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|  | Department of Epidemiology and Department of Biostatistics and Bioinformatics    **PUBH 6000 Sections 10 and 13**    **Epi and DBB Practicum: 0 Credits**    **Residential Graduate Course** |

# Instructor(s)

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Course Summary

MPH epidemiology and biostatistics students are required to demonstrate proficiency in the application of the skills they acquire during their academic programs through the Practicum (PubH 6000)

**Course Description**

The Practicum is a 0-credit, credit/no-credit course consisting of a planned, supervised, and evaluated Practice Activity in a public health organization. The Council for Education on Public Health, the organization that accredits public health schools and programs, requires that all MPH students complete the Practicum/Practice Activity to qualify for the MPH degree. 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. The Practice Activity can consist either of a primary research or surveillance project including data collection and analysis, or a secondary analysis of an existing database. 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.

Course Prerequisite(s)

* PubH 6002 Biostatistical Applications for Public Health
* PubH 6003 Principles and Practice of Epidemiology
* PubH 6021: Essentials of Public Health Practice and Leadership I

*Co-Requisites*

* PubH 6247 Design of Health Studies
* PubH 6853 Use of Stat Packages for Data Management/Data Analysis
* Epi Skills Building Modules in the Department of Epidemiology (DEPI) Epidemiology-Biostatistics Skills Building Modules Blackboard Community

Recommended Courses

* PubH 6011 Environmental and Biological Foundations of Public Health
* PubH 6009 Fundamentals of Program Evaluation
* PubH 6007 Social and Behavioral Science Methods
* PubH 6022: Essentials of Public Health Practice and Leadership II
* PubH 6252 Advanced Epidemiologic Methods

Other Prerequisites

* Students must take the online CITI training courses relating to research with human subjects and personal health information (HIPPA) (see SPH Student Practicum Guidebook for details).
* Students must have participated in the mandatory Department of Epidemiology Practicum Orientation session.
* Students must submit a Student Project Oversight Form for determination

Other co-requisites

* If students decide to link their Practicum and Culminating Experience, A Concept Paper and a Proposal (see Culminating Experience syllabus [PubH 6015] details) can be completed for the required deliverables concurrent with the Practicum.

*Student responsibilities*

1. Students should meet with the Department Practicum Directors mid-way through the MPH program and begin the process of identifying the Practice Activity that will be the focus of their Practicum.
2. Students must complete the Milken Institute SPH Practicum Training online to prepare them for the Practice Activity and should begin to explore the Milken SPH Practicum website and other resources for practicum ideas.
3. After identifying a Practicum site, students develop a Practicum plan, which they will send to their Practicum Director for Approval.
4. Once a student has identified a site and a Preceptor, has had the PD sign off on the Practicum plan the student should post it to the SPH Practicum Website for final approval.
5. It is possible to sign up for the Practicum and Culminating Experience at the same time if they are linked. If the two are not linked, the Practicum must come first.
6. All students participating in projects related to school requirements (dissertation, MPH culminating experience (CE), MPH Practice Activity, 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 School can monitor what types of projects are being conducted by students and ensure proper oversight.

**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, students must complete the determination process and have a determination about next steps made.
  + 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 a determination is made. Faculty advisors are ultimately responsible for each of the students that they advise on research projects.
  + Process to comply with Student Project Oversight
  + Students should complete the REDCap form <https://is.gd/gwsphstudentprojectoversight> as soon as they have a project lined up, even if the proposal is not finalized; 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.
  + 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 a determination has been made and all relevant approvals are in place.

1. Concurrent with the Practice Activity, students are required to complete the Epidemiology Skills Building Modules online in the DEPI Epidemiology Skills Building Modules Blackboard Community.
2. Students may decide to link the Practicum and Culminating Experience. If they are linked, the Practicum Director will assist the student in identifying their GW Faculty Advisor before they begin the Practicum. If not, the Practicum Director will assist the student in identifying their GW Faculty Advisor before beginning the Culminating Experience. Either way, students should plan to meet with the PD and GW Faculty Advisor to discuss their plans regarding the Culminating Experience once the Practicum is completed.

# Epi Program Competencies (list)

1. Identify and assess patterns of diseases to postulate hypotheses and to identify strategies to evaluate the impact of health problems.
2. Plan and design epidemiologic studies including observational and experimental designs
3. Evaluate epidemiologic studies and identify limitations and sources of bias
4. Conduct and interpret data analyses from epidemiological studies to address research questions
5. Manage datasets from epidemiological studies using statistical software
6. Synthesize data and literature to communicate findings to a variety of audiences

**Biostats Program Competencies (list)**

1. Apply basic principles of biostatistics to contribute to the design, planning, and conduct of public health and biomedical studies.
2. Manage databases from public health and biomedical studies using statistical software, e.g., SAS®.
3. Analyze data by applying methodological concepts and interpret the results from public health and biomedical studies.
4. Communicate results from statistical analysis in layman's terms as a member of a multidisciplinary research team on public health or biomedical studies.
5. Identify and apply basic ethical principles pertaining to data confidentiality and interpretation of statistical results derived from public health and biomedical data.

