

**STUDENT CHECKLIST: FOR EPIDEMIOLOGY PRACTICUM AND CULMINATING EXPERIENCE**

**Key Definitions – Course Participants**

**Students** – Students identify and develop a topic applying and integrating the knowledge and skills they have gained from their academic work in epidemiology, through the accomplishment of the objectives of the Practicum-Culminating Experience (CE).

**Site Preceptor (SP)** – The individual in the field who supervises the student's work and provides input to the GW Faculty Advisor on the student's performance, through an evaluation.

**GW Faculty Advisor (GWFA)** – A member of the GW SPHHS Department of Epidemiology and Biostatistics faculty who works with the student throughout the process to ensure that the student's project and work meet Departmental standards. The GW Faculty Advisor is responsible for the student's final evaluation and grade for the Culminating Experience.

**Practicum Director (PD)** – The Practicum Directors guide students through the Practicum-CE process, verify students, sites and preceptors on the SPHHS Practicum Website, follow student progress, review student and preceptor evaluations and from them, give the final student grade (Credit/No Credit) on the Practicum.

**STUDENT CHECKLIST**  
**FOR EPIDEMIOLOGY PRACTICUM AND CULMINATING EXPERIENCE**

**Preparing to Begin the Practicum and Culminating Experience**

*Mid-program and at least one semester before starting practicum:*

| <b>Activity:</b>   | <b>Date Completed:</b> |
|--|------------------------|
| <b>1. Complete the following prerequisites:</b>  |                        |
| PubH 202 Biostatistical Applications for Public Health   |                        |
| PubH 203 Principles and Practice of Epidemiology   |                        |
| PubH 205 Policy Approaches to Public Health  |                        |
| PubH 247 (co-requisite) Design of Health Studies   |                        |
| PubH 249 (co-requisite) Use of Stat Packages for Data Mgmt/Data Analysis   |                        |
| PubH 207 Social and Behavioral Science Methods (recommended)   |                        |
| PubH 252 Advanced Epidemiologic Methods (recommended)  |                        |
| PubH 204 Environmental and Occupational Health (recommended)   |                        |
| <b>2a. Attend SPHHS practicum training session</b> (make sure you RSVP, sign in at the training, and arrive on time)<br><b>2b. Attend Department of Epidemiology and Biostatistics mandatory practicum orientation session</b> (make sure you RSVP, arrive on time and sign in at the training).   |                        |
| <b>3. Register on the SPHHS website for practicum and complete Student Profile</b> (see instructions in the Practicum Handbook available on the website)<br>Website: <a href="http://www.gwumc.edu/sphhs/studentres/practicum">http://www.gwumc.edu/sphhs/studentres/practicum</a><br>*Note: Once registered, you will need to be verified by your Practicum Director (see step 6), the Dean's Office, and the Office of Student Records. Once verified, you will gain access to the rest of the site. |                        |
| <b>4. Prepare resume and cover letter for possible distribution to potential preceptors if looking for a practicum site.</b>   |                        |
| <b>5. Complete CITI and HIPAA online course</b> (make sure to save certificate, and print 2 copies-1 for your records and one to provide to the Office of Student Records).  |                        |
| <b>6. Schedule an appointment with Practicum Director (PD)</b> and meet to be verified for the website and identify possible practice area and project. (Professor Castel: last names A-L; Professor Goldman: last names M-Z)  |                        |
| <b>7. Choose a project and Site Preceptor (SP)</b> with assistance from PD and review of available projects on the practicum website and using other resources.  |                        |
| <b>8. Meet with your SP</b> to plan your project.  |                        |
| <b>9. Identify a GW Faculty Advisor (GWFA)</b> with assistance from PD.  |                        |
| <b>10. Meet with your GWFA</b> to discuss your topic and expectations.   |                        |

Comment [ADC1]: Shall we take this out?

