**BTG Team Experience Summary (TES) Template**

Each Team completes one Team Experience Summary (TES) using the below template. This information will assist you in completing the BTG Poster which you and your team will present at the Symposium on September 20, 2024.

**Guidelines**

Summaries include a brief description of your site, the activities your team performed at your site, and a personal or team reflection. The TES is made available on the BTG website, highlighted during the BTG Symposium, and used on various other documents. *The 2023 TES can be found on the BTG website* <https://www.bridgingthegaps.info/community-partners-23>.

* Use the below template, follow closely the formatting guidelines
	+ complete all sections using **Font - Arial 10pts.**
	+ list Student, Academic and Community Preceptors as noted below.
* Both Academic and Community Preceptors must sign-off on the Team Experience Summary and Poster. Forward approvals to your Program Director.

**TEMPLATE- Team Experience Summary**

**Name of Community Site:**

**Title:** *title your summer work experience*

**Student Interns:** *list alphabetically, followed by university and school/program within university*

**Academic Preceptors:** *list alphabetically, include full name, post-nominal initials (MS, PhD, etc) and academic affiliation*

**Community Preceptors:** *list alphabetically, include full name and post-nominal initials (MS, PhD, etc) and site affiliation*

**The Community Site:** *brief site description, include website if available*

**Team’s Experience:** *Briefly describe your project and/or how you assisted your community partner this summer. Describe the topic your work focused on, note resources or activities created, and/or if a final product was created for the site, briefly describe.*

*Length 4 or 5 sentences / Write in the 3rd person, do not use personal pronouns (we, I, our, etc.)*

**Reflection*:*** *Each TES must include a personal or team reflection summarizing the impact of the BTG CHIP experience on their professional/personal development. If providing individual student quote Identify by name.*

**Community and Academic Preceptor Sign off**

Present the TES and Poster to both your Community and Academic Preceptors before submission, as they are listed on the summary and poster and this information will be posted to the BTG website and shared at the symposium. Forward sign-offs to your Program Director.