for her/his graduation requirement
- Complete an evaluation of the student at the end of the project

2. Provide the student with an NIH-formatted biosketch (or a CV of up to six pages if the biosketch is not available) for submission with the student's scholarly project proposal. for research on human subjects or animals and complete or update the appropriate IRB application or protocol, if relevant to the project.

3. Provide the student with appropriate training for research on human subjects or animals and complete or update the appropriate IRB application or protocol, if relevant to the project.

*Note: You may be asked to share funding with the Office of Scholarly Engagement for student projects that last up to 12 months, full-time. The student stipend is $2,500 a month for students taking a 5th year. The OSE stipend share is $1,250 per month and you may be asked to match this amount.

MENTOR GUIDE & AGREEMENT | Community Engagement Scholarly Project

I acknowledge I have read and understand what is expected of me as a Mentor for this project.
Student you are mentoring (please type or print): _____
Your Name (please type or print): _____
Your Signature: _____ Date: _____

4. Enter a description below that:
- Discusses the nature and significance of the project and specifies the student role in the project
- Gives assurance of space, supplies, mentoring (including time you can spend with the student) and matched funding* (where available)