**DukeMed Engage - Timeline**

- **August-October:** Begin exploring the DukeMed Engage website and the greater Duke community for a mentor who works in a field that you are interested in.
  - Outside (non-Duke) mentors are acceptable but must be submitted to the DukeMed Engage leadership for review before the final application is due. This means that once you’ve identified a mentor who seems like a good fit, email dukemedengage@duke.edu, subject “Non-Duke Mentor Approval” and we will assess whether your mentor (1) has experience in mentoring/the work/the community or if you will need a second, more senior mentor and if (2) they meet professional and ethical requirements.
  - Attend DukeMed Engage interest meetings to meet mentors and learn more about the successes & challenges of community based research, clinical practice and service.

- **October-January:** Work with your chosen mentor to create a project with specific, measurable tasks and objectives – and then prepare to carry it out.
  - Create a project that involves research, clinical experience and/or service. Always keep in mind what you are offering to your designated community or population and seek to address their identified needs.
  - Begin training, language learning, and any other skill that will be necessary or helpful for your project. Contact dukemedengage@duke.edu for help during this process and with questions about the application. Detailed instructions about the application will be made available in October along with the application.

- **February (Last day of Physical Exam Week for MS1s):** Submit your application for DukeMed Engage, including a concise letter of recommendation from your mentor. This can be sent as an email to dukemedengage@duke.edu, subject “LOR for (your name), by (mentor’s name). The DukeMed Engage application committee will review applications within one week so that applicants will receive their award status in a timely manner.
Post-Project:

- Award recipients are required to submit a 1-2 page reflection paper within two weeks of completing their project.

- All recipients are also asked to present a brief presentation of their project during an informational event for potential applicants the following year.

- If this experience was valuable to you and you would like DukeMed Engage to remain available for others, consider applying for a leadership position. Applications are made available in April-May for the upcoming school year.