2008 AADR/ADEA ACADEMIC DENTAL CAREERS FELLOWSHIP PROGRAM (ADCFP)

INTRODUCTION

The Academic Dental Careers Fellowship Program (ADCFP) began in 2006 with a grant of $100,000 from the American Dental Association Foundation. The Fellowship, which is designed to reach students attending all U.S. and Canadian dental schools, fosters a recruitment effort, encouraging and preparing students to enter academic dentistry. Among the components of the Fellowship Program are seminars at the AADR/ADEA Annual Sessions aimed at identifying dental and allied dental students interested in pursuing academic careers; the selection of eleven (11) students each year for a year-long fellowship experience about academic dental careers; mentor training and support programs utilizing dental school faculty; and external partnerships to expand and sustain the Fellowship Program. Each fellow and their mentor will attend a Summer Fellow/Mentor Training Session and the AADR/ADEA Annual Session during the Fellowship year. ADCFP Fellows will receive a $4,000 stipend, which supports attendance to the Summer Training Session and to the 2008 AADR/ADEA Annual Session. ADCFP provides students an opportunity to experience the benefits and rewards of teaching.


GOALS

The ADCFP Fellowship began with five goals:

- Implement, beginning in 2006-2007, a year-long fellowship experience that provides 10 U.S. and Canadian dental students annually with training, mentorship and hands-on experiences in research, teaching and other aspects of an academic career in dental schools.

- Provide the ADCFP Fellows, through the fellowship activities at their respective schools, and other dental students, through seminars at the annual ADEA and AADR meetings, with information and perspectives that will assist them in making informed choices about dental careers including options for academic careers.
• Provide a cadre of dental school faculty with the skills to function as academic career mentors for the ADCFP Fellows and other dental students and as role models related to the research and teaching components of the faculty member’s responsibilities

• Provide ADCFP Fellows with opportunities to network with dental school administrators and faculty.

• Evaluate the effectiveness of the ADCFP by collecting data to measure the primary and secondary outcomes described in the following section with emphasis on: (a) the percentage of ADCFP Fellows who join dental school faculties within 5 years of their graduation and (b) the percentage of student participants at academic career seminars who join dental school faculties within 5 years of their graduation.

MANAGEMENT

The ADCFP is managed by a five (5) member Steering Committee composed of individuals representing the AADR, ADEA, and the Academy of Academic Leadership (AAL). Membership of the committee and their roles are as follows:

Christopher Fox, DMD, PhD, AADR, Executive Director Management
Richard W. Valachovic, DMD, MPH, ADEA, Executive Director Management
W. David Brunson, DDS, ADEA, Program Director and Steering Committee Chair
TBD, AADR, Public Relations
N. Karl Haden, PhD, AAL, Curriculum, Outcomes Assessment, Mentoring Skills Workshop

2008 PROGRAM COMPONENTS

2008 ADCFP will be a year-long Fellowship for 10 dental students and 1 allied dental student and their mentors beginning in the summer of 2008 and ending at the end of the 2008-2009 academic year. Components of the Fellowship are:

• 1 ½ day Summer Fellow/Mentor Training Session
• Bi-weekly collaboration meetings between Fellow and Mentor
• Faculty/administrator interviews
• Teaching practicum in 4 settings
• Career Reflection Essays
• Research practicum
• Poster presentation at the 2009 AADR/ADEA Annual Session
• ADCFP Portfolio
• ADCFP Evaluation

2008 Summer Student/Mentor Training Session

The “Kick-Off” Summer Session will held July 20 – 22, 2008 at the Westfields Marriott in Chantilly, VA and will orient fellow-mentor teams from each school to the goals, components and expectations of ADCFP Fellowship. Fellows and mentors will learn and practice planning and communication skills pertinent to establishing and maintaining an effective mentor-student relationship. Sessions will be led by the Academy of Academic Leadership and ADEA in a hands-on format which will provide opportunities to practice and discuss key aspects of the Fellowship such as interviewing skills, giving and receiving feedback, teaching best practices for the clinic and classroom and communicating expectations. The Summer Session will be scheduled as a full day on the first day (morning and afternoon session) and a half day morning-only program on the second day to allow participants to depart for home in the afternoon. Topics covered in this session will be:
• ADCFP Overview and goals
• Building and sustaining a Mentorship Relationship
• Conducting Faculty Interviews
• Fellows’ Teaching Practicum: Purpose, Format, and Expectations
• Fellows’ Research Project: Purpose, Format, and Expectations
• Best Practices for Teaching in Clinic

