



School of Public Health

# PRACTICUM HANDBOOK FOR DrPH STUDENTS

New Brunswick Campus  
Newark Campus

\*For DrPH students enrolling as of Fall 2015

**Please note:**

This handbook covers general DrPH Practicum Experience guidelines, which are similar across Rutgers SPH departments currently offering this degree. Each department also has separate, more specific competencies and other guidelines to be followed. Please consult with your department faculty and the DrPH Committee (of SPH Doctoral Committee). Information in this handbook is subject to change.

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### **Rutgers School of Public Health Mission**

The Rutgers School of Public Health seeks to improve health and prevent disease in diverse populations in New Jersey and around the world through **educating** students to become well-qualified and effective public health leaders, researchers and practitioners; conducting **research** to advance public health science and policies; and providing **service** programs that promote population and individual health.

### **Introduction**

The DrPH Practicum experience is a required component of the Doctor of Public Health (DrPH) degree and is a carefully planned and supervised learning experience. The DrPH Practicum experience connects the skills and knowledge acquired in the classroom with the pragmatic application of the practice of public health. The DrPH Practicum experience can provide the student with the opportunity to acquire, develop and improve communication skills, project management skills and problem solving skills using public health methods, principles and techniques. Moreover, it promotes hands-on public health practice, the exploration of career options and generates contacts with other public health professionals.

The specific goal/purpose of DrPH practicum/practice experience is to allow each DrPH student to further develop the core DrPH competencies in advocacy, communication and interaction with people across diverse communities, critical analysis, management, leadership, professionalism and ethics.

The DrPH Practicum experience requirement supports the development of skills; assists in the demonstration of the application of these concepts through a practice experience relevant to the student's area of concentration; and, reflects the student's understanding of the academic principles studied in class.

DrPH Practicum experience is a public health practice experience completed outside of one's job responsibilities. It is preferred that DrPH Practicum experience be conducted outside of one's work; however, students may, with approval from their DrPH Practicum experience Faculty Advisor, conduct their DrPH Practicum experience projects where they are employed. Students **may not** do a DrPH Practicum experience project that is part of their usual job title/responsibilities, or within their routine work setting, or under the direction of their current supervisor.

### **Overview of the DrPH Practicum**

DrPH Practicum is comprised of three total credits and graded utilizing the Pass/Fail system.

The DrPH Practicum is a minimum of 200-hours and should be completed over 1-3 semesters, i.e., within a calendar year. DrPH Practicum students are supported and supervised by a DrPH Practicum Faculty Advisor and the Site Preceptor. There are clearly stated degree guidelines as well as department-specific guidelines that detail roles, responsibilities and expectations for students, faculty, and the Site Preceptors.

The student will complete a specified project or set of assigned duties agreed upon by the Chair of the DrPH Committee, DrPH Practicum Faculty Advisor, Site Preceptor, and the student. The student's project and responsibilities are outlined and described in the DrPH Practicum experience contract and proposal form, which must be approved by the DrPH Practicum Faculty Advisor, then signed by all parties and submitted to the Administrator for the DrPH Committee to be placed in the student's file.

Students may be eligible for a waiver of the DrPH Practicum requirement if they are currently engaged in doctoral-level work experience. For further detail, please see the DrPH Practicum Waiver Form (noted in Policies of the Doctoral Program of the Rutgers School of Public Health, last updated Spring 2014).

**Please see Appendices A and B for the DrPH Practicum experience Contract and Proposal form and checklist of Required Deliverables for students, respectively.**

### **Eligibility to Register for DrPH Practicum**

Students are eligible to begin DrPH Practicum once they have completed one half of the required courses for their department and maintained the required doctoral GPA of 3.2. They are encouraged to begin considering possible Practicum opportunities at least the semester before they plan to undertake the Practicum to allow sufficient time to find a suitable placement, formalize details and complete all the necessary paperwork.

### **DrPH Practicum Registration**

DrPH Practicum registration is by special permission only. Please contact your Faculty Advisor and the SPH Registrar for more information. Prior to registration, the DrPH Committee must review and approve the proposed project. Once appropriate permissions have been obtained, the Contract/Proposal should be submitted to the Administrator for the DrPH Committee to be placed in the student's file. The SPH Registrar must confirm with the Administrator for the DrPH Committee the student's eligibility to register.

