(1) What is the difference between the Practicum and Culminating Experience?

The Practicum is a credit/no credit course which consists of a Practice Activity - defined as a planned, supervised, and evaluated experience in a public health organization. The Practice Activity can, for instance, consist of key elements of a primary research or surveillance project such as design, data collection and analysis, or a secondary analysis of an existing data base. The Practice Activity enables the student to apply new skills in the context of public health, and must not be directly related to the student’s day-to-day work. If the student does conduct the Practice Activity at his/her place of employment, this must be a separate activity for which the student is not remunerated. Students are also required to register for and attend the Epidemiology-Biostatistics Skills Building Seminar (PubH 6261.10).

The Culminating Experience (CE) is a credit/no credit course where students apply the epidemiologic methods and skills acquired in the program in the integration, analysis, interpretation and presentation of data. It consists of the following four products that stem from research and practice involving a specific public health issue: (a) Concept Paper, (b) Proposal, (c) Final Report or Manuscript, and (d) Oral Presentation. Although it is not mandatory, students often link the CE with the Practicum. This way, the CE serves as the integration of the application of the methods and the interpretation of results. However, if the Practicum and CE are not linked, the student should plan to do the Practicum first.

Registration for 6014 and 6015 is done via a registration transaction form (RTF). Students in the MPH Epidemiology program register for 6014.13 and 6015.13, while the MPH Biostatistics students register for 6014.10 and 6015.10 by filling out an RTF and asking the PD they are working with to sign and process the form.

For more information, please refer to the syllabus on the website.

(2) Are there requirements before registering for the Practicum?

Yes. Prior to enrolling in the Practicum, you must complete the following:

Course Prerequisites
- PubH 6002 Biostatistical Applications for Public Health
- PubH 6003 Principles and Practice of Epidemiology
- PubH 6247 Design of Health Studies

Co-Requisites
- PubH 6249 Use of Stat Packages for Data Management/Data Analysis
- PubH 6014.13 Epidemiology and Biostatistics Practicum

Recommended Courses
- PubH 6004 Environmental and Occupational Health
- PubH 6006 Management and Policy Approaches to Public Health
- PubH 6007 Social and Behavioral Science Methods
- PubH 6252 Advanced Epidemiologic Methods

Other prerequisites
- Students must take the online training courses relating to research with human subjects and personal health information (HIPAA) (CITI, http://www.citiprogram.org/).
- Students must have participated in the online SPHHS Practicum Training session, designed to assist students with preparing for the completion of the Practicum course and future professional endeavors. Website: http://publichealth.gwu.edu/practicum/studenttraining.cfm
- Students must have participated in a Department of Epidemiology and Biostatistics (DEB) mandatory Practicum Orientation, designed to highlight the DEB specific requirements and expectations for completing the Practicum and CE courses.
- Students must meet with their Departmental Practicum Director.
- If applicable, students must have submitted IRB paperwork before participating in the Practicum.

In addition, students must have identified a site, a Preceptor, posted a Practicum plan online, and had the Practicum Director (PD) sign off on the plan.

Only after all of these requirements are met, can the student submit a Registration Transaction Form (RTF) to the PD for signature and enrollment in the Practicum course.

**3) When do I need to register for the Practicum?**

The Practicum is open for registration throughout the semester. Once you have completed the steps mentioned above, you can enroll in the course.

**4) I completed the Milken Institute of Public Health Practicum Training session, why am I still not verified on the Practicum website?**

In addition to completing in the online Practicum training, in order to be verified, students must meet with their Practicum Director and attend the Department of Epidemiology and Biostatistics (DEB) mandatory Practicum Orientation. The PD will also review the information submitted online and verify the student.

The Office of Student Records will also verify that the student has completed the online Practicum training and the CITI training, and the Dean’s office will review the information submitted online.

**5) When should I begin the Practicum planning process?**

It is never too early to begin thinking about your Practicum. Most full-time MPH students complete their Practicum during their second year of study.
You should plan to begin this process no later than the semester before you intend to begin the Practicum experience.

(6) What is the difference between my Academic Advisor and my Faculty Advisor?

The GW Academic Advisor assists the student in planning the course work for completion of the MPH in Epidemiology or Biostatistics.

The GW Faculty Advisor works in conjunction/together with the Practicum and Culminating Experience (CE) Course Directors to guide students in the Practicum and CE process. GW Faculty Advisors are generally faculty members in the Department of Epidemiology and Biostatistics and often have research interests or experience in the student’s Practicum and/or CE area of study. The GW Faculty Advisor reviews and approves: (a) the student’s Practicum plan; (b) the Concept Paper; (c) the Proposal; (d) the Final Report or Manuscript; and (e) the PowerPoint presentation. The GW Faculty Advisor also contributes to the student’s final CE grade.

