



## Department of Family Medicine Mentored Scholarly Activity (MSA)

### Mentor Guide

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Medical students at UC Denver are now required to complete a Mentored Scholarly Activity (MSA) in order to graduate from the program. We are creating a curriculum for students to complete research projects in the DFM in which they can fulfill their MSA requirement. The following is a summary of mentor and student responsibilities.

#### **Mentor Responsibilities:**

- Meet with students to explore potential scholarly projects
- Determine if you are the person to mentor the project
- Develop an agreement and work on your professional relationship
- Review student's critical literature reviews
- Help the student develop a scholarly and doable project
- Review the student's scholarly proposal
- Help develop and review the work plan and timing
- Communicate with the MSA Associate Director
- Review the student project and plan form
- Submit recommended grades to Associate Director
- Help the student gather, analyze and prepare for capstone presentation
- This is a 3-4 year project—the mentor and student should work together for the entire period
- Always be attentive to the student's rigor and professional development
- Continue to update us with your current projects so that we can promote them to the students. We will regularly ask for updates from you!
- Keep us informed of any issues that may arise with your students.

#### **Pathways for Mentored Scholarly Projects:**

The MSA project is a 4-year pursuit. There are three usual pathways for students. It is expected that students will spend an average on one-half day per week in Phase I & II exploring, reviewing literature, making correlations from coursework, meeting with Associate Directors, developing a hypothesis or question, meeting with potential mentors, developing appropriate methodologies for the project, developing an achievable plan, and developing and keeping a plan form.

Pathway One: Front-end loading – do the most intensive work on the project (i.e. background literature search and data gathering) during the summer between Phases I and II – complete and update during Phases III and IV.

Pathway Two: Slow and Steady – do the projects at a regular pace throughout Phases I and II, a little in Phase III and then finish in Phase IV.

Pathway Three: Back end loading – do preliminary work in Phases I, II and III – but do the most intensive work (data analysis and conclusions) in Phase IV.

## Student Responsibilities, Expectations, Benchmarks:

### Phase I

- Students must select a thematic area, project and mentor by **March 31**
- Students must complete and submit the first MSA Comprehensive Plan Form by **March 31** (this is the final exam equivalent for the MSA course)
- Mentor reviews and signs MSA Comprehensive Plan Form by **March 31**

### Phase II

- Update and submit MSA Comprehensive Plan Form by **March 20** (this is the final exam equivalent for the MSA course)
- Mentor and Associate Director reviews and signs updated MSA Comprehensive Plan Form by **March 20**

### Phase III

- Meet with mentor between third to fifth clerkship
- Meet with Associate Director by the end of the Fall semester (during ICC)
- Update and submit MSA Comprehensive Plan Form by **January 15** (this is the final exam equivalent for the MSA course)
- Mentor reviews and signs updated MSA Comprehensive Plan Form by **January 15**
- Completion of your updated Comprehensive Plan Form will aid in your residency applications during Phase IV

### Phase IV

- Work on project between April and December
- Communicate with your Associate Director
- Meet regularly with your mentor
- Submit first draft of paper or updated MSA Comprehensive Plan Form by **December 15**
- Submit final Mentor reviewed and signed updated MSA Comprehensive Plan Form by **December 15**
- Complete scholarly product by January of Phase IV
- Submit final 10-25 page MSA paper by **February 1**. A paper published in a peer-reviewed journal may substitute; regardless of length.
- Prepare and deliver a capstone presentation of your project in March

### Capstone Presentation

- Submit a 10-25 page paper on your scholarly project by **February 1**. A paper published in a peer-reviewed journal may substitute; regardless of length.
- Prepare and present a poster
- Present project to classmates and faculty during Match Week: **third week of March**
- See MSA Rubrics for evaluation criteria
- Students **MUST** pass the MSA course to graduate

We are your support for the students doing their MSA within the DFM. We are available to answer specific questions about the requirements please contact us at any time for questions!

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