### **Choosing a Project and Site**

DrPH Practicum sites are chosen based primarily on each student's interests and their career goals. Students may identify their own sites or they may consult their Academic Faculty Advisor or other faculty in their department to identify an appropriate Practicum experience. . Sites may include, but are not limited to, federal, state, or local health agencies or departments; non-profit organizations; or units within Rutgers University or other academic institutions.

Students are not usually paid for their DrPH Practicum but are permitted to receive stipends from their DrPH Practicum agency if available.

### **Human Subjects Protection Program (HSPP)/ IRB Requirements**

Although each DrPH Practicum will not necessarily require approval from the Rutgers Institutional Review Board (eIRB) Committee it is still important for each DrPH student to be familiar with the HSPP and eIRB requirements at Rutgers University.

The mission of the HSPP is to support the University's research enterprise by ensuring the protection of individuals who participate in research; ensuring compliance with pertinent federal and state laws and regulations; fostering the ethical conduct of human subjects research; and providing education and other services to Rutgers University's researchers regarding regulatory requirements and best practices.

HSPP assures Rutgers University fulfills its institutional responsibilities for the conduct of research involving human participants, under Rutgers University's three Federalwide Assurances (FWA) filed with DHHS-Office of Human Research Protections (OHRP); the regulatory requirements of the Food and Drug Administration (FDA); state and local laws; institutional policy; and, all applicable sponsor requirements.

HSPP consists of University IRB Campus Systems in Newark and in New Brunswick; however, if applicable, the expectation is the New Brunswick eIRB will be used for DrPH Practicum. Overall, in general, the IRB has, under one FWA a contractual relationship with Western IRB (WIRB) for review of research protocols; a program of education for faculty and other researchers; and, an audit/review program for oversight of studies in progress.

Students whose DrPH practicum requires eIRB approval should complete the forms of the eIRB and keep the Faculty Advisor informed of this process; for more, see below. The administrator of the Doctoral Committee receives a copy of eIRB correspondence on eIRB applications for the official student files.

**Students MUST attend an Institutional Review Board (eIRB) Overview session before beginning their Practicum. Such sessions are offered for Rutgers students at least once a semester on each of the campuses as well as through other schools or programs of the University.**

**Collaborative IRB Training Initiative (CITI) Human Subjects Protections On-line Training**

Rutgers faculty, students, and other individuals involved in human subjects research are required to complete the Collaborative IRB Training Initiative (CITI) Basic Course and to complete the CITI Refresher Course every three years thereafter. DrPH students must complete this training before beginning the Practicum experience. Refresher courses for students, faculty and staff who have completed the Rutgers-approved CITI course are required every three years. You will receive an automatic reminder from CITI approximately 90 days prior to your anniversary date. **Instructions regarding the CITI Training can be found at: <http://rbhs.rutgers.edu/hsweb/education/index.html>**

**Once the on-line course has been completed and passed, a printable Certificate of Completion will be generated but not automatically sent to the DrPH Practicum faculty advisor or Doctoral Committee. The on-line system indicates a copy will be sent to your educational administrator which is the Office of Human Subjects Protection, not the Rutgers School of Public Health. Therefore, the certificate must be submitted by the student electronically as a PDF file to the administrator of the Doctoral Committee for official student files.**

**Practicum and the Institutional Review Board (IRB)**

If applicable to a DrPH Practicum, a student who initiates a research project for their Practicum must review, complete, and submit an application for Full-Review, Expedited Review, Exempt Review, or Request for determination of Non-Human Subjects Research. Most student projects will be approved through the Expedited or Exempt review process, or determined to be Non-Human Subjects Research. Each new IRB submission must be submitted electronically, please visit the following link: <https://eIRB.rutgers.edu>

When submitting any form to the IRB for review each student **MUST** work with their DrPH Practicum Faculty Advisor during the drafting and submission process.

Upon completion of an IRB approved Practicum experience for which IRB approval has been received, students are required to submit a "**Study Closure Application**" to the IRB office. A copy of this form **MUST** be sent to the DrPH Practicum Faculty Advisor along with a copy of the final DrPH Practicum report or oral presentation slides before a "Pass" for DrPH Practicum will be posted. If the student is not the PI, please confer with study investigator to see if eIRB submission of study closure document is appropriate.

