

TLM Editorial Internship Program

Program Goals

As an important part of *Teaching and Learning in Medicine's* Anti-Racism strategy, the *TLM* Editorial Internship Program will provide mentored editorial experience to facilitate the entry of junior scholars from racial and ethnic groups not over-represented in medical education scholarship (ORMES)¹ into formal service roles at health professional education journals of their choice. Editorial board members from non-ORMES racial and ethnic groups, working in their particular areas of passion and expertise, are essential to achieving a diversity of perspectives, voice, and practice long overdue in medical education. In addition, editorial service promotes career advancement through the development of professional peer networks, extensive exposure to the scholarship quality review process, and direct involvement in shaping the future of the field. The goal of *TLM's* Editorial Internship Program is to develop and empower a cadre of medical education scholars from non-ORMES racial and ethnic groups to advance their own career and, in so doing, foster inclusive, international understanding of teaching and learning in medicine.

Benefits of Program Participation

- Experience carrying out the role of an editorial board member;
- Enhanced understanding of the academic peer-review and publication process;
- Development of social networks within the medical education scholarship community;
- Gratis online subscription to *TLM*;
- Formal certification of program completion, including an optional Completion with Distinction Certificate for advanced interns; and
- Priority consideration for a formal service role on *TLM's* editorial board.

Program Activities

Program activities are designed to educate interns on the fundamentals of scholarly publishing, to guide interns through hands-on editorial experiences, to foster interns' self-identification as medical education scholars, and to socialize interns into the community of medical education scholarship leaders. Activities include:

- Anytime/Anywhere review of didactic materials on the fundamentals of scholarly publishing, including the topics of:
 - *TLM's* Editorial Process - timeline and process
 - *TLM's* Decision Making Process - how we arrive at different decisions
 - The Reviewers' Role
 - How to Read a Manuscript
 - *TLM* article types (Groundwork, Validation, etc.)
 - The Desk Reject Explained: Common Mistakes Authors Make
 - What Are Major Revisions? How we handle revisions
- Anytime/Anywhere access to a repository of example manuscript submissions with decision letters

¹Barceló, Nicolás E., and Sonya Shadravan. "Race, Metaphor, and Myth in Academic Medicine." *Academic Psychiatry* (2020): 1-6.

- 6 mentored manuscript reviews
 - For manuscripts that are revised, the intern will also conduct a mentored review of the revision
- Quarterly virtual meetings with a mentor
 - Upon acceptance to the program, the intern will be paired with a mentor from the *TLM* Editorial Board based on similar areas of passion / expertise
 - Meetings can be a part of conducting mentored reviews, but will also prompt reflection on intern's experiences in the program
- Attendance at *TLM* board meetings held periodically throughout the year to discuss emergent topics in depth (attendance at a minimum of 2 meetings annually is required)
- Attendance at periodic intern group meetings w/ the Editor in Chief to answer questions, reflect on program experiences, and build camaraderie among interns
- Inclusion on the *TLM* listserv, which includes quarterly and as-needed updates on journal status and initiatives and discussions among editorial board members on emergent topics important to the journal's function
- Optional participation in *TLM* editorial workshops and panel discussions
- Optional leadership of scholarly presentations about participating in the *TLM* Editorial Internship program

Program Completion

- Interns have up to 2 years to complete program activities.
- The program is completed when the intern has:
 - Completed the required program activities
 - Provided program feedback comprising a brief survey w/ recommendations for program improvement
- Under extenuating circumstances (e.g., maternity leave), program completion may be extended past 2 years via mentor advocacy.
- After 2 years, if the intern has not completed the program activities or received an extension, they will be notified that their term is up without completion.

Upon completion, interns can bid for a certificate of Completion with Distinction. Bidding for a Completion with Distinction requires submitting a portfolio of:

- Selected article manuscript reviews
- An editorial philosophy statement reflecting on the portfolio, what was learned in the program and from what offerings, plans for the future
- Selected other program activities of particular interest to the candidate (e.g., contributions to listserv or board meeting discussions)
- Documentation (where applicable) of external reviewing activities (e.g., regional GEA meeting abstracts) acquired as part of participating in the *TLM* Editorial Internship Program

and sitting for an exit interview with the *TLM* Editor in Chief to offer program feedback in more depth.

The portfolio will be evaluated by a committee of three *TLM* editorial board members including:

- The intern's mentor
- Two additional *TLM* board members of the intern's choosing

Upon completing the exit interview, the Editor in Chief will sign off on the portfolio evaluation committee's decision and award the certificate Completion with Distinction.

Application / Eligibility

- Applications are due **Tuesday, February 23, 2021, 5:00pm Central Time (2300 GMT)**.
- Program is open to junior U.S. scholars from racial and ethnic groups not overrepresented in medical education scholarship.
- Applicants must:
 - Have a medical degree (MD/MBBS) or a terminal advanced research degree of Master's or higher. Doctoral candidates and people working towards a Master's in Health Professional Education are welcome to apply.
 - Be involved in their medical institution's educational mission (e.g., teacher, clerkship or residency program director, educational administrator). Residents and fellows are welcome to apply.
- Application requires:
 - Filling out an application form
 - Submitting a personal statement that includes reasons for applying to the internship program, goals for the program, plans for how new knowledge and skills from the program will be used
 - Submitting a curriculum vitae (CV) or short scholarly biographical statement summarizing involvement in medical education scholarship, including (as applicable) previous publications, conference presentations, posters, scholarly self-development activities, and educational innovations
 - Submitting a letter of endorsement that speaks to the candidate's scholarly potential and anticipated career benefits that participating in the program will bring (e.g., leadership roles, promotion, etc.)
- Finalists may be invited to participate in a short, online interview

Application Evaluation

- Program capacity will be capped at 5 interns.
- Applications will be reviewed for completeness, and complete applications will be collated for committee review. Incomplete applications will be returned without review.
- The Evaluation committee will comprise *TLM's* Editor in Chief, 2 additional members of the *TLM* editorial board, and a minimum of 2 external members selected for their representativeness of or unique insight on applicant demographics and minority status.
- The Evaluation Committee will meet **March 15, 2021** to discuss the applications and select candidates.
- Candidates will be selected who appear most likely to complete the program activities, to benefit from participation, and to apply new knowledge and skills to career advancement and scholarly service.