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**Starting the Practicum and Developing the Concept Paper**

*At the beginning of the second half of your program (e.g., September for 2nd year students):*

| Activity:  | Date Completed |
|--|----------------|
| <p><b>1. Ensure site and preceptor are registered on SPHHS practicum website at <a href="http://www.gwumc.edu/sphhs/studentres/practicum">http://www.gwumc.edu/sphhs/studentres/practicum</a></b><br/>(Preceptor will have to register on website and post the project).</p>   |                |
| <p><b>2. Develop and submit practicum plan</b><br/>Working with the SP and GWFA, develop a practicum plan for submission on the SPHHS practicum website. The plan should be linked to the project posted by the preceptor. <b><i>*Do not have the preceptor sign off on the plan until the PD has had a chance to review and sign it.</i></b></p>  |                |
| <p><b>3. Register for the Practicum Course and attend the Epidemiology and Biostatistics Skills Building Seminar (PubH 241.13)</b><br/>Once the practicum plan is reviewed and signed off by the PD, the student can register for the practicum course. This information will be verified by the Assoc. Dean for Student Affairs in order for the registration go through. Registration for the practicum course must be completed using a Registration Transaction Form (RTF) and signed by the PD. The student should fill out the RTF and give it to the PD as soon as the plan is posted. That way the PD can sign the plan and the RTF form at the same time. Concurrent with the Practicum, students are required to attend the Skills Building Seminar, which is a required 6 or 7- week course offered in either the 1<sup>st</sup> half of the Fall and Spring semesters or in the first Summer session. <b><i>Separate registration is not required for the Skills Building Seminar.</i></b></p> |                |
| <p><b>4. Begin the Practicum</b><br/>The first day the student goes on site to conduct the Practicum, <i>the SP must also sign the student's practicum plan.</i></p>   |                |
| <p><b>5. If you are working with personal health data,</b> you must ensure you are listed on the study in the agency where you are working and are covered by the agency's rules regarding working with personal data.</p>   |                |
| <p><b>6. Log your practicum hours on the SPHHS practicum website.</b></p>  |                |
| <p><b>7. Complete a mid-practicum evaluation on the SPHHS practicum website:</b><br/><a href="http://www.gwumc.edu/sphhs/studentres/practicum/index.cfm">http://www.gwumc.edu/sphhs/studentres/practicum/index.cfm</a> (completed by the student after approx. 60 hours; SP must sign off on the evaluation; submit revised practicum plan to PD if necessary)</p>   |                |
| <p><b>8. Complete final Practicum evaluation on SPHHS Practicum website</b></p>  |                |
| <p><b>9. Attend 3 research presentations and submit research summaries to Practicum Blackboard course by the end of the semester in which you have attended the Skills Building Seminar</b></p>  |                |
| <p><b>10. If you decide the practicum is not going to be the same as your culminating experience site, then work with PD to find another site for the culminating experience.</b></p>  |                |
| <p><b>11. Draft concept paper based on your culminating experience topic</b> (refer to PubH 215.13 syllabus available on Blackboard course).</p>   |                |
| <p><b>12. Register for the Culminating Experience (CE) if you have not already done so.</b><br/><b><i>*Registration should occur in the semester you intend to finish and present the CE.</i></b></p>  |                |
| <p><b>13. Obtain your GW Faculty Advisor's and Preceptor's comments on the draft.</b></p>  |                |
| <p><b>14. Finalize concept paper and send to PD for final review.</b></p>  |                |
| <p><b>15. Once approved by PD, please provide your PD with the final version of the concept paper. It will be placed in your electronic folder.</b> Please name the file using this format: last name, first initial-concept-date, e.g., SmithA-concept-11.13.08.</p>  |                |

**Expanding the Concept Paper into a Proposal/Obtaining IRB Approval**

*After finalizing the concept paper and beginning the practice activity:*

| <b>Activity:</b>  | <b>Date Completed:</b> |
|---|------------------------|
| <b>1. Expand concept paper into full proposal</b> (refer to PubH 215.23 syllabus)   |                        |
| <b>2. Provide final version of the proposal to your PD and it will be filed electronically.</b> Please name the file using this format: last name, first initial-proposal-date, e.g., SmithA-proposal-11.13.08.   |                        |
| <b>3. Determine if IRB proposal needed</b> at GW and/or site. (Students working at Children’s National Medical Center submit their IRB application with the CNMC IRB. For additional information regarding GWU IRB submissions go to: <a href="http://www.gwumc.edu/Research">http://www.gwumc.edu/Research</a> ) |                        |
| <b>4. If applicable, prepare IRB proposal.</b>  |                        |
| <b>5. Submit proposal and IRB application. Obtain appropriate signatures for IRB submission and submit application.</b> (Signatures for PI usually are GW Faculty Advisor and Practicum Director (in lieu of Department Chair)).  |                        |
| <b>6. Once your project receives IRB authorization or exemption, begin work on project.</b> Once IRB approval is obtained, begin working on your project!   |                        |
| <b>7. Check in with your Preceptor and GW Faculty Advisor on a regular basis</b> (e.g., at least once a month).   |                        |
| <b>8. Register for Culminating Experience course PubH 215.13</b> (if not already done).   |                        |