### **Continuing with Research after DrPH Practicum and/or Dissertation and Graduation**

Some students have the opportunity to continue their research or publish their DrPH Practicum in a peer reviewed journal after graduation and may need to keep the IRB approval active. This is possible; however if the student is the principal investigator, they must submit a modification to change the PI and ensure their work and/or even personal email/contact information is current for ongoing communication with the IRB. If contact information is not current, then updates must be made in eIRB.

### **External IRB Agency Review**

Some Practicum experiences may require review and approval from outside agencies in addition to the University IRB depending on the site of the DrPH Practicum. Please work with your DrPH Practicum Faculty Advisor and your Site Preceptor to determine if this may be required. Applications and approvals from any additional participating IRB agency must be submitted your faculty advisor and to the administrator of the Doctoral Committee for official student files.

**Please see Appendix C for IRB campus contact information, FAQ's and other important links.**

### **Final DrPH Practicum Report or Oral Presentation**

At the conclusion of the DrPH Practicum, each student must hand in either a final paper and an abstract or do an oral presentation plus submit an abstract to the Faculty Advisor and to the administrator for the Doctoral Committee for official student files.

The DrPH Practicum grade will be assigned based on the Practicum Faculty Advisor's and Site Preceptor's assessment of the student's final paper or oral presentation. The student must complete any revisions to their final paper to receive a grade of "P". In addition, the student must receive grade of "P" in order to **complete the DrPH program and receive a diploma after completing other requirements, e.g.,** culminating experience/dissertation.

If applicable, i.e., in lieu of a final paper and abstract, the DrPH student will make a formal presentation of his/her DrPH Practicum project. Presentations are approximately 15-20 minutes in length, plus 5-10 minutes for discussion/questions and answers; it may follow the format for the APHA scientific sessions. Site preceptors are invited to attend and are recognized for their contribution.

***It must be noted*** oral presentations for DrPH Practicum will be separate from, i.e., not be concurrent with Dean's Review of Fieldwork Projects for master's students, each semester.

Students **MUST** receive clearance from their Faculty Advisor to present before submitting their abstract and slides for use at the scheduled oral presentation.

### **Assessments at the end of the DrPH Practicum**

As a separate assessment of competencies, students will include a one-page section in their final paper, or separately if doing an oral presentation, explaining how their DrPH Practicum contributed to their proficiency of the identified competencies in the Contract.

Site preceptors will be asked to complete a survey which will include their student's identified competencies from the DrPH Practicum Contract. The Site Preceptor will assess the DrPH student in these identified competencies using a Likert-type scale.

### APPENDIX A: DrPH Practicum Contract and Proposal Form

This contract is to be completed according to the understanding of the DrPH Practicum placement between the student and the site supervisor. Please complete this form which must be submitted to your **DrPH Practicum Faculty Advisor** and **Site Preceptor** for signature and approval. Please be sure to keep copies of all documents for personal records. **This form is available on-line via:** <http://sph.rutgers.edu/academics/>.

In partial fulfillment of requirements for the Doctor of Public Health degree, conferred by the Rutgers School of Public Health, [Enter Student Name], [Enter DrPH Practicum Faculty Advisor Name(s)] and [Enter Site Preceptor Name] agree to the following stipulations for the DrPH Practicum project:

#### I. Contact Information

<b>DrPH Practicum Site/Agency:</b> [Agency Name]	<b>Student:</b> [Student Name]
<b>Address:</b> [Agency Location]	<b>“A” Number:</b> [ID# ex. A00112233]
<b>Site Preceptor:</b> [Name & Academic Credentials]	<b>Department(s):</b> [Student's Dept(s)]
<b>Title:</b> [Ex.: Director, Health Officer, etc.]	<b>Address:</b> [of Student]
<b>Department:</b> [Ex: Dept of Community Services]	<b>Phone(s) &amp; Rutgers Email:</b> [of Student]
<b>Phone(s):</b> [Phone #'s of Site Preceptor]	<b>DrPH Practicum Faculty Advisor(s) Name(s):</b>
<b>Email:</b> [Email Address of Site Preceptor]	<b>Phone(s):</b> [of DrPH Practicum Advisor]
	<b>Email Address(es):</b> [of DrPH Practicum Advisor(s)]



**II. Project Title and Proposal: [Enter Title Name]**

**Provide the statement, goal and objectives of the problem you intend to address:**

[e.g. The purpose of this study]

**Describe the methodology of the project:**

[Describe methodology, theory, types(s) of skills to be utilized and/or data to be used, etc.]