(7) How do I find a Practicum site and Site Preceptor?

You are expected to take a proactive role and demonstrate initiative in selecting a Practicum site and Site Preceptor. The following are resources that you may find helpful in securing your experience:

- Web resources:
  - Milken Institute SPH Health Practicum Website, [http://publichealth.gwu.edu/academics/practicum](http://publichealth.gwu.edu/academics/practicum)
  - Milken Institute SPH Jobs Database, [http://publichealth.gwu.edu/studentres/careers/jobs/](http://publichealth.gwu.edu/studentres/careers/jobs/)
  - E-Connect

- Your departmental Practicum Director
- Your GW Academic Advisor and other GW Faculty

(8) Do I have to pick a Practicum site from the Milken Institute SPH Practicum website?

No. Students can identify a Practicum site through the website, through discussions with other students and faculty members, or they can seek out their own Practicum site.

(9) I think I’ve found a good Practicum opportunity. What do I do now?

- Meet with your Practicum Director to determine if the proposed Practicum opportunity is suitable. The site and site preceptor must meet Practicum qualifications.
- Sign-in to the Milken Institute SPH Practicum Website (http://publichealth.gwu.edu/academics/practicum) and begin filling out your Student Profile (http://publichealth.gwu.edu/practicum/practicumApp/applicationStu.cfm).
- After your site preceptor has registered and posted a practicum project, begin completion of your Student Practicum Plan (http://publichealth.gwu.edu/practicum/download/Student%20Practicum%20Plan.pdf) in conjunction with your Site Preceptor.
- Register for the Practicum course (using an RTF - http://www.publichealth.gwumc.edu/pdf/reg_transaction_form.pdf) at the time that your Practicum plan has been submitted online.

(10) How do I know if I have to go through the Institutional Review Board (IRB) process?

Students must work with their GW Faculty Advisor to decide whether the topic for a proposed Practice Activity must be submitted for IRB approval. The IRB is a committee mandated by federal law to protect the rights and welfare of human subjects participating in research activities. The IRB achieves its primary function, protecting the rights and welfare of subjects participating in research, by educating researchers and carefully reviewing proposals for conducting human research.

If you are working with data or accessing any health records, you must ensure that you are allowed to access the data. This must be done prior to looking at, downloading, or analyzing any data! Another example of a situation where IRB review might be required is if the student has been conducting research with the intent to publish.

There are several steps to go through:

- Ensure you are listed on the study/program in the agency where you are working and are covered by the agency’s rules regarding working with their data. Provide a copy of IRB (or other) approvals to PD.

- Work with your preceptor, PD, and/or GWFA to complete the research determination form (http://publichealth.gwu.edu/research/policy-procedure-guidance) if you are not sure whether you require IRB approval from GW.

- If your study will require exempt, expedited, or fully IRB approval, complete the appropriate forms.

- Once you have completed the appropriate forms, have the GWFA sign it.

- Log completed forms into the log in sheet at Ms. Kayla Morrison’s desk. Do not send to the SPH prior to doing this. Do not begin work until you receive word that you are approved. All research must also have the Department’s signature (Chair or delegate). Forms may not be submitted to the IRB without this.
(11) If the study I am working on already has IRB approval, do I need to get approval again?

Students will sometimes work with institutions other than GW that have their own IRB. The general rule is that students still have to complete an IRB submission for GW once the IRB used by the site has approved the project. Students should include the other IRB’s documentation of project approval in the application materials for the GW IRB.

(12) Where can I find information on the IRB process?

Please refer to the Human Subject Research Determination Worksheet on the Office of Human Research website (http://humanresearch.gwu.edu). The form is under the “IRB Submissions” link on the top left and will help you to determine if you will be engaging in human subjects’ research.

A human subject has been defined by the Office of Human Research as “a living individual about whom an investigator (whether professional or student) conducting research obtains: data through intervention or interaction with the individual or identifiable private information.” If you are engaging in human subjects’ research, this will require you to go through the GWU Committee on Human Research Institutional Review Board (IRB).

However, requirements and timelines will vary depending on the following:

- The type of data you will be working with (e.g., de-identified or exempt data does not need to undergo full IRB committee review)
- The agency or organization with which you are conducting research
- The location of the research project (e.g., USA vs. International sites)
- Whether the project has previously been reviewed by an IRB

Thus, it is extremely important that you consult with your Site Preceptor and GW Faculty Advisor on your research project and the steps that you will need to take. In addition, contact IRB staff with any questions you may have. It is best to start this process early, as the IRB will not approve studies retrospectively.

