

Complete Policy Title	Enrichment Program
Approved by	MD Executive Committee
Date of Most Recent Approval	September 6, 2017
Supersedes/Amends Policy dated	May 2012

The purpose of the Enrichment Program (EP) is to allow advanced training, and specialization in research and scholarly activity among medical students, and to provide an opportunity for students to gain collaborative exposure with adjunctive, alternative and complementary careers in academic medicine and medical research.

OBJECTIVE

The objective of the EP is to provide students with an academic experience that includes a focused research project. Obtaining an advanced degree such as an MSc as part of the EP is encouraged but registration in such a program may be done only on a part-time basis.

1. PROGRAM CRITERIA

- 1.1. An Enrichment Program will be academic in nature, with specific goals defined in collaboration between the student undertaking the EP and the MD Program. It may be in any area of health science studies and may include any research methodology. Additional learning objectives may be included in the overall EP.
- 1.2. Each EP will be individually designed to enable the student to achieve his/her objectives. Each applicant must identify the objectives, the process for achieving these objectives, and how the achievement of these objectives will be evaluated.
- 1.3. Each student will have an identified supervisor acceptable to the UGME Program who will have the necessary research skills and credentials to guide the student through the research project. The supervisor will accept responsibility for assisting the student throughout the EP, and for the periodic assessment of the student's achievement of the objectives.
- 1.4. Depending on the objectives, EPs may be from six to twelve months in duration.
- 1.5. During an EP, students may also enroll in a limited number of clinical electives, which may not exceed 40% of the duration of their EP. These electives will be considered horizontal electives for McMaster administrative use only, and will not appear on the transcript.
- 1.6. EPs will not normally begin until the pre-clerkship is completed.
- 1.7. Applications will not be considered for the post-clerkship period.

2. APPLICATION REQUIREMENTS

2.1. A student applying for an EP must have a satisfactory academic record in the UGME Program as determined by the Academic Progress Committee. Candidates must remain in good academic standing for the duration of the EP.

2.2. Before an EP application can be submitted, the student must meet with their

- Student Advisor
- Student Affairs Campus Director for career discussion
- Program Manager, UGME/Director, Research and Scholarship

To discuss academic and career implications of the program.

2.3. An application must be submitted to the Program Manager at least four months before the proposed commencement of the EP to address the multiple evaluation and administrative process needed to accept a student into an EP. For third year students, the application must be submitted on or before November 15th of the third year.

2.4. The application must include:

2.4.1. The research proposal (rationale, research question or hypothesis, objectives, research methods, statistical analysis plan (as applicable), timelines, feasibility, and significance of the project). This part should not exceed 2 pages.

2.4.2. Confirmation of acceptance into a Master level program from the Graduate Studies Office, if applicable.

2.4.3. Personal learning objectives including a clear plan to achieve these goals and the expected benefits for the student. A method for assessment of these objectives should also be included. This part should not exceed 1 page.

2.4.4. A timeline that includes all proposed clinical electives including specialty, number of weeks, location. This part should not exceed 1 page.

2.4.5. The name, credentials and CV of the proposed supervisor for the EP.

2.4.6. Letter of support from the Student Advisor containing statement of support and recognition of their role during enrichment period. Student Advisors are encouraged to meet regularly with the student during this period. This letter should include a note that the adviser has discussed the pros and cons of taking an enrichment year with the student, and that the advisor is supportive of this application based on these discussions.

2.4.7. Detailed letter of support from EP research supervisor outlining:

- 1) The project and its anticipated outcomes
- 2) The mentorship plan: a description of how the supervisor will mentor and support learning during the year, including any resources available for this
- 3) Commitment to regular meetings with the student to assess progress and to provide reports at mid- and end points.

3. ENRICHMENT PROGRAM COMMITTEE

3.1. The Enrichment Program committee will consist of:

- Director, Research & Scholarship (Chair)
- Assistant Dean, UGME
- Regional Assistant Dean and Regional Campus Research Lead of the student's home campus if the student is a regional campus student
- Director, Electives
- Program Director, MD/PhD program
- UGME Program Manager
- Regional Program Administrator of the student's home campus if the student is a regional campus student
- Medical Student

3.2. The committee will review applications for Enrichment Programs and will approve, decline to approve or send back for modifications. The applicant and/or their supervisor may be asked to meet with the committee to discuss academic research and career implications.

3.3. The decision of the committee will be final and will be based in large part on compliance with the Program Criteria noted above.

3.4. Students, advisors, and research supervisors will be notified promptly of the committee's decision.

4. PROGRESS REPORTS

The student with the supervisor will provide a written progress report at mid- and end points to the Research Administrative Assistant for distribution and review to the EP Committee.

Any substantial changes to the proposal must be submitted to Research Administrative Assistant who will inform the Director of Research and Scholarship who will provide the EP Committee with recommendations to address these changes. Substantial change is defined as deviation from the main study question that will lead to the need for new datasets, new resource allocation, or new objectives that are very different from the original plan.

Any changes to the clinical electives must be submitted to Research Administrative Assistant who will inform the EP Committee of these changes.

5. STUDENT ASSESSMENT

5.1. Students will be assessed on their performance during the EP using the same assessment forms and practices used in other components of the UGME program.

5.2. Assessment of Enrichment Program: EP supervisors may assess student performance as "Satisfactory", "Provisional Satisfactory", "Unsatisfactory", or "Incomplete" according to the definitions of student performance in the Faculty Policy and Procedure for the Evaluation of Undergraduate Medical Students (hereafter referred to as the "Evaluation Policy").

5.3. The EP supervisor's final written assessment of the student's achievement of the EP objectives will be forwarded to the UGME Program Office within one month of completion of the EP.

- 5.4. Students who do not achieve a satisfactory assessment will meet with the Academic Progress Committee to establish a remedial plan.
- 5.5. Assessment of Clinical Electives forming part of the Enrichment Program: Students who do not receive a satisfactory assessment on a clinical elective will be subject to the regular procedures governing electives assessment in the UGME program's Evaluation Policy.
- 5.6. Students will submit a final written report to the Research Administrative Assistant of the UGME Program within one month of completion of the EP.
- 5.7. Activity undertaken during the EP will be kept in the student's academic file and completion of the EP will be noted on the final transcript (under MD Contributions) and the Medical Student Performance Record.

6. REGISTRATION AND TUITION

All successful applicants will be registered in the UGME Program as continuing students without fees and will have the same malpractice insurance coverage as any student in the UGME Program at McMaster.

7. FINANCIAL SUPPORT

- 7.1. Financial support and arrangements for the Enrichment Program are the responsibility of the student.
- 7.2. Students on an EP are eligible for the conference funding.
- 7.3. Students should familiarize themselves with loan re-payment requirements including OSAP (or out of province provincial funding) before embarking on an Enrichment Program.