**Provide a one-page description (250-300 words) of the DrPH Practicum including an overview of the background and significance of the public health practice and/or research-related problem you intend to address.**

[Please be as specific as possible to assist your DrPH Practicum Faculty Advisor in evaluating the project]

### III. Work Plan and Time Frame of DrPH Practicum

<b>Contract Date:</b> [Insert Date]	<b>Semester of Initial Enrollment:</b> [Insert Semester]	<b>Start Date:</b> [Insert Date] <b>Completion Date:</b> [Insert Date]
<b>Schedule:</b> [# of hours a day, week, etc.]	<b>Approximate Total Number of Hours:</b> [200 hrs is the min. requirement]	<b>No. of Credits (of three (3) total required) by Semester:</b> <b>Semester # of Credits</b> Choose Here Choose Here <b>Semester # of Credits</b> Choose Here Choose Here
<b>Meeting Schedule with Site Preceptor:</b> [# of hours a day, week, etc.]	<b>Meeting Schedule with Faculty Advisor:</b> [# of hours a day, week, etc.]	

### IV. Objectives of Proposed Project

- a. Please provide each of your DrPH Practicum's objectives and related activities with brief descriptions:

### V. Academic Competencies

- a. Please see the Appendix of this Contract and Proposal form for the complete list of Department competencies. Please select your Department specific competencies that will be addressed during the DrPH Practicum only.  
Faculty Advisor: [Please Initial Here]  
Site Preceptor: [Please Initial Here]  
Student: [Please Initial Here]

### VI. Site Preceptor:

- a. As the Site Preceptor, I am aware that the total number of hours required by Rutgers School of Public Health to complete DrPH Practicum is a **MINIMUM of 200 hours**. I will help guide the work of the student for the placement duration, provide supervision and collaborate with the student and Faculty Advisor to evaluate the student's performance. I will ensure that the student will be provided with workspace and any needed support materials. [Please Initial Here]

**VII. Institutional Review Board (IRB):** Please be reminded that copies of the eIRB protocol and application, approvals, any modifications, and closure form must be provided to the Faculty Advisor and administrator of the Doctoral Committee.

- a. I understand each DrPH Practicum must be reviewed with a Faculty Advisor and Site Preceptor and appropriately submitted to at least the Rutgers SPH IRB for review.  
Faculty Advisor: [Please Initial Here]  
Site Preceptor: [Please Initial Here]  
Student: [Please Initial Here]
- b. What type of IRB submission is needed for this project?  
 Initial application for Full, Expedited Review, or Exempt Review  
 Modification, only to include student as research personnel on pre-existing protocol  
 Request for Determination of Non-Human Subjects Research or QA/QI
- c. When will the protocol be submitted for review?  
Date: [Insert Date]

**d. Which campus IRB will review the application?**

- Newark  
 New Brunswick

**e. Will IRB approval be required from another institution? (If YES, please submit copies of all IRB documentation to the administrator for the Doctoral Committee).**

- Yes [Please Provide Institution Name & IRB Contact Information]  
 No

**f. I understand and acknowledge any related research materials (i.e. paper surveys, samples, specimens), if applicable, will remain at Rutgers School of Public Health after project completion and/or will adhere to the language as stipulated in the approved IRB protocol regarding this project.**

Student: [Please Initial Here]

**VIII. Other Stipulations of Contract & Proposal:**

- The student will access their Rutgers University email account regularly and review the SPH Calendar on the homepage to remain current on DrPH Practicum related information, deadlines, and announcements. The student understands that personal email accounts will not be used to communicate DrPH Practicum related information.
- The student's Faculty Advisor and Site Preceptor are available for consultation upon request;
- The Site Preceptor will contact the Faculty Advisor to discuss and resolve any problems that may emerge;
- Rutgers University shall provide for professional and general liability coverage of the student performing DrPH Practicum activities under the terms of this agreement; said coverage provides limits of \$1,000,000/\$3,000,000;
- Evaluations: The student and Site Preceptor will complete evaluation forms within two weeks of the completion of the DrPH Practicum. Evaluation documents submitted through the administrator for the Doctoral Committee are considered confidential by the Practicum Experience Faculty Advisor and Department Chairperson.
- Please also note, if applicable, the Faculty Advisor must attend the DrPH student's oral presentation. Site Preceptors are also invited and encouraged to attend the oral presentation, if applicable and his/her schedule permits.