Bi-weekly collaboration meetings between Fellows and Mentors

ADCFP Fellows and their mentors are expected to meet twice a month to plan Fellowship activities and assess progress throughout the Fellowship year. A schedule of routinely occurring meetings for September through May should be submitted with the Fellowship Plan. Students will maintain a record of meetings with their mentors using a log book provided at the Summer Kick-Off Retreat and will include the log in their ADCFP Portfolio at the conclusion of the Fellowship. By October 1, 2008 mentors and Fellows will be expected to develop and submit a plan for the Fellowship year that includes seven items:

• Fellow’s statement of personal objectives for the Fellowship year
• Schedule of student – mentor meetings
• Fellow’s first teaching philosophy essay
• Specific teaching assignments for the student
• List of faculty to be interviewed by the student
• Description of the student’s research project
• Additional activities to be undertaken by Fellow or Fellow/mentor team to help Fellows achieve personal objectives

Faculty/Administrator Interviews

With guidance and coordination by their mentors, the ADCFP Fellows will be expected to interview 12 dental school faculty and administrators at their school in the categories described below to obtain perspectives on academic careers in dental education. A recommended interview protocol including a sequenced series of questions will be provided to the Fellows and their mentors at the Summer Training Session where students will practice conducting interviews and receive feedback from the mentors. Use of a structured interview protocol allows all Fellows to address similar issues and obtain similar information from the interview process. Faculty who agree to be interviewed will be provided the questions in advance to assist in preparation for these sessions. Fellows will type a synopsis of each interview and an overall summary report and place these documents in their ADCFP Portfolio. At the conclusion of the interviews, the mentor and student will meet to discuss what insights, perspectives and information the student learned from these interviews Fellows will be requested to complete the faculty interviews by December, 2008 (end of fall semester).

Mentors will coordinate interviews by their student Fellow with faculty members or academic administrator in each of the following categories:

• Young (30 – 39) assistant professor on tenure track
• Mid-career associate professor on tenure track
• Senior and tenured full professor
• Full-time assistant professor…appointment emphasizing teaching
• Part-time assistant professor…appointment emphasizing teaching
• Assistant professor…appointment emphasizing research
• Tenured associate professor…appointment emphasizing research
• Basic science faculty member
• Chair of a clinical department
• Associate Dean for Academic Affairs
• Dean of the dental school

Teaching Practicum

With guidance, supervision and coordination by their mentors, Fellows will be expected function as an instructor in the four principal educational settings of a dental school curriculum: classroom (didactic course), preclinical lab, small group conference and clinic. Using checklists provided by ADCFP and introduced at the Summer Training Session, students will self-assess their teaching performance and receive feedback from mentors or designated other faculty members who observe the student’s instructional activities. Fellows and mentors will participate in workshops at the Summer Training Session that review best practices for classroom and clinical teaching and which provide practice opportunities for the students. During the Summer Training Session, Fellows and mentors will practice giving and receiving feedback and other coaching skills. The nature and frequency of specific teaching assignments will be determined by each Fellow-Mentor team in conjunction with course directors at their respective schools. To provide Fellows with an adequately in-depth experience to get a sense of a dental school teacher’s multiple roles and responsibilities, the following guidelines are suggested for teaching assignments:

• Prepare and conduct one classroom presentation in each semester (fall and spring) including development of all visual materials, handouts and other educational materials needed for the class. In conjunction with these classroom presentations, Fellows should have the experience of posting PowerPoint materials and other resources on the course website and plan an in-class activity that involves analysis of a case (problem) or some other activity to stimulate discussion among students and student-teacher interaction. The mentor and/or designated other faculty will observe and provide feedback on teaching strategies and organization of the subject matter and the Fellow will self-assess using observations forms and self-assessment checklists provided by ADCFP.

• Conduct one small group case conference or seminar where the student/teacher serves primarily as a group facilitator and used facilitation skills appropriate to the case conference format – guides discussion with questions, requests clarification of statements, summarizes key points, etc. The case conference / seminar can occur in either semester. As with the classroom presentation, the Fellow will be expected to develop all educational materials needed to implement the conference/seminar. The mentor and/or designated other faculty will observe and provide feedback and the Fellow will self-assess using observations forms and self-assessment checklists provided by ADCFP.

