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 elizabeth.ringle@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, along with the “As I See It” and “Letters to the Editor” sections, may be the most appropriate for publishing some fellowship reports. If your fellowship project lends itself to one of these types of reports, please refer to the attached instructions for submitting your report to WMJ or e-mail WMJ staff at wmj@wismed.org or call 866-442-3800. For other WMJ submission information visit http://www.wisconsinmedicalsociety.org/publications_and_media/wmj/for_authors/instructions_for_authors.

Wisconsin Medical Society Foundation
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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 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 53701-1109

Or e-mail: elizabeth.ringle@wismed.org

Please contact Elizabeth Ringle at 866.442.3800, ext. 3789 or at the e-mail address above with any questions.