**IX. Authorship Guidelines:** If applicable, if a student contributes to the conception and design of the study or the analysis and interpretation of data and the drafting of an article or critical revision for important intellectual content, *then* the student will be granted co-authorship on one or more publications reporting the results of the project. Please note that the sequence of authorship on the publication will be determined by the Faculty Advisor and Site Preceptor and the students' contribution to the overall study.

**X. Faculty Statement:** The Faculty Advisor has discussed the issue of authorship with the student and any other appropriate co-investigators as well as the Site Preceptor.  
 [Insert Initials] (Faculty Advisor initials required)

**XI. Further Agreement:**

The student will attend the IRB overview seminar/session.  
 [Please sign here] (**Student signature required**)

The student will complete the Self-Assessment of Academic Competencies online through CoursEval (the online system also used for course evaluations). [Please sign here] (**Student signature required**)

**XII. Project Report or Oral Presentation with PowerPoint slides, and Abstract:**

The student will submit his/her report draft to the Faculty Advisor and the completed final report to their Faculty Advisor and Administrator for the DrPH Committee for their files.

a. Draft of completed report or oral presentation slides: [Insert Date]

b. Complete final report or oral presentation slides and project abstract: [Insert Date]

- The Faculty Advisor **MUST** approve an oral presentation before the student will be permitted to present.  
OR,
- The length and scope of a written report will vary depending upon the project undertaken and the requirements of the Faculty Advisor. The format of the final report should be discussed with and approved by the Faculty Advisor. Please see Appendix for guidance on a suggested outline.
- **NOTE: If data analysis is to be conducted as a part of the project, then it should be done by the student.** If the student needs to collaborate with others (i.e. outside consultants) to conduct analysis then this should be acknowledged in the final report or oral presentation, AND STATED IN THE CONTRACT IN THE BRIEF DESCRIPTION PROVIDED ABOVE.

Faculty Advisor: [Please Initial Here]

Site Preceptor: [Please Initial Here]

Student: [Please Initial Here]

- The DrPH student or Faculty Advisor will forward a copy of the final report and abstract, or oral presentation PowerPoint slides and abstract, to the Site Preceptor.

### XIII. Required Signatures:

<b>DrPH Student (Print)</b>	<b>Date</b>	<b>Signature</b>
<b>DrPH Practicum Site Preceptor (Print)</b>	<b>Date</b>	<b>Signature</b>
<b>DrPH Practicum Faculty Advisor (Print)</b>	<b>Date</b>	<b>Signature</b>
<b>Chair of DrPH Committee (Print)</b>	<b>Date</b>	<b>Signature</b>

### Appendix to Contract and Proposal: ACADEMIC COMPETENCIES

Please identify with a checkmark (✓) the competencies from your department(s) that will be addressed in your DrPH Practicum. Select only competencies from your department(s).

#### DEPARTMENT OF BIostatISTICS

#### NEW BRUNSWICK CAMPUS

<input type="checkbox"/>	Apply basic probability theory and standard statistical methods to problems relevant to biomedical, clinical and public health research
<input type="checkbox"/>	Conduct complex statistical analyses for a broad range of applications;
<input type="checkbox"/>	Use statistical computer packages to organize, analyze and report collected data;
<input type="checkbox"/>	Communicate the results of statistical studies both orally and in writing to senior statisticians and other investigators, and lay audiences;
<input type="checkbox"/>	Design experimental and observational studies in biomedical, clinical and public health research;
<input type="checkbox"/>	Critically analyze statistical methodology in scientific literature; and
<input type="checkbox"/>	Provide leadership for a cross disciplinary team working on the design and/or analysis of a research study

**DEPARTMENT OF ENVIRONMENTAL AND OCCUPATIONAL HEALTH****NEW BRUNSWICK CAMPUS**

<input type="checkbox"/>	Describe the direct and indirect human and ecological health and safety effects of various environmental and occupational exposure agents;
<input type="checkbox"/>	Determine what risks are present in a particular community and develop a basic risk assessment plan for the identification, characterization, management, and remediation of that risk;
<input type="checkbox"/>	Diagnose and apply appropriate approaches for assessing, preventing, and controlling environmental hazards that pose risks to health and safety;
<input type="checkbox"/>	Develop an intervention/prevention plan to ameliorate a particular environmental or occupational risk in a community workplace, respectively;
<input type="checkbox"/>	Obtain grant funding from private and/or governmental agencies to initiate an ENOH research program;
<input type="checkbox"/>	Provide an informed expert opinion to government and/or community leaders regarding the extent or level of risk associated with a particular environmental or occupational hazard or condition;
<input type="checkbox"/>	Be able to teach a course in environmental and occupational Health; and
<input type="checkbox"/>	Understand environmental and occupational policies and regulations at both the federal and state levels.