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**Completion of the Culminating Experience (Final Report, Oral Presentation)**

*After finalizing the proposal and obtaining IRB approval, if necessary:*

| <b>Activity:</b>   | <b>Date Completed:</b> |
|--|------------------------|
| <b>1. Complete all analysis for culminating experience</b> working with SP and GW Faculty Advisor.   |                        |
| <b>2. Prepare final report</b> (refer to PubH 215.13 syllabus).  |                        |
| <b>At least 4 - 6 weeks in advance of oral presentation</b>  |                        |
| <b>3. Submit draft final report to SP and GW Faculty Advisor for review and comment.</b>   |                        |
| <b>4. Make any required edits and revisions as needed to report.</b>   |                        |
| <b>5. Obtain Preceptor's approval of final report and approval to present</b> (forward email to PD).   |                        |
| <b>6. Obtain GW Faculty Advisor's approval of your final draft and approval to present</b> (forward email to PD).  |                        |
| <b>7. Begin preparing oral presentation</b><br>(20 minutes for the presentation, 10 minutes for questions; refer to PubH 215.13 syllabus).   |                        |
| <b>At least 2 weeks in advance of oral presentation</b>  |                        |
| <b>8. Schedule oral presentation with GW Faculty Advisor and PD</b> (preferably held on Wednesdays and Fridays).   |                        |
| <b>9. Write abstract for approval by GW Faculty Advisor and SP.</b>  |                        |
| <b>10. Send approved abstract to PD once date of oral presentation is scheduled.</b>   |                        |
| <b>11. Invite SP and others to presentation.</b>   |                        |
| <b>12. Send CE final evaluation form to SP prior to presenting.</b>  |                        |
| <b>13. Submit draft of PowerPoint oral presentation to GW Faculty Advisor and SP for review.</b>   |                        |
| <b>At least 1 week in advance of oral presentation</b>   |                        |
| <b>14. Submit revised version of PowerPoint oral presentation to GW Faculty Advisor and SP.</b>  |                        |
| <b>15. Submit electronic copy of concept paper, proposal, and final report with the required cover and title page to the PD</b> (refer to PubH 215.13 syllabus "Appendix D" to submit PD, GW Faculty Advisor, and SP).   |                        |
| <b>16. Email abstract to PD at least one week before oral presentation.</b>  |                        |
| <b>17. Present oral presentation!</b>  |                        |
| <b>In order for final grades to be submitted, please make sure to do the following:</b>  |                        |
| <b>Practicum:</b>  |                        |
| <ul style="list-style-type: none"> <li><b>18. Make sure your Site Preceptor (SP) has signed your Practicum Plan</b></li> <li><b>19. Log all hours (minimum of 120 hrs) on SPHHS practicum website:</b><br/><a href="http://www.gwumc.edu/sphhs/studentres/practicum/index.cfm">http://www.gwumc.edu/sphhs/studentres/practicum/index.cfm</a></li> <li><b>20. Make sure to complete the Midpoint Evaluation Form with your SP and have them sign off on the evaluation</b></li> <li><b>21. Please make sure that your SP has completed the Final Site Preceptor Evaluation Form on the SPHHS website (noted above)</b></li> <li><b>22. Please complete the Final Student Evaluation Form of your SP on the SPHHS website (noted above) and review and sign your SP's Final</b></li> </ul> |                        |

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| <b>Evaluation Form.</b><br><b>23. Please Submit three research summaries electronically via email to Practicum Director</b>  |  |
| <b><u>Culminating Experience (CE):</u></b><br><b>24. Submit electronic versions of concept paper, proposal, final report and PowerPoint presentation</b><br><b>25. Have SP submit complete Practicum-CE Student Performance Evaluation, and return it to the Practicum Director (attached)</b><br><b>26. Have the GW Faculty Advisor email the Practicum Director with final grade after your presentation.</b><br><b>27. Close out the study with the applicable IRB, if necessary.</b><br><b>28. Complete CE Student Final Evaluation.</b> |  |

Students who are graduating must present by the date the semester officially ends to be able to graduate within that semester. The exact date can be obtained from Student Records. Nonetheless, all students should plan to present before the final exam period ends.

**CONGRATULATIONS!** Enjoy the satisfaction of reaching your goal!