

NDSR Program Starter Package

Table of Contents for Files

The following documents are in the zip file and will provide a starting point for planning and implementing an NDSR program.

1. **Resident and Host Application Time lines** – includes milestones for host applications and resident applications
2. **Selection process** – description of the resident and host selection processes
3. **Application forms** – documents used by resident and host candidates to apply for a space in the program
 - a. Resident - includes instructions on completing the application
 - b. Host – includes a document describing characteristics of a project and hosts as well as instructions on filling out the form
4. **Resident Offer letter** – document offering the candidate the resident position
 - a. Explanation of benefits
 - b. Explanation of professional development/travel policy
 - c. Resident Agreement to sign
5. **Residency Time line** – timeline showing the events that should be scheduled throughout the program
6. **Curriculum**
 - a. Immersion week schedules (detailed and higher level)
 - b. Web casts – recorded presentations of DPOE Modules with accompanying handouts and discussion points
 - c. Expectations document – describes roles & responsibilities of hosts and residents
 - d. Development plan – document describes the goals and deliverables of the project; tracks residents' progress toward meeting those goals
 - e. Explanation of 20% - slides describe the types of activities that are encouraged for the 20% of time that residents are given each week for professional development
7. **Prep for immersion week**
 - a. Checklist of things to do as you prepare for immersion week
 - b. Talking points for meeting with hosts to prepare for residency and immersion week
 - c. Talking points for email or meeting with residents to prepare for immersion week

8. Communications

- a. Sample announcements of resident selection and host institution selection
- b. Sample communications with advisory board, residents and hosts

9. Guidelines for Events - documents describing a check list of items to complete in order to schedule and manage an event (include Library of Congress guide and NDSR Boston Host event guide document).

10. Evaluation and assessments – documents asking residents to self-assess their skills before and after the residency. As well as an immersion week evaluation and talking points on the final evaluation meeting that hosts/mentors should have with residents.

- a. Self- assessment for residents both pre- and post-residency
- b. Immersion week evaluation – document asking for feedback regarding immersion week
- c. Talking points for check in meeting with hosts – document describing the points that should be brought up during a discussion of the project and the resident
- d. Final evaluation talking points – talking points to be covered during a final evaluation meeting between the resident and the hosts