**DEPARTMENT OF EPIDEMIOLOGY****NEW BRUNSWICK CAMPUS**

<input type="checkbox"/>	Conduct independent epidemiologic literature reviews and summaries studies using qualitative and quantitative techniques;
<input type="checkbox"/>	Utilize epidemiologic skills for the design, development and implementation of research studies or programs with direct public health application;
<input type="checkbox"/>	Formulate specific hypotheses and determine an appropriate study design and analysis plan using quantitative data analysis techniques;
<input type="checkbox"/>	Design and implement studies to conduct outbreak investigations;
<input type="checkbox"/>	Develop expertise in evaluation of public health programs and conduct of public health surveillance;
<input type="checkbox"/>	Design reliable and valid measurement instruments;
<input type="checkbox"/>	Design, implement and assess ordinary data collection systems for public health research, including quality control for data entry;
<input type="checkbox"/>	Apply principles of intervention and prevention in public health settings;
<input type="checkbox"/>	Demonstrates sufficient skills in cultural competence;
<input type="checkbox"/>	Develop skills to effectively work on multidisciplinary teams, including scientists and community and other stakeholders;
<input type="checkbox"/>	Integrate principles of community-based participatory research in the design of public health
<input type="checkbox"/>	Develop skills in translating epidemiologic research findings for public policy.
<input type="checkbox"/>	Demonstrate knowledge of public health law, jurisdiction and public health ethics, including anticipating and following Institutional Review Board expectations and requirements;
<input type="checkbox"/>	Develop proficiency in communicating with public media and policy makers, especially in regards to risk assessment;
<input type="checkbox"/>	Demonstrate skills in budgeting a major public health program; and
<input type="checkbox"/>	Demonstrate competency in teaching epidemiologic research methods at the graduate level.

**DEPARTMENT OF HEALTH EDUCATION & BEHAVIORAL SCIENCE    NEW BRUNSWICK CAMPUS**

<input type="checkbox"/>	Critically analyze scientific literature;
<input type="checkbox"/>	Develop, implement and be able to supervise health based program;
<input type="checkbox"/>	Design and conduct research or evaluation investigations related to health behavior;
<input type="checkbox"/>	Demonstrate proficiency in program evaluation and related data analysis strategies;
<input type="checkbox"/>	Demonstrate proficiency in behavioral/environmental models of behavior change.



**APPENDIX B: Checklist for Required DrPH Practicum Experience Deliverables**

Copies of deliverables and documents must be submitted as noted below. Students are encouraged to maintain copies of DrPH Practicum Experience related documents for their own records.

- Completed and signed DrPH Practicum Contract / Proposal Form
  - The original must be submitted to the administrator for the Doctoral Committee, who can provide scanned PDF copy to the Faculty Advisor
- Completion of the Collaborative IRB Training Initiative (CITI) as the eIRB training
  - A copy of the CITI 'Completion Report' must be submitted to the Faculty Advisor and administrator for the Doctoral Committee as evidence this educational requirement has been met
- Copy of the completed Institutional Review Board application that was submitted for review
  - A copy of the application must be submitted to the Faculty Advisor and administrator for the Doctoral Committee.
- Electronic copy of the final Practicum report or oral presentation slides and an abstract. submitted to the Faculty Advisor and administrator for the Doctoral Committee as an electronic PDF file.

**Other Conditions**

- Attendance of the Institutional Review Board (IRB) Overview session: Date \_\_\_\_\_
- Students must regularly check Rutgers email account for School and DrPH Practicum-related information and announcements
  - Students have the option to use POPmail or have their Rutgers email forwarded to a personal account. It is the student responsibility to make sure they are current on deadlines and information.

