**STUDENT CHECKLIST**

**For MS in Public Health Microbiology and Emerging Infectious Diseases**

**Field/Laboratory Experience PubH 6016**

[**https://publichealth.gwu.edu/departments/epidemiology/practice-experience-ms-phmeid**](https://publichealth.gwu.edu/departments/epidemiology/practice-experience-ms-phmeid)

During the second semesterof the MS PHMEID Program Directors (Dr. Mimi Ghosh or Dr. Irene Kuo) advise students to meet with the Department of Epidemiology and Biostatistics Field/Laboratory Experience Course Directors, Prof. Ann Goldman-Hawes and Joseph Schmitthenner.

*(Revised 23/01/2018)*

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| **Activity:** | **Date Completed:** |
| **1. Complete the following prerequisites (usually by Summer of the first year):** |  |
| **PubH 6002** (Biostatistical Applications for Public Health) |  |
| **PubH 6003** (Principles and Practice of Epidemiology) |  |
| **PubH 6245** (Infectious Disease Epidemiology) |  |
| **2. Attend the mandatory orientation for the MS PHMEID Field/Laboratory Experience**   Orientation dates will be circulated on the MS PHMEID listserv. Make sure to RSVP, sign in at the training,  and arrive on time. |  |
| **3.**  **Complete CITI and HIPAA online course and GWU Biosafety Training** (be sure to save CITI  certificate, print a copy for your records, and send a copy to Student Records). **GWU Biosafety**  **training** will be offered every semester for MS student but they can also attend the Medical Center  training as well. Training dates are announced via the SPHHS and MS PHMEID student listservs. |  |
| **4. Schedule an appointment with your Field/Laboratory Experience Course Director (CD)** to meet to  discuss the course requirements and your interests. |  |
| **5. Choose an activity and Site Preceptor (SP)** with assistance from CD or using other resources. |  |
| **6. Meet with the potential Site Preceptor** to discuss potential projects. Once agreed upon,  begin the process of planning your project. |  |
| **7. Register for the Field/Laboratory Experience Course (PubH 6016)** A Registration Transaction Form (RTF) must be completed in order to register and be signed by the  CD.  |  |
| **8. Complete the Field/Lab Experience Contract** (see course syllabus for template) and  turn it into the CD (It should be signed by you and your Site Preceptor). |  |
| **9.**  Student Project Oversight* All students participating in projects related to school requirements (dissertation, MPH culminating experience (CE), MPH Practicum, Biostatistics Consulting Practicum, Field Lab Experience, independent study, etc.) require oversight of their projects. This is not only for human protection / IRB reasons but also so the Department can monitor what types of projects are being conducted by students and ensure proper oversight.
* Before beginning any school project involving seeing or handling data derived from humans, students must complete the determination process and have a determination about next steps made.
* Student requirements for project oversight are not always the same as faculty requirements. For example, certain types of studies may be considered non-human subjects research (NHSR) for faculty but due to their sensitive subject area, exempt review is required for students.
* Approval for the project itself is not implied by the completion of the determination project; students still need to work with faculty and staff to ensure the project is approved and meets academic requirements.
* It is the faculty advisor’s responsibility to ensure that students have a determination on file for projects that meet academic program requirements. Students cannot begin their projects until process is completed. Faculty advisors are ultimately responsible for each of the students that they advise on research projects.

**Process** * Students should complete the REDCap form http://go.gwu.edu/debstudentprojectoversight as soon as they have a project lined up, even if the proposal is not approved; this will expedite the process.
* The Practicum/CE Coordinators and the Associate Chair will be notified a determination is waiting. In the unlikely event that there is no response within 7 working days, please write to manyadm@gwu.edu to confirm receipt.
* The Associate Chair will review the submission and ask the student and faculty advisor (if applicable) for clarifying information by email. The faculty advisor will receive a copy of the submission for their records so they can confirm accuracy of what the student has submitted. The email notes will be copied into REDCap for documentation.
* Final determinations will be sent to the student, faculty advisor, and Practicum/CE Coordinators.
* RTF forms for the Practicum, CE, Field Lab Experience, Final Project, or Independent Study, students will not be approved until this process is complete.

**NOTE: For more information, please consult the Student Project Oversight Process on the DEB Practicum-CE Resource page**. |  |
| **10. Begin the Field/Laboratory Experience and log your 120 hours.** This log must be signed by your Site  Preceptor. The student should keep their own log outlining dates and hours worked and activities completed  on each date (a template is available in the course syllabus and on the MS PHMEID Resource Page – <https://publichealth.gwu.edu/departments/epidemiology/practice-experience-ms-phmeid> |  |
| **11. Statistical Programming Support.** Students can seek advice from DEB faculty on epidemiologic  methods issues such as: (1) Study design; (2) Sample size calculations;(3) Data management and  analysis (SAS). If you require assistance, please contact your CD or the SAS Coach, Dr. Angelo Elmi  (afelmi@gwu.edu).  |  |
| **8. Upon completion of the Field/Lab Experience –** write a report (see course syllabus for Template).  Complete the Student Performance Evaluation form (available on the MS PHMEID Resource Page).  Turn the report and log (documenting the 120 hours of work, which has been signed  by the SP) to the CD. |  |
| **9. You may choose to continue with your Final Project at your Field/Laboratory Experience site.** **If you do, please advise the Course Director (CD) for the Final Project. If you decide you would**  **like to do the Final Project at a different site, please work with the CD for the Final Project to**  **identify a new site.** |  |