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| Course Learning Objectives – Upon completion of the course, students will be able to: | Meets Competency Number |
| * Organize and conduct literature reviews using a matrix. | # 1, 2 |
| * Describe the elements needed to develop a scientific abstract and manuscript. | # 1, 2 |
| * Communicate effectively through the use of oral presentations, posters and in the public health workplace. | # 1, 2 |
| * Determine when a study involves human subject research and the steps for securing IRB approval. | # 1, 2 |
| * Prepare a project proposal, analysis and deliverables | # 1, 2, 3, 4, 5 |

# Required Texts

There are no required texts for this course.

# Recommended/Supplemental Texts [*if applicable*]

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| --- | --- | --- |
| **Title** | **Author** | **Edition** |
| Designing and Conducting Health Surveys: A Comprehensive Guide | Aday, LA and Cornelius, LJ | Third edition, San Francisco, CA; Jossey-Bass; 1996. |
| Field Epidemiology | Gregg MB, editor | Third Edition. New York, NY: Oxford University Press; 2008. |

**Technology Requirements**

*Technology requirements may vary depending on the site/project developed. Students are required to work with their Site Preceptor to determine the requirements for their placement. Students may be required to provide their own laptop, microphone and webcam. Some students may require access to the GW VLC*

# Methods of Instruction (check all that apply)

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| --- | --- |
| Lectures  Case Studies  Required Readings/Textbook  Recommended/Supplemental Readings | Class and Small Group Discussions  Student Presentations  X Other: On site planned, supervised and evaluated practice activity.  Other [Specify] |

**Methods of Evaluation**

* Students are evaluated on how well they have accomplished the objectives for their Practice Activity based upon the Department competencies outlined in the Practicum course syllabus by the on-site preceptor and the Practicum Director.
* Evaluations for the Practice Activity will take place at both the midpoint and the end of the Practicum. The student’s on-site Preceptor will be responsible for evaluating the student’s performance, and the student will evaluate his/her own experience (For more information, please see the SPHHS practicum handbook).
* The Practicum requires the student to submit two work-products. Work-products are flexible but are required to be approved prior to the start of your Practicum, during the Practicum approval process with the course director/Practicum Director.

# Standard SPH Graduate Grading Scale

This course is credit/no-credit.

**Workload**

*Students are expected to develop their own work schedule with their Site Preceptor. Average hours typically range from 5-20 hours per week.*

# Class Policy: Expectations for individual contributions and acceptable levels of collaboration for assignments on which students may work together [describe/define]

W**ritten work products that you turn in must be your own work in your own words.**

# Class Policy: Participation and Discussion [describe/define]

**Students are required to complete the required 120 hours on-site at an approved intuition, agency or organization**.

# Class Policy: Late Work [describe/define]

Students are given 2 full semesters to complete their Practicum/Practice Activity. Students who are unable to complete this course within that time should reach out to their Practicum Director ASAP to discuss alternatives/mitigation, otherwise will be issued an Incomplete*.*

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| Text  Description automatically generated | **Syllabus Appendix**  **2021-2022** |

**Diversity, Equity and Inclusion**

The Milken Institute School of Public Health is committed to support the highest standards and practices of diversity, equity, and inclusion in all of our processes, systems and interactions throughout our community.  We embrace an intellectual community enriched and enhanced by diversity along a number of dimensions, including but not limited to race, color, national origin, language, sex, disability, age, sexual orientation, gender identity, religion, creed, ancestry, belief, veteran status, or genetic information. We at the GWSPH will work in the promotion of diversity, equity and inclusion not only to drive innovation and excellence throughout all our programs but also in honoring our commitment to social justice.  Each of us is responsible for creating a safer, more inclusive environment. Unfortunately incidents of bias or discrimination do occur, whether intentional or unintentional. Resources available at the University to assist you include the following:

* GW maintains a website for reporting incidents of bias, <https://diversity.gwu.edu/report-bias-incident-online>. This site allows any university community member to report, including anonymously, incidents of bias and other forms of unwelcome conduct motivated by hatred based on race, color, religion, gender or gender identity, sexual orientation, national origin or any other factor.
* GW Office of Diversity Equity and Community Engagement:  <https://diversity.gwu.edu/>

# University Policy on Observance of Religious Holidays

In accordance with University policy, students should notify faculty during the first week of the term, but no later than three weeks prior to the absence, of their intention to be absent from class on their day(s) of religious observance. If the holiday falls in the first three weeks of the term, the student must inform the faculty within the first week of the semester that they are enrolled in the class. For details and policy, see “Religious Holidays” at: <https://provost.gwu.edu/policies-procedures-and-guidelines>.