**APPENDIX C: Review Board Protocol Submission Policies and  
Contact Information General FAQ's (FYI only)**

*Last Updated August 24, 2015*

*NOTE: This may or may not be relevant to each DrPH Practicum /Practice Experience approved*

**1. What is the function of the IRB?**

IRB stands for Institutional Review Board. An IRB is a committee that performs ethical review of proposed research.<sup>1</sup>

**2. Which Practicum Experience projects require IRB review?**

DrPH Practicum experience projects may be required to be reviewed by the IRB; it varies by project.

Most projects reviewed by the IRB are considered Exempt, Expedited, or may be determined to be Non-Human Subjects Research. Exempt, Expedited, and applications for determination of Non-Human Subjects Research are accepted on a rolling basis. Only protocols seeking Full-Board Review have specific meeting deadlines. Please visit the following links for campus specific information.

Newark: <http://rbhs.rutgers.edu/hsweb/contactus/nwklrb.html>

Piscataway/New Brunswick: <http://rbhs.rutgers.edu/hsweb/contactus/nblrb.html>

**3. What is CITI and is it required for Practicum Experience?**

CITI stands for Collaborative IRB Training Initiative (CITI). Completion of the CITI Training is a requirement of Practicum experience. In order to conduct Human Subjects Research at Rutgers School of Public Health you MUST complete the CITI Basic Course "Social/Behavioral / Epidemiologic Research Investigators, Study Staff, or Students" appropriate to your involvement in research activities at Rutgers School of Public Health.

More information about the CITI Training can be found at:

<http://rbhs.rutgers.edu/hsweb/education/index.html>

**4. Where can I find the IRB Forms?**

- a. IRB forms and applications for initial submissions: <https://eIRB.rutgers.edu>
- b. IRB forms and applications for study changes (modifications) and final reports (study closure form). These hard copy forms will only be used if the study was previously approved as a hard copy format. Please discuss with your PI: <http://rbhs.rutgers.edu/hsweb/forms/mod.html>
- c. Consent form templates: <http://rbhs.rutgers.edu/hsweb/forms/consent.html>
- d. Protocol development and other IRB document

**1. There are three campus IRB's, where do I send my application, protocol, and supporting materials for review?**

Newark Campus students: Submit to the Newark IRB

New Brunswick students: Submit to the New Brunswick IRB.

It should be noted that some application/protocols may need to be reviewed and approved by other IRB's depending on the location of the project.

For example, DrPH Practicum experiences taking place at the New Jersey State Department of Health require their own review and approval process in addition to the University IRB process. Please work with your Practicum Experience Faculty Advisor and Site Preceptor regarding this issue, if applicable.

**2. How long does IRB material have to be kept?**

At a minimum, IRB documents have to be kept for six years after the study has been completed. These documents include: 1) a copy of the signed IRB application, 2) the one-page IRB protocol approval notice, 3) annual IRB continuation approval, 4) each and every Informed Consent, and 5) a copy of the "Termination of Research Project" form.

**3. Who has to keep/secure the IRB documents?**

These documents are the responsibility of the PI if he/she is a faculty member. If the PI is a student, copies of these documents must be deposited with the administrator for the Doctoral Committee, to be stored in a locked file.

**4. How do you define "study completion" given that records must be kept for six years after study completion?**

As per Rutgers SPH Policy "study completion" will be understood as the date of approval by the Faculty Advisor of the final Practicum Experience report.

**5. Who must sign off on a student IRB application?**

The student, the Department Chair and the Faculty Advisor. If the Department Chair is listed as the PI or Co-Investigator, the Dean or Research Dean, must sign the application. **DON'T FORGET:** Additional signatures are needed for the financial disclosure form. **\*\*\*New submissions only\*\*\*:** This is done electronically.

**6. Do the original data set and research related materials (i.e. paper surveys, samples, specimens) need to be kept at Rutgers School of Public Health (SPH)?**

Yes, all original data sets and related research materials must be kept at Rutgers SPH or will adhere to the language as stipulated in the approved IRB protocol regarding the project. Students may retain a copy of de-identified data sets (if applicable) and related materials for their records.

## 7. Where can I get help with my IRB questions?

IRB applications should be completed with the guidance of the student's Faculty Advisor. Each campus as a point of contact for SPH applications and protocols, as follows:

Newark IRB Office:

Sequoia L. Young, A.S.

