

# Humanities Distinction Application Process

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## Application Process

Students may apply to the MD with Distinction in Medical Humanities program either prospectively or retrospectively. Prospective applicants will apply after their MSI year (deadline August 1<sup>st</sup>) or during the MSII year (deadline February 15th) and enter into a mentored experience guided by the structure of the Distinction Program. Retrospective applicants may apply by a September 1<sup>st</sup> deadline of the semester before their anticipated graduation date if they have completed or will soon be completing all the Capstone requirements that fulfill a track within the Distinction in Medical Humanities Program and are also able to provide evidence of a mentored, longitudinal experience. Retrospective applicants must provide evidence of core requirements that have already been completed, along with a timeline and plan for how remaining requirements will be achieved before graduation.

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## Prospective Application Requirements:

### Part A: Initial Application

1. Student's Resume
2. Copy of Unofficial Transcript
3. Letter of Intent (1-2 pages)
  - a. Statement of problem or area of work to be completed
  - b. Provide narrative description of what student intends to do and how it relates to humanism in medicine, ethics, or professionalism
  - c. Should identify possible mentor, student site (if relevant) and timeframe for completing project proposal by established deadline
  - d. Must state how student plans to meet the 180 hour requirement, including timeline for taking electives and plan to complete service hours

### Part B: Final Application

4. Student's Personal Statement, detailing how a long-term, mentored experience in medical humanities will benefit the student, and the role the student will play in the described Capstone Project (1-2 page). Must include a Mentoring Plan that:
  - a. Shows a logical progression from the student's prior research and training experiences to the training and research experiences that will occur during the Capstone Project.
  - b. Details the expectations the mentor has for the student regarding attendance at conferences or other educational activities, and how these activities will enhance the student's research experience.
5. All projects require a written proposal with the following elements included:
  - a. Specific Aim(s)
  - b. Background and Significance
  - c. Project/Research Plan (maximum of five pages, including bibliography), tailored toward the Capstone Project undertaken, e.g. for an Arts & Humanities Portfolio, detail the plan for how the portfolio pieces will be created, and the intended impact on the community.
    - i. must also include a list of potential peer-reviewed journals for final submission
  - d. Project/Research design and methods
  - e. Potential barriers/alternative approaches

- f. Timeline for completion of the project
- g. Signed approval by mentor
- h. For CSL and Global Health tracks, the written proposal component might be satisfied by the Global Health GRACE application or CSL Grant Proposal application, which are strongly recommended.\*\*
  - i. GRACE application: <http://texashumanities.org/global-health-directory>
  - ii. CSL Grant Proposal application: <http://texashumanities.org/csloffunding>

\*\* Distinction applicants are not given preference among non-distinction applicants for the Global Health or CSL courses.

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## **Retrospective Application Requirements:**

### **Part A: Initial Application**

1. Student's Resume
2. Copy of Unofficial Transcript
3. Letter of Intent (1-2 pages)
  - a. Statement of problem or area of work to be completed
  - b. Provide narrative description of what student intends to do and how it relates to humanism in medicine, ethics, or professionalism
  - c. Should identify possible mentor, student site (if relevant) and timeframe for completing project proposal by established deadline
  - d. Must state how student plans to meet the 180 hour requirement, including timeline for taking electives and plan to complete service hours

### **Part B: Final Application**

4. Student's Personal Statement, detailing how the student's long-term, mentored experience in medical humanities has benefitted and will benefit the student, and how it has affected the student's future career goals.
5. A finished presentation or poster created by the student must be submitted (actual presentation may still be pending) as an electronic version.
6. A finished Capstone Report must be submitted if a manuscript has been prepared
  - a. If a manuscript has not been prepared yet, submit a Capstone Report with background and methods, and a plan for how the project results and evaluation component will be accomplished in a timely manner.
7. Brief report of how mentorship was conducted over the course of the student's experience, including:
  - a. How often the student and mentor met
  - b. How the mentor guided the student to his/her ultimate goals
  - c. Any conferences, presentations, or other academic activities attended by student
  - d. The mentor's evaluation of the student and project to date
8. Core Requirements that have already been fulfilled, including volunteer service hours, coursework, and other activities fulfilling the 180 hour requirement on a completed Core Requirement Log Sheet.
  - a. List any core requirements/hours still needing to be completed
  - b. Provide an itemized plan of how these will be completed prior to graduation