• Serve as an instructor in the laboratory component of a preclinical course for freshmen or sophomores at least one half day per week for 8 weeks. The laboratory teaching assignment can occur in either semester but scheduling this activity in the fall semester is encouraged to serve as preparation for teaching in the clinic. Selection of the type of lab (e.g., dental anatomy or one of the discipline-based preclinical labs) is at the discretion of the mentor in collaboration with preclinical course directors but the goal is to provide the student with a well rounded exposure to preclinical teaching so assignment to more than one lab course is encouraged if this can be arranged. The Fellow/teacher will be expected to provide hands-on coaching for underclassmen as they work on lab assignments. The mentor and/or designated other faculty will observe and provide feedback and the Fellows will self-assess using observation forms and self-assessment checklists provided by ADCFP.

• Serve as a tutor in the clinic for sophomores or junior students (depending on the nature of the clinical curriculum) at least one half day per week for 8 weeks. The clinical teaching assignment can occur in either semester, but scheduling this activity in the spring semester is encouraged. The Fellow/tutor will be expected to provide hands-on coaching for an assigned group of dental
students while they provide patient care in the clinic. The mentor/teacher will coordinate scheduling and either personally supervise and observe the Fellow on each day of clinical tutoring or will make arrangements for supervision and observation. Selection of the type of clinic (general/primary care versus specialty clinics) is at the discretion of the mentor in collaboration with clinic directors but the goal is to provide the student with a well-rounded exposure to working with students in the clinic, so assignment to more than one type of clinic rotation is encouraged. Mentors or other supervising faculty will provide feedback and the Fellows will self-assess using observation forms and self-assessment checklists provided by ADCFP.

Career Reflection Essays

ADCFP Fellows will write a career reflection essay at the start of the Fellowship and at the conclusion. The purpose of the essays is to encourage the Fellows to accomplish four introspective tasks:

- reflect on why they are interested in an academic career
- identify priorities for the professional component of their life
- articulate a personal philosophy of teaching based on their experiences in dental school
- describe their impressions of being a dental school faculty member including motivations and disincentives.

The first essay is due September 30, 2008 and the second essay is due May 1, 2008. These essays will be submitted online to the ADCFP Director, to each Fellow's mentor and placed in the Fellow's Portfolio. In the second essay, Fellows will be requested to describe differences in their perceptions of an academic career from the beginning to the end of the Fellowship and to reflect on "lessons learned" and insights acquired throughout the year. A template for structuring the essay including guiding questions will be provided to the Fellows and their mentors at the Summer Training Session.

Research Practicum

During their Fellowship year, Fellows are expected to collaborate with their faculty mentor or another faculty member on one of two types of research projects:

- A study that explores a dental education issue
- Assist a faculty member with a biomedical (e.g., bench top research) or clinical research project.

Fellow and mentor will collaborate to determine which type of research experience would be most beneficial for the student. Students are expected to submit a research topic and provide a title for the project by October 1, 2008, submit a study protocol by November 1, 2008 using a research planning template provided by ADCFP and submit a final report on research activities, accomplishments and outcomes by May 1, 2008. The research plan and final report are placed in the Fellow’s portfolio. The study protocol template will require the Fellow-mentor team to provide the following information about the purpose, design and implementation of the study:

- Topic area and title
- Synopsis of the project: rationale, basis study design and methodology including data collection and analysis
- Research hypothesis or question(s)
- Name of the faculty member(s) who will supervise the student during the project
- Student’s role & responsibilities on the project (What tasks will the student perform?)

An important role for the faculty mentors during the research practicum is to assist Fellows in conceptualization of the project if they are serving as the research supervisor or making sure the Fellow has the opportunity to collaborate with an appropriate faculty member who will also assist with project
conceptualization if the mentor does not play this role. The mentor will also help the Fellow identify opportunities to attend seminars and workshops on research methods at their school.

**Poster Presentation at AADR/ADEA Annual Sessions**

Fellows will develop a poster for presentation at the 2009 AADR/ADEA Annual Session in Phoenix, AZ that describes their Fellowship activities with emphasis on three components of the program:

- Review and assessment of their teaching assignments including lessons learned about this aspect of a faculty members role
- Synopsis of their research project and lessons learned about academic scholarship
- Summary of insights about academic careers in dental education derived from their analysis of the faculty interviews.

Fellows are encouraged to have photographs taken throughout the Fellowship to document their activities and assist with the poster presentation.