(13) I’m already in a job/internship/fellowship; can this count as my Practicum?

You may complete the Practicum requirement at your current place of employment, internship, or fellowship; however, if you decide to do so, you must abide by the following:

- The site and Site Preceptor must meet the Milken Institute SPH Practicum qualifications.
- Your Site Preceptor cannot be your current supervisor.
- The content and activities of the Practicum must be distinct from your regular work, and must be outlined in your Student Practicum Plan.

(14) When should I take the Skills Building Seminar?
The Department of Epidemiology and Biostatistics (DEB) has determined that there are several skills essential to the practice of epidemiology that our MPH students should have. Until this year, the DEB offered the Epidemiology and Biostatistics Skills Building Seminar, PubH 6261.10. This course is no longer offered. Instead, the DEB has created a series of online and on-site modules to enhance students’ study experience, the Practicum and the Culminating Experience (CE) and prepare them for public health epidemiology practice. They are housed in the Department of Epidemiology and Biostatistics Blackboard Community.

Some of the modules are required, while others are optional. Current students who have not yet taken the Department of Epidemiology and Biostatistics Skills Building Seminar, PuBH 6261.10 will also be required to participate in the modules. At the beginning of each semester, all students new to the DEB will automatically be entered into the community. If you are about to start your Practicum and have not taken PuBH 6261.10, please contact the Practicum Directors to be added to the DEB Blackboard Community.

Students will be advised of the on-site activities through the DEB Blackboard Community. These include the Annual DEB Career Skills Building Workshop and Practice Sessions for the CE Presentations.

(15) Do I have to complete the Practicum in one semester?

No, you can complete the Practicum in one semester or carry it over into a second semester. Be sure the time frame you envision is pre-approved by your Practicum Director and Site Preceptor (e.g., clearly stated in your Student Practicum Plan). You only need to register once for the Practicum.

(16) Am I able to receive financial compensation for the Practicum?

Yes. However, this is a matter to be negotiated between you and the Site Preceptor. The possibility of payment is not a consideration in the approval of the Practicum. In most cases, because of the limited duration and nature of Practicum placements, they are unpaid.

It is your responsibility to cover any fees that may be associated with your site (e.g. required immunizations, personal protective equipment, and travel).

(17) How can I obtain funding for the Practicum?

The Department offers the Practicum Research Fellowship Awards which recognize academic achievement and service in the Department of Epidemiology and Biostatistics and provide partial financial support for Practicum and Culminating Experiences. For more information, please visit: http://publichealth.gwu.edu/departments/epidemiology-and-biostatistics/practice-xperience.

Additionally, the Milken Institute SPH and Public Health Alumni Association have partnered to launch the Capital Connection Fund, which provides financial assistance for students to take advantage of off-campus research, internships, conferences and other professional development
activities. For more information, please visit: http://publichealth.gwu.edu/services/students/funding.

(18) Am I able to complete my Practicum overseas?

Yes. This takes additional, early planning on your part. It is suggested that you meet early in the process with your Practicum Director. You will have to post your practicum plan on the SPHHS Practicum website and you will need to register with the International Program Office through the link on the SPHHS Practicum website. Please refer to the SPHHS International Policy and Instructions (https://passport.gwu.edu/index.cfm?FuseAction=Programs.ViewProgram&Program_ID=2134) for more information.

(19) How long do I have to complete my Culminating Experience?

The Culminating Experience should be completed in one semester; however, it is often necessary to carry it out over multiple semesters. Be sure the time frame you envision is pre-approved by your Practicum Director, GW Faculty Advisor, and Site Preceptor (e.g., clearly stated in your Student Practicum Plan). You only need to register once for the Culminating Experience. If a student has registered for the Culminating Experience and finds that they need more than one semester to complete it, they should contact their Practicum Director to take appropriate action.

(20) When do I have to enroll for continuing research or petition for continuing enrollment?

Students who continue to work on their Practicum and/or their Culminating Experience after they have finished all other course work must be careful to maintain their enrollment status until they complete their degree. This means that if they have completed all other course work they must be registered for Continuous Enrollment ($35) or Continuous Research (value of one academic credit). Additionally, students who take more than two semesters to complete the Practicum and more than one semester to complete the CE will have to enroll in either continuing research or petition for continuing enrollment.

