

SCHOLARLY PROJECT -- WRITTEN REQUIREMENT GUIDELINES

Every medical student is required to complete a scholarly project by June of the M3 year; completion of this requirement includes a written component. **The paper/written report and Mentor Attestation must be submitted by June 1 in order to progress to the M4 year.**

The Pathway Directors and Scholarly Activity Work Group have developed guidelines to help mentors and students understand the expectations for the written component of the scholarly project. Each written product will be reviewed by both the student's mentor and Pathway Director. Fulfillment of the requirement is dependent on approval of the product by both the mentor and Pathway Director.

LENGTH: The written product is anticipated to be between 1500-3000 words (5-10 pages, double spaced, 1 inch margins), excluding references, tables and figures. Students are encouraged to consult with Instructions for Authors in a journal relevant to the field of study, or may find guidance from the Universal Requirements for Manuscripts (<http://www.icmje.org/index.html>) or for quality improvement work - <http://squire-statement.org/guidelines>. Submission for publication is NOT required.

GROUP PROJECTS: Group project reports must demonstrate an increase in scope of work, usually evidenced by an increase in length or depth of the report. Each co-author must be able to take responsibility for the work and must have contributed to the components of the final paper.

For both individual and group projects, each student must include a paragraph describing his/her contribution. Contributions should be expanded explanations of the qualifications for authorship as set forth in MCW policy: <http://www.mcw.edu/QHS/Policies/Authorship.htm>.

For all projects, each of the categories of *Glassick's criteria* must be fulfilled (see [Grading Rubric](#))

Goals: The project goals must be clearly stated. The student may want to clearly identify this section of the written product, labeling it goals or hypothesis or aims.

Adequate preparation: Adequate background material, *with references*, must be included. Sufficient detail must be provided to allow the mentor/Pathway Director to understand the level of background preparation undertaken by the student, as well as the significance of and rationale for the project and the approach. This literature review is typically in an "Introduction" section of a paper.

Methodology: The methods required to complete the scholarly project must be described in enough detail that the reader clearly understands all important steps in the completion of the project. This may include selection, data collection, measurements used and analysis methods.

Results: The results derived from the methods must be clearly stated in such a manner that the meaning is understood by the student and the mentor/Pathway Director.

Reflective critique: The student must discuss both the strength and weaknesses of the project, its methodology, and its results. Future implications of this work need to be discussed. This is typically in the "Discussion" section of the paper, and may also require references.

Presentation and Creative and Original Thought: Both of these categories will be reviewed by the scholarly project mentor and Pathway Director. If the written product is unclear in communicating the information required, the student may be asked to rewrite all or a portion of the scholarly product.