



Icahn
School of
Medicine at
**Mount
Sinai**

*Institute for
Medical Education*

**IME ADVANCED MEMBERSHIP APPLICATION 2020
FOR FELLOW AND MASTER EDUCATOR CONSIDERATION**

Applications will be accepted from March 23 – July 1, 2020. Notification of selection committee decisions will be sent via e-mail in September 2020. Please complete and submit this form to instituted@msm.edu.

Name and Contact Information

| | |
|--------------------------|--|
| Full Name | |
| Degree(s) | |
| Academic Rank | |
| Educational Title(s) | |
| Institution | |
| Department | |
| Division (if applicable) | |
| Chair | |
| Email Address | |

Categories of Educational Expertise - indicate the categories for which you have submitted evidence (minimum of 2 required):

| | |
|--------------------------|--|
| <input type="checkbox"/> | Direct Teaching |
| <input type="checkbox"/> | Innovative Curriculum Design and/or Assessment |
| <input type="checkbox"/> | Advising/Mentoring |
| <input type="checkbox"/> | Education Administration and Leadership |
| <input type="checkbox"/> | Education Research and Scholarship |

Required Information *(please modify table as needed to complete)*

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| Signature Page | |
| Philosophy of Education and Long Term Goals | |
| Educational Category Worksheets (minimum of 2) | |
| Required letter of support from Department Chair | |
| CV (ISMMS format) | |

Please note that no additional or supplemental materials will be accepted.

SIGNATURE PAGE

By signing this page I acknowledge that:

- This application for advanced membership to the IME is accurate and complete.
- If I am selected as an advanced member of the IME, I agree to contribute to and support the institute's mission.
- Membership expectations include, but are not limited to, attendance at an average of 5 IME-sponsored events/programs per year (participation in educational offerings by leading and/or attending IME faculty development sessions, Brown Bag Medical Education Research Hour and Medical Education Grand Rounds. If I do not meet these expectations, my advanced membership in the IME will lapse after 2 years.

Signature: _____

Date: _____

PHILOSOPHY OF EDUCATION AND LONG TERM GOALS

Please provide a brief, personal statement that should include the following:

1. A description of the principles that guide your work as an educator.
2. Your specific interests and career goals as an educator.
3. If applicable, include an explanation of any professional development programs you have participated in to improve your work as an educator (limit 300 words).

DIRECT TEACHING WORKSHEET

A. Teaching Activities

Describe in detail, **up to 5** of your most significant teaching activities by completing a separate table for each teaching activity. If you need additional tables, please copy and paste to duplicate.

| | |
|---|--|
| Title of teaching activity | |
| Your teaching role | |
| Level of learner | |
| Contact with Learners (Quantity) | |
| # Years Teaching | |
| Goals | |
| Methods | |
| Evidence of Quality | |
| Evidence of Dissemination | |

| | |
|---|--|
| Title of teaching activity | |
| Your teaching role | |
| Level of learner | |
| Contact with Learners (Quantity) | |
| # Years Teaching | |
| Goals | |
| Methods | |
| Evidence of Quality | |
| Evidence of Dissemination | |

| | |
|---|--|
| Title of teaching activity | |
| Your teaching role | |
| Level of learner | |
| Contact with Learners (Quantity) | |
| # Years Teaching | |
| Goals | |
| Methods | |
| Evidence of Quality | |
| Evidence of Dissemination | |

B. Overall Evidence of Teaching Quality

- List teaching awards that you have received
- If you have been asked to evaluate or mentor others to improve their teaching skills, please explain

INNOVATIVE CURRICULUM DESIGN AND/OR ASSESSMENT WORKSHEET

Describe in detail **up to 3** of your most significant curricula that you have developed. Complete one table for each curriculum you describe. A curriculum is a longitudinal activity or set of learning experiences (must be more than 2 sessions).