# Blackboard

Blackboard will be used for posting course files and assignments and for communicating with the class. You are already enrolled for this course on Blackboard if you have completed registration for the course. It is your responsibility to periodically check the course site (log in at <http://blackboard.gwu.edu/>using your gwu.edu address) for updates to the syllabus/readings.

**2GW (applicable for @GW online programs)**

2GW will be used for online course activities, hosting weekly course content, the posting of course files and assignments and for communicating with the class. Students are already enrolled for this course on 2GW if registration has been completed for online courses, not residential coursework typically offered residentially. If is the student’s responsibility to periodically check the course site for updates to the syllabus/readings/schedules.

**Use of Electronic Course Materials and Class Recordings**

Students are encouraged to use electronic course materials, including recorded class sessions, for private personal use in connection with their academic program of study. Electronic course materials and recorded class sessions should not be shared or used for non-course related purposes unless express permission has been granted by the instructor. Students who impermissibly share any electronic course materials are subject to discipline under the Student Code of Conduct. Please contact the instructor if you have questions regarding what constitutes permissible or impermissible use of electronic course materials and/or recorded class sessions. Please contact Disability Support Services at [disabilitysupport.gwu.edu](https://disabilitysupport.gwu.edu/) if you have questions or need assistance in accessing electronic course materials.

# Academic Integrity

Academic integrity is an essential part of the educational process, and all members of the GW community take these matters very seriously. As the instructor of record for this course, my role is to provide clear expectations and uphold them in all assessments. Violations of academic integrity occur when students fail to cite research sources properly, engage in unauthorized collaboration, falsify data, and otherwise violate the [Code of Academic Integrity](https://studentconduct.gwu.edu/code-academic-integrity). If you have any questions about whether or not particular academic practices or resources are permitted, you should ask me for clarification. If you are reported for an academic integrity violation, you should contact the Office of Student Rights and Responsibilities (SRR) to learn more about your rights and options in the process. Consequences can range from failure of assignment to expulsion from the university and may include a transcript notation.

For more information, please refer to the SRR website [studentconduct.gwu.edu/academic-integrity](https://studentconduct.gwu.edu/academic-integrity)

email [rights@gwu.edu](mailto:rights@gwu.edu), or call 202-994-6757. For additional online learning guidance, please see the University’s “Guide of Academic Integrity in Online Learning Environments” available at [studentconduct.gwu.edu/academic-integrity-online-learning-environments](https://studentconduct.gwu.edu/academic-integrity-online-learning-environments).

All Milken Institute School of Public Health students are required to complete an academic integrity online activity. The GW Academic Integrity activity must be completed within 2 weeks of starting your coursework at GWSPH. See more at:[publichealth.gwu.edu/integrity#sthash.FlIRdO5H.dpuf.](https://publichealth.gwu.edu/integrity#sthash.FlIRdO5H.dpuf)

**SafeAssign and TurnItIn**

All GWSPH Faculty have access to the SafeAssign and TurnItIn plagiarism detection services.

Please be aware that the work products you submit for this course may be scanned by these tools for originality. Students found plagiarizing will be subject to penalties outlined in the GWSPH Student Handbook and GW Code of Academic Integrity.

# SUPPORT FOR STUDENTS OUTSIDE THE CLASSROOM

***Academic Commons***

Academic Commons provides tutoring and other academic support resources to students in many courses. Students can schedule virtual one-on-one appointments or attend virtual drop-in sessions. Students may schedule an appointment, review the tutoring schedule, access other academic support resources, or obtain assistance at <https://academiccommons.gwu.edu/>.

* Tutoring and course review sessions are offered through Academic Commons in an online format. See [academiccommons.gwu.edu/tutoring](https://academiccommons.gwu.edu/tutoring).

***Writing Center***

GW’s Writing Center cultivates confident writers in the University community by facilitating collaborative, critical, and inclusive conversations at all stages of the writing process. Working alongside peer mentors, writers develop strategies to write independently in academic and public settings. Appointments can be booked online. See [gwu.mywconline](https://gwu.mywconline.com/).

* Writing and research consultations are available online. See [academiccommons.gwu.edu/writing-research-help](https://academiccommons.gwu.edu/writing-research-help)

***Student Success Coaching***

The Student Success Coaching Program, offered through the Office for Student Success, is an academic support service available to all interested undergraduate students. Participating students work with Student Success Coaches (trained graduate students) in 1:1 sessions to build the foundation for a successful academic experience; coaches help students to develop learning strategies, establish healthy study habits, build a GW support system, and other necessary skills for a fulfilling and successful undergraduate experience. See [studentsuccess.gwu.edu/academic-program-support](https://studentsuccess.gwu.edu/academic-program-support).