**ADCFP Fellows’ Portfolio**

Fellows will assemble a portfolio that includes eleven items by the conclusion of the Fellowship:

- Student’s Fellowship Plan
- Logbook of student-mentor meetings
- Summaries of the Fellow’s interviews with faculty and administrators
- Career reflection essays written at the beginning and conclusion of the Fellowship
- Schedule of completed teaching assignments
- Teaching self-assessments completed by the Fellow for each type of teaching,
- Feedback on teaching provided by the mentor or other observing faculty member
- Evaluations provided by students who attended the Fellow’s classroom presentations and seminars
- Copies of instructional presentations by the Fellow (e.g., PowerPoint handouts)
- Protocol and final report for the Fellow’s research project
- Copy of the Fellow’s AADR/ADEA Annual Session poster presentation.

**Evaluation of ADCFP by Fellows and Faculty Mentors**

Fellows and mentors will individually participate in 20 minute phone interviews conducted by the ADCFP program evaluator in December (mid-year; by December 15, 2008) and in May, 2009 to assess the ADCFP Fellowship from their respective perspectives. Fellows and faculty mentors will receive the interview questions in advance of the mid-year and end-of-year phone interviews. Fellows and mentors will also complete an online Fellowship survey at mid-year and at end-of-year that will request evaluation of the various program components. Fellows will participate in a 60 minute focus group at the AADR/ADEA Annual Session in March, 2009 to provide in-depth program assessment and recommendations and allow the program evaluator to follow-up on issues identified in the mid-year evaluation.

**SELECTION OF STUDENT FELLOW AND FACULTY MENTOR**

In 2008 applications will be accepted in February with notification of selection in March at the Annual Session. The following criteria and expectations for selection of dental and allied dental students and faculty mentors for the ADCFP Fellowship was developed by the Steering Committee:
Student candidate selection factors:

1. Will be a dental student or allied dental student during the ADCFP Fellowship.

2. Submits all application materials including letters of support by announced deadlines.

3. Is in good academic standing as verified by submission of a dental school transcript and a support letter from the Dean or Associate Dean for Academic Affairs which describes the student’s academic standing and notable educational achievements.

4. In collaboration with the faculty member who will serve as the student’s mentor, submits an ADCFP proposal that:
   - Describes the student’s career goals and aspirations
   - Discusses reasons for applying to be an ADCFP Fellow
   - Identifies 3-5 specific Fellowship goals
   - Identifies tangible outcome measures to assess attainment of each Fellowship goal.

5. Submits an ADCFP Mentoring Relationship Agreement co-signed by the student candidate and the designated faculty mentor.

6. Is available for the following Fellowship activities:
   - Attend a two day ADCFP Fellow/Mentor Training Session workshop during the summer (July) preceding the Fellowship year
   - Meet at least twice monthly with their faculty mentor to discuss Fellowship goals, plan for activities and assess progress.
   - Conduct an educational research project, or other type of research, during the Fellowship Year in conjunction with their faculty mentor.
   - Serve as an instructor for other dental students during the Fellowship Year in four educational settings: classroom, small group conference, preclinical laboratory course and dental school clinic.
   - Attend the AADR/ADEA Annual Sessions during the spring semester of the Fellowship Year and present a poster related to the ADCFP experience.
   - Participate in a one-hour focus group at the spring semester AADR/ADEA Annual Sessions to provide feedback and recommendations concerning the ADCFP Fellowship.
   - Participate in a 30-minute end-of-Fellowship phone interview and complete an online survey to evaluate the program.

Faculty Mentor selection factors:

1. On a tenure track or already is tenured

2. Submits proposal in concert with the a student’s application (e.g., student and mentor applications are coordinated)

3. Submits a proposal that:
   - Describes reasons why he/she desires to serve as an ADCFP Mentor
• Describes the student’s dental school accomplishments and career goals (demonstrates knowledge of the student’s performance and aspirations

4. Submits a current CV

5. Submits an ADCFP Mentoring Relationship Agreement co-signed by the student candidate and the designated faculty mentor.

6. Is available for the following Fellowship activities:

• Attend a two day ADCFP Fellow/Mentor Training Session workshop during the summer (July) preceding the Fellowship year

• Meet at least twice monthly with the student (ADCFP Fellow) to discuss Fellowship goals, plan for activities and assess progress.

• Supervise the student’s implementation of an educational research project, or other type of research, during the Fellowship Year.

• Supervise the student’s functioning as an instructor for other dental students during the Fellowship Year in four educational settings: classroom, small group conference, preclinical laboratory course and dental school clinic.