| | |
|---|--|
| Brief description of curriculum | |
| Your role in development | |
| Intended Audience | |
| Number of Learners Taught (Quantity) | |
| # Years Teaching | |
| Goals and Objectives | |
| Preparation | |
| Design | |
| Evaluation | |
| Evidence of Quality | |
| Evidence of Dissemination | |

| | |
|---|--|
| Brief description of curriculum | |
| Your role in development | |
| Intended Audience | |
| Number of Learners Taught (Quantity) | |
| # Years Teaching | |
| Goals and Objectives | |
| Preparation | |
| Design | |

| | |
|----------------------------------|--|
| Evaluation | |
| Evidence of Quality | |
| Evidence of Dissemination | |

| | |
|---|--|
| Brief description of curriculum | |
| Your role in development | |
| Intended Audience | |
| Number of Learners Taught (Quantity) | |
| # Years Teaching | |
| Goals and Objectives | |
| Preparation | |
| Design | |
| Evaluation | |
| Evidence of Quality | |
| Evidence of Dissemination | |

ADVISING/MENTORING WORKSHEET

A. Mentoring Activities

Describe in detail **up to 3** of your most significant mentoring roles by completing one table for **each** role.

| | |
|---|--|
| Your advising/ mentoring role | |
| Level of learner | |
| Contact with Learners (Quantity) | |
| # Years Teaching | |
| Goals | |
| Evidence of Quality | |
| Evidence of Dissemination | |

| | |
|---|--|
| Your advising/ mentoring role | |
| Level of learner | |
| Contact with Learners (Quantity) | |
| # Years Teaching | |
| Goals | |
| Evidence of Quality | |
| Evidence of Dissemination | |

| | |
|---|--|
| Your advising/ mentoring role | |
| Level of learner | |
| Contact with Learners (Quantity) | |
| # Years Teaching | |
| Goals | |
| Evidence of Quality | |
| Evidence of Dissemination | |

EDUCATION ADMINISTRATION AND LEADERSHIP WORKSHEET

Describe in detail **up to 3** of your most significant educational projects/initiatives that you have spearheaded in your leadership role.

| | |
|---|--|
| Brief description of project | |
| Number of people affected (Quantity) | |
| Need/problem/opportunity | |
| Goal | |
| Leadership role and number of years in this role | |
| Actions Taken | |
| Resources Utilized | |
| Outcomes/Impact | |
| Evaluation | |
| Evidence of Quality | |
| Evidence of Dissemination | |

| | |
|---|--|
| Brief description of project | |
| Number of people affected (Quantity) | |
| Need/problem/opportunity | |
| Goal | |
| Leadership role and number of years in this role | |
| Actions Taken | |
| Resources Utilized | |
| Outcomes/Impact | |
| Evaluation | |
| Evidence of Quality | |
| Evidence of Dissemination | |

| | |
|---|--|
| Brief description of project | |
| Number of people affected (Quantity) | |
| Need/problem/opportunity | |
| Goal | |
| Leadership role and number of years in this role | |
| Actions Taken | |
| Resources Utilized | |
| Outcomes/Impact | |
| Evaluation | |
| Evidence of Quality | |
| Evidence of Dissemination | |

EDUCATION RESEARCH AND SCHOLARSHIP WORKSHEET

Describe in detail **up to 3** of your most significant educational research or scholarly projects by completing one table for each project.

NOTE: **Projects listed here cannot be used in your application in other categories.**

| | |
|---|--|
| Brief description of project | |
| Your role in development and years involved in this role | |
| Type of Project | |
| Number of people affected (Quantity) | |
| Goals | |
| Preparation | |
| Methods | |
| Evaluation | |
| Evidence of Quality | |
| Evidence of Dissemination | |

| | |
|---|--|
| Brief description of project | |
| Your role in development and years involved in this role | |
| Type of Project | |
| Number of people affected (Quantity) | |
| Goals | |
| Preparation | |
| Methods | |
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| Evidence of Quality | |
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| | |
|---|--|
| Brief description of project | |
| Your role in development and years involved in this role | |
| Type of Project | |
| Number of people affected (Quantity) | |
| Goals | |
| Preparation | |
| Methods | |
| Evaluation | |
| Evidence of Quality | |
| Evidence of Dissemination | |

**REQUIRED LETTER OF SUPPORT FROM DEPARTMENT CHAIR
OR DIVISION CHIEF**

CURRICULUM VITAE