* To learn more about what is offered through this program and access informational materials, please visit <https://studentsuccess.gwu.edu/student-success-coaching> or email [studentuccess@gwu.edu](mailto:studentuccess@gwu.edu).
* To be connected with a coach, fill out this form:

<https://docs.google.com/forms/u/1/d/e/1FAIpQLSec7dJfnM8cO-4qZ1z5bpjLuC2W3jlsuKcPRSS7zlX0zpb6Gg/viewform>.

# *Disabilities Support Services (DSS) 202.994.8250*

Any student who may need an accommodation based on the potential impact of a disability should contact Disability Support Services in Rome Hall, 801 22nd Street, NW, Suite 102, to establish eligibility and to coordinate reasonable accommodations. For additional information see: <https://disabilitysupport.gwu.edu/>

# *Counseling and Psychological Services - 202-994-5300*

# GW’s Colonial Health Center offers counseling and psychological services, supporting mental health and personal development by collaborating directly with students to overcome challenges and difficulties that may interfere with academic, emotional, and personal success. For additional information see: <https://healthcenter.gwu.edu/counseling-and-psychological-services>

# Adverse Weather/Class Cancellation

In the advent of inclement weather or any other emergency, the Milken Institute School of Public Health will follow the decision of the University. Call the University hotline at 202.994.5050 or check the Campus Status at <http://CampusAdvisories.gwu.edu>. In the event of inclement weather, instructors are encouraged to maintain instructional continuity. Your instructor will communicate directly with you regarding alternate modes of instruction as appropriate. Students are responsible to check email, blackboard, or other learning platforms used in class, for updates and be available if accommodations have been offered. In the event of class cancellation, we will email you about rescheduling, assignments due, etc. The university will continue to offer [make-up days](https://click.gwu.edu/click/kz9t0c/81n545/ougzeo) in the event of a closure if no alternative remote class has been made available.

# Classroom Lockdown System

All classrooms have been equipped with a classroom lockdown system (box with lid and internal button).  The system is not currently activated as of July 31, 2021, but activation is anticipated during the fall 2021 term.  An official university announcement will be sent once the system is activated.

Once activated, if the button is pushed GWorld Card access to the room will be disabled and GW Dispatch will be alerted.  The door must be manually closed if it is not closed when the button is pushed.  Anyone in the classroom will be able to exit, but no one will be able to get in.  The system may only be reset by GW Dispatch.

# Safety and Security

In case of an emergency, if at all possible, the class should shelter in place. If your building is affected, follow the evacuation procedures and seek shelter at a predetermined rendezvous location. GW Alert is the university’s notification system that sends emergency text message and email alerts to the GW community. Download the GW Personal Alarm Locator (GW PAL), a mobile safety and security application that allows users to alert GWPD of a crime, report crime tips anonymously, provide a safety profile, and identify their location in real time. For more safety and security information and tips, visit <https://safety.gwu.edu/>.

**Evacuation *(if applicable)***

An evacuation will be considered if the building we are in is affected or we must move to a location of greater safety. We will always evacuate if the fire alarm sounds. In the event of an evacuation, please gather your personal belongings quickly (purse, keys, GWorld card, etc.) and proceed to the nearest exit. Every classroom has a map at the door designating both the shortest egress and an alternate egress. Anyone who is physically unable to walk down the stairs should wait in the stairwell, *behind the closed doors*. First responders will check the stairwells upon entering the building.

Once you have evacuated the building, proceed to our primary rendezvous location: the court yard area between the GW Hospital and Ross Hall. In the event that this location is unavailable, we will meet on the ground level of the Visitors Parking Garage (I Street entrance, at 22nd Street). From our rendezvous location, we will await instructions to re-enter the School.

**Additional Resources and Emergency Contact Information**

* **Online Student Support**- GWorld, technical services, student services, GW Libraries: [online.gwu.edu/student-support](https://online.gwu.edu/student-support).
* **In case of emergency:** call GWPD 202-994-6611 or 911
* **For situation-specific actions:** review the Emergency Response Handbook: <https://safety.gwu.edu/emergency-response-handbook>.
* **Campus Advisories:** GW’s primary website for incident-related information (including class cancellations) <https://campusadvisories.gwu.edu/>.
* **Stay Informed:** <https://safety.gwu.edu/stay-informed>
* **GW Alert:** Notification system that sends emergency alerts to email addresses and mobile devices. Students, faculty and staff are requested to maintain current contact information and campus location by logging into alert.gwu.edu. In emergency situations, alerts may also appear at the top of university webpages.
* **GW PAL (Personal Alarm Locator):** Download this app to your iOS or Android smartphone. This mobile safety app allows users to quickly communication with GWPD (when off campus); users can send crime tips to GWPD; call for 4RIDE; check recent GW Alerts. More Information visit <https://safety.gwu.edu/>.