• Assist the student with development of a poster related to the ADCFP experience to be presented at the spring semester AADR/ADEA Annual Sessions

• Participate in a 30-minute end-of-Fellowship phone interview and an online survey to evaluate the program.

Institutional Requirements:

The Dean or Associate Dean for Academic Affairs at the candidate’s school submits a letter of support to the chair of the ADCFP Selection Committee which includes the following:

• Recommendation of the student and faculty mentor for participation in the ADCFP Fellowship.

• Description of the student's academic standing and notable educational achievements. accompanied by a copy of the student’s dental school transcript

• Recognition of the time and activity requirements for the student and the faculty mentor during the ADCFP Fellowship and guarantee that the student and mentor will have protected time to complete all Fellowship activities.

• Willingness to provide financial support and other school resources needed by the student to complete ADCFP Fellowship tasks.

• Willingness to provide financial support and other school resources needed by the mentor to complete ADCFP Fellowship tasks.

APPLICATION PROCESS

The application is available online at the AADR and ADEA websites: www.dentalresearch.org and www.adea.org. All application materials should be collected and submitted to the Academic Dental
Careers Fellowship Program Selection Committee as one complete application and received by February 25, 2008. Faxed applications will not be accepted. Completed applications must include the following:

- ADCFP Fellowship Application.
- Current dental school transcript
- Proposal from applicant and mentor that outlines 3 - 5 specific Fellowship Goals and identifies tangible outcome measures to assess attainment of each Fellowship goal (not to exceed 2 pages).
- Letter of support from the Dean or Associate Dean for Academic Affairs which describes the student's academic standing and notable educational achievements and institutional support for the Fellowship experience.
- Current *Curriculum Vitae* of mentor
- ADCFP Mentoring Relationship and Participation Agreement cosigned by student applicant and the designated faculty mentor.

All application materials are mailed to (applications must be received by February 25, 2008):

ADCFP Program Selection Committee  
c/o Dr. W. David Brunson  
American Dental Education Association  
1400 K Street NW, Suite 1100  
Washington, DC 20005

ADCFP SPONSORED EVENTS AT THE 2008 AADR/ADEA ANNUAL MEETINGS

2007 ADCFP Fellows will be presenting their posters at the 2008 AADR/ADEA Annual Sessions in Dallas, TX on Tuesday, April 1, 2008. In addition there will be ADCFP Sponsored Academic Careers Seminars for dental and allied dental students and a Mentoring Skills Workshop for faculty.

**Academic Careers Seminars:** Two seminars will be conducted for the dental and allied dental students who attend the ADEA and AADR Annual Sessions. The overall goal of the seminars will be to attract and identify dental and allied dental students interested in academic careers and to provide them with information and perspectives that will encourage them to pursue academic careers in dental education. Dental school faculty with experience and expertise in various types of teaching, research/scholarship and academic administration will participate in these seminars to provide students with insights about faculty roles and the career growth opportunities in the dental school and health science center environment. The 2008 ADCFP seminars will address: Career options in academic dentistry (3 hours) and Lessons learned about faculty life – perspectives of the 2007 ADCFP Student Fellows (3.0 hours).

**Mentoring Skills Workshop for Faculty:** Dental School faculty, who are not participating in the ADCFP Fellowship, but who would like to develop skills pertinent to serving as a mentor for dental and allied dental students will be able to participate in a training workshop at the 2008 ADEA/AADR Meeting on March 31, 2008. This 3 hour ADCFP workshop will be conducted by members of the Steering Committee in conjunction with several of the 2007 ADCFP faculty mentors. Workshop topics and activities will include:

- Roles and responsibilities of the mentor
- Strategies for building and sustaining a mentorship relationship
- Setting ground rules and boundaries
- Characteristics of good mentors and mentees
- Determining student needs and expectations
- Common pitfalls (problems) in mentoring relationships & how to avoid
- Best practices for communicating expectations and feedback
ADCFP SPONSORED EVENTS AT THE 2009 AADR/ADEA ANNUAL MEETINGS

2008 ADCFP Fellows will be presenting their posters at the 2009 AADR/ADEA Annual Sessions in Phoenix, AZ. In addition there will be ADCFP Sponsored Academic Careers Seminars for dental and allied dental students and a Mentoring Skills Workshop for faculty.

ADCFP CONTACTS FOR INFORMATION:

Any questions about the program or the application process should be directed to:
W. David Brunson, DDS
AADR/ADEA ADCFP Program Director
Email: brunsond@dea.org
Phone: 202.289.7201 ext 179