Necessary steps include (adapted from the Milken Institute SPH Student Handbook, Academic Year 2010 – 2011):

- For Fall and Spring semesters, you must register for one or more credit hours to maintain enrollment status.
  - If you have finished all other course work, you must enroll in Continuous Research.
- During the Summer session, if you have completed all other coursework, you must register for Continuous Enrollment ($35).
- For more detailed information, please refer to the Student Handbook (http://publichealth.gwu.edu/pdf/Handbook.pdf).
There are situations wherein a student can petition for continuous enrollment while completing the Culminating Experience. Be sure to stay in touch with your Practicum Director and Site Preceptor to maintain enrollment status.

(21) What is the difference between the Practicum plan and the concept paper?

Before a student can sign up for the Practicum, s/he must identify a site and a Preceptor, as well as post a Practicum plan on the Milken Institute SPH website. The Practicum Plan will identify: 1) the Practicum site where you will complete the Practicum, 2) the person who will serve as the Site Preceptor, 3) the learning objectives of the Practicum, 4) a description of the Practicum activities you will undertake, and, 5) if applicable, a timeline for the Student’s products or deliverables. The Preceptor will review the plan, which must be signed off by a Practicum Director before s/he can register for the course. The Preceptor must sign off on the plan within the first 24 hours of the student beginning the Practicum on-site.

For the Culminating Experience, the first requirement is the development of a concept paper which describes the work that will be done and how it will be carried out. The Concept Paper is written to aid in the identification of a GW Faculty Advisor who reviews it to assess the appropriateness of the proposed CE’s scope as well as its feasibility and advises the student on expanding the Concept Paper into a Proposal which also requires the approval of the GW Faculty Advisor and Site Preceptor.

(22) What is the method of evaluation for the Practicum and Culminating Experience?

For the Practicum, students will be evaluated on how well they have accomplished the objectives for their Practice Activity based upon the Department of Epidemiology and Biostatistics competencies outlined in the Practicum course syllabus by the Site Preceptor and the Practicum Director. Evaluations for the Practice Activity will take place at both the midpoint and the end of the activity. The student’s Site Preceptor will be responsible for evaluating the student’s performance, and the student will also evaluate his/her own experience. Evaluation of student participation in the Epidemiology-Biostatistics Skills Building Seminar will be based upon the student’s in-class participation and assignments. Students will also be evaluated based on the provision of summaries for the three departmental research presentations.

For the Culminating Experience, students will be assessed on how well they accomplish the objectives for the CE through the evaluation of their (a) Concept Paper, (b) Proposal, (c) Final Report or Manuscript, and (d) Oral Presentation. The GW Faculty Advisor and Site Preceptor will each complete an evaluation of the student’s performance. The Practicum Director will calculate the student’s final grade taking into account the Site Preceptor’s and GW Faculty Advisor’s input as well as input from Departmental faculty attending the Oral Presentation. Details of the grading distribution are available in the Culminating Experience course syllabus.

(23) Is it possible to be exempt from completing the Practicum requirement?

There are no automatic exemptions or waivers of the Milken Institute SPH Practicum. In rare situations, it is possible to receive “Practicum Equivalent Experience.”

Note: If you wish to apply for this, you must **file a request by petition during your first semester of matriculation.**

**(24) What modules do I have to complete for the CITI Training?**

All MPH students must be sure to complete the Social and Behavioral Researchers Module for the CITI Training. As a result of the work you are doing, you may be required to complete the Biomedical Researchers module as well. This is something that you may wish to discuss with your GW advisor and the staff of the Office of Human Research which receives the IRB submissions.

For more information, check the CITI training instructions on the SPHHS Practicum website:  http://publichealth.gwu.edu/practicum/download/CITI%20Training%20Instructions.pdf.

**(25) If I require assistance with data analysis during my Practicum or Culminating Experience, where can I find it?**

Students can seek statistical programming support from DEB faculty on epidemiologic methods issues such as:

- Study design
- Sample size calculations
- Data management and analysis (SAS Coach)

If you require assistance, please contact your assigned Practicum Director or the SAS Coach, Dr. Angelo Elmi at afelmi@gwu.edu.

**(26) There is a professor in the Department of Epidemiology and Biostatistics who is conducting a research project I am interested in. Can I work with that faculty member?**

A GW faculty member cannot serve as Site Preceptors for a student’s Practicum, but they can serve as Site Preceptors for student Culminating Experiences. If the faculty member is a member of the Department of Epidemiology and Biostatistics, that person serves as both Site Preceptor and Faculty Advisor.

**(27) Why do I have to make two oral presentations for my CE?**

All students must present their final CE PPT to their site preceptor and colleagues on site before they make their Final Oral Presentation at GW. In cases where the GW Faculty Advisor is the “site preceptor” they must present to them before making the Final Oral Presentation. This gives
students an opportunity to practice before the final presentation as well as hear and prepare for questions they might have to field during their Final Oral Presentation.