

**University of WI Department of Family Medicine and Community Health (UW DFMCH)
Educational Services**

Guidelines for Students Seeking Experience with the UW DFMCH

Scope: These guidelines apply to undergraduate students from Wisconsin colleges/universities.

Purpose: To outline a process for undergraduate students seeking **unpaid** experiences with the UW DFMCH. [Occasional paid opportunities are available. Students seeking paid opportunities should contact Kacia Stevenson.]

Background Information: The UW-DFMCH is an academic department of the UW School of Medicine and Public Health, and has three mission areas: patient care, education (medical students/residents/fellows), and research. This document outlines **guidelines for students seeking unpaid experiences** in the following areas.

- 1) Observer experiences (guidelines established by UW Health):
- 2) Research, administration, educational program implementation/evaluation; and/or
- 3) Clinical care support activities (these are defined as structured, faculty supervised activities adjunctive to clinical projects and activities. Clinical care support activities do not involve direct patient care).

Guidelines:

I. Observer Experiences

- A. UW Health defines an observer as “an individual present for a period of time for the purpose of watching the performance of duties by others.” The UW DFMCH follows the observer guidelines outline by UW Health. The Observer policy, forms and process are outlined here: <https://uconnect.wisc.edu/depts/uwhealth/vendor-liaison-office/observer/>. Click on link titled “Observer Process Non-Physicians.”
- B. Interested students should contact Joyce Jeardeau, Education Programs Coordinator, UW DFMCH, Office of Medical Student Education, 608-263-1334 or joyce.jeardeau@fammed.wisc.edu for guidance through the application and placement process.

II. Research, administration, educational program implementation/evaluation and clinical care support activities

A. Application Criteria and Process:

1. To apply for project experience, students must be currently enrolled, at least part-time, in school.
2. Submit an online application including the following information:
 - a. First Name, Last Name
 - b. Name of university or college you are currently enrolled in
 - c. Year in school (drop down menu)
 - d. Major
 - e. Area of interest (choices with a select all that apply: administration/management; research; education)
 - f. When do you hope to start your project? (fill in)

- g. A personal statement of no more than 500 words describing what you are interested in, any specific objectives you have, and why you are interested in doing a project with the UW-DFMCH.
 - h. At least two references (at least one of these should be someone who knows your academic work)
 - i. A resume/CV (upload document)
- 3. Applications can be submitted any time. They will be reviewed by a committee at the UW DFMCH, and will include a phone or in-person interview.
- 4. Accepted students will either be matched with an existing project (if available) or to an area that the review committee will have designated as matching the student's interest and timeframe for completion. Accepted students cannot be guaranteed that a project will be available at the time of their application.

B. Project Duration, Supervision, and Evaluation

- 1. Project duration will vary based on the nature of the project, student and faculty time availability
- 2. The student's project mentor will be the faculty/staff person sponsoring the project.
- 3. Responsibility for onboarding and administrative oversight will be with Kacia Stevenson. UW DFMCH Human Resources will be notified of any student participating in a project within UW DFMCH. Students will be expected to follow all HR-related policies and expectations outlined by HR for students participating in unpaid projects.
- 4. Responsibility for evaluation of the student's performance will be with the project mentor. Mentors will be required to complete an evaluation of the student's performance at the end of the project period.