



YALE SCHOOL OF MEDICINE

Department of Psychiatry / Psychology Section

Doctoral Internship Policy & Procedures

Scholarly Project Policy

Revised 02-13-2020

- 1. Purpose:** As an essential part of the internship learning experience, each fellow completes a scholarly project during the course of the internship year. The purpose of this project is to further develop competencies in research and/or scholarship. These comprise one of the core competency categories that are a focus during the internship.
- 2. Content:** Projects may center on empirical research, theory or program evaluation, clinical care, training and education, or consultation. The project is intended to facilitate development of the scholarship/research profession-wide competency. However, this does not exclude practice-based or clinically oriented projects, so long as these projects involve the integration of scholarly work (i.e., there is scholarly evaluation of the work being conducted). Proposed projects should have relevance and utility for the behavioral health field, not just for the fellow. Fellows should consider developing projects that can result in submission of a proposal/abstract for a presentation or poster in a professional meeting, submission of a manuscript for publication, or presentation as a workshop or other professional training. This provision is encouraged, though not required. Fellows conducting research or program evaluation in the routine course of their placement can use these activities to fulfill the scholarly project requirement. Projects that involve human subjects and require IRB approval are generally discouraged because of the difficulties completing them in the time allotted (e.g., projects involving subject recruitment, interventions, and/or data collection). Fellows can easily join research in progress, in which IRB approvals have been obtained and data collection or analysis is ongoing. If a fellow pursues an IRB approval/exemption and data collection, the IRB application would optimally be submitted **very early** in the year, with data collection beginning shortly thereafter. Delays in IRB approval do not relieve fellows from the responsibility to complete a scholarly project.
- 3. Project Selection:** Each fellow's Primary Advisor is closely involved in consideration of the scholarly project and/or facilitates the fellow's introduction to another faculty member who will serve as the Project Supervisor. Primary Advisors are asked to provide information to applicants about the types of scholarly projects conducted in the placements and the amount of choice provided to fellows. The fellow's career interests are considered in the process of project selection.
- 4. Feasibility:** In selecting a project, fellows and Primary Advisors should ensure the following: that fellows have or can develop the necessary skills to conduct their project; that they will have access to necessary resources and supports; and that the project or some major portion of the project can be completed during the course of the internship.
- 5. Collaboration with Faculty:** Collaboration on the project between the fellow and his or her Primary Advisor is common. However, this relationship is not required and with the approval of the Primary Advisor, the fellow can have the scholarly project supervised by another faculty member or have another faculty member serve as a collaborator on the project. When this

occurs, the Primary Advisor is responsible for orienting the project advisor about the requirements and timelines for the project and for periodically discussing and monitoring progress on the project with the fellow.

- 6. Collaboration with peers:** Projects can be considered in which 2-3 fellows work together as a team. In such instances, the scope of the project should be extensive enough to justify a multi-person effort, and each fellow's contribution must be clearly delineated prior to approval of the proposed project.
- 7. Allocation of Time:** An average of four hours per week from the primary placement are allocated for each fellow to pursue their scholarly project. Fellows are encouraged to schedule time during their work week for the project in appropriate increments to complete the project.
- 8. Deliverables:** Using the Scholarly Project Proposal Form, each fellow will submit a brief summary of the planned project, as approved by the Primary Advisor (and project supervisor/advisor, if different) to the Student Coordinator. At the conclusion of the project, each fellow will complete a brief written report of the project and submit this to their Primary Advisor and Project Advisor (if different) for review and feedback. Upon approval, this written report summarizing the work accomplished in the project, will be submitted to the Student Coordinator.
- 9. Timelines:** Project proposals are to be submitted to the Student Coordinator by September 1st. Projects are to be completed and the summary Project Report is to be submitted to the Student Coordinator by June 1.
- 10. Presentation of Projects:** A forum will be convened toward the end of the internship year, during which fellows will present their project to faculty and fellows. Primary Advisors and Project Advisors are asked to support fellows on their presentations, attend the presentations when possible, and give fellows feedback on the projects.