



Wisconsin **Medical** Society  
Foundation

**Summer Fellowship in Government and Community Service**

REPORT REQUIREMENTS:

During the Fellowship:

- Submit a couple photos—preferably action shots showing yourself working with your mentor, assisting program participants, etc. Please include a short description of what is depicted in the photos and names of those included if available. These can be sent via e-mail to Eileen.wilson@wismed.org at any time during the fellowship. They will be used in Foundation print materials or electronic newsletters. Make sure you seek permission from anyone included in the photos.

Required Final Report: (Submitted within 60 days of completing the Fellowship)

- A Cover Page with your name, current address, telephone, e-mail address, class standing as of the current academic year (M-1, M-2, M-3, M-4)
- Overview of the actual project versus what was proposed in your application
- Personal and professional goals and objectives accomplished compared to those stated in the application
- List of cooperative organizations/partners
- Copies of any materials developed through the fellowship
- A brief statement about how you personally benefited from this fellowship and why it was a valuable experience
- Certification form signed by you
- A signed letter from your physician mentor certifying that the report you submitted is an accurate representation of the fellowship work. Additional comments from the physician or others involved in the fellowship are desired, including comments on the experience of working with a fellow, what was accomplished that might not otherwise have been possible and if he/she would recommend working with another fellow in the future.

*\* If you or the group you worked with plan to submit a peer-reviewed article to a scientific journal we will respect those publication rights. However, you will still need to submit the cover page, certifications and an overview of your fellowship project activities including what was learned and what personal and professional goals and objectives were accomplished. Please let us know when your report is published and in what publications.*

Optional Report to be considered for WMJ publication or other Foundation print or electronic publications: (Submitted within 60 days or by November 30)

- The WMJ is a regional peer-reviewed journal published by the Wisconsin Medical Society that provides the opportunity for health care professionals throughout the Midwest to publish original research, case reports, review articles and essays about current medical issues. The new “Health Innovations” section features short reports showcasing the results of initiatives being tested in clinic and communities

throughout the region to improve health care quality, patient safety and satisfaction, cost efficiency and more. This section may be the most appropriate for publishing fellowship reports. If your fellowship project lends itself to this type of report, please refer to the attached instructions and submit your report to the Wisconsin Medical Society Foundation indicating that you wish to submit it for publication in the Health Innovations section of the WMJ. We will forward the report and WMJ staff may contact you related to publication. For other WMJ submission information visit [http://www.wisconsinmedicalsociety.org/publications\\_and\\_media/wmj/for\\_authors/instructions\\_for\\_authors](http://www.wisconsinmedicalsociety.org/publications_and_media/wmj/for_authors/instructions_for_authors).

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CERTIFICATION:

All of the information provided is complete and accurate to the best of my knowledge. I hereby give the Wisconsin Medical Society Foundation Summer Fellowship In Government and Community Service Selection Committee permission to share this information for the purpose of recruitment and public relations. Falsification of information may result in termination of any fellowship granted. All report materials become the property of the Wisconsin Medical Society Foundation.

Signed: \_\_\_\_\_

Dated: \_\_\_\_\_

Please print name clearly: \_\_\_\_\_

SUBMIT REPORT TO:

Wisconsin Medical Society Foundation  
330 E Lakeside St  
Madison, WI 53715

Or e-mail: [Eileen.wilson@wismed.org](mailto:Eileen.wilson@wismed.org)

Please contact Eileen Wilson at 866.442.3800, ext. 3722 or at the e-mail address above with any questions.