Staff Assistant

[youngsl@ca.rutgers.edu](mailto:youngsl@ca.rutgers.edu)

p. 973-972-5267

<http://rbhs.rutgers.edu/hswweb/contactus/nwklrb.html>

Piscataway/New Brunswick IRB Office:

Claire Kennedy, BS Program Assistant

p. 732-235-7389

[kennedcm@ca.rutgers.edu](mailto:kennedcm@ca.rutgers.edu)

<http://rbhs.rutgers.edu/hswweb/contactus/nblrb.html>

1. Office for Human Research Protections (OHRP), U.S. Department of Health & Human Services . Retrieved on October 11, 2011 <http://www.hhs.gov/ohrp/assurances/irb/index.html>

## **APPENDIX D: Additional Resources for Written Report and Presentation**

The most common way to communicate the results of your efforts to a larger audience is by either publishing the results in a journal article or by giving an oral or poster presentation.

### **Writing Scientific Papers and the Literature Review**

The final product of your practicum is the written report. Your Faculty Advisor will assist you on your way to creating a paper that is comprehensible, compelling and suitable for publication. Aside from your department recommended outlines and requirements, the following links might be helpful in providing insight into the structure and format of your paper.

The Literature Review

<http://www.writing.utoronto.ca/advice/specific-types-of-writing/literature-review>

Writing Tips and Resources

<http://owl.english.purdue.edu/>

A Guide to Writing in the Biological Sciences

<http://classweb.gmu.edu/biologyresources/writingguide/ScientificPaper.htm>

Introduction to Journal-Style Scientific Writing

<http://abacus.bates.edu/~ganderso/biology/resources/writing/HTWgeneral.html>

Academic Writing: Scientific Report

<http://www.wisc.edu/writing/Handbook/ScienceReport.html>

APA Research Style Crib Sheet about formatting and rules:

<http://www.psychwww.com/resource/APA%20Research%20Style%20Crib%20Sheet.htm>

## Effective Presentations

The oral presentation is the chosen method employed to illustrate your project to faculty, Site Preceptors and your peers including other students and faculty and staff. In addition, the skills needed to prepare a presentation can be used in a variety of other settings

The following links are provided to assist you in your effort to make as good a presentation as possible.

Effective presentations combine three key components:

- Delivery
- Content
- Visuals

Pay attention to these four concepts:

- Make it [BIG](#)
- Keep it [Simple](#)
- Make it [Clear](#)
- Be [Consistent](#)

PowerPoint Presentations. *Worcester Polytechnic Institute -Academic Technology Center*. 10 modules on PowerPoint 2003: Creating a Presentation with PowerPoint; Best Practices for Presentation Design; Formatting Master Slides; Organizing and Previewing Slides; Inserting Graphics and Images; Inserting Video and Audio Clips; Recording Narration; Animation and Slide Transitions; Printing Slides, Handouts, and Notes; and Giving a Live Presentation.

<http://www.wpi.edu/Academics/ATC/Collaboratory/HowTo/PowerPoint/>

Designing Effective Visuals. Jeff Radel and Carol Massoth, University of Kansas Medical Center, provide many resources for developing and designing oral and visual presentations as well as poster presentations. [http://www.kumc.edu/SAH/OTEd/jradel/Effective\\_visuals/VisStrt.html](http://www.kumc.edu/SAH/OTEd/jradel/Effective_visuals/VisStrt.html)

Nick's PowerPoint Handouts. *Nick Dvorcek*. An extensive collection of PowerPoint resources covering both basic and advanced topics from an expert in media services.

<http://idea.uwosh.edu/nick/usingppt.htm>

PowerPoint XP Tutorials. *Lake Land College -Center for Technology and Professional Development*. Lessons include: Adding slides in PowerPoint; Creating slide transitions; Animating points on slides; Adding clipart; Changing color schemes; Printing options; Creating a master slide; Saving a presentation as a web page; and Adding Flash movies to presentations .

<http://www.lakeland.cc.il.us/online/tutorials/Office/ppt/>

PowerPoint XP: Creating a Presentation. *Eastern Michigan University -Information and Communications Technology*. Excellent, graphic-intensive introduction to PowerPoint XP. Topics include: the PowerPoint XP interface; Creating and saving presentations, entering content, enhancing content, printing presentations, and the onscreen slideshow.

[http://it.emich.edu/training/addltraining/msurvival/documents/ppt\\_01.pdf](http://it.emich.edu/training/addltraining/msurvival/documents/ppt_01.pdf)

[http://it.emich.edu/training/addltraining/msurvival/documents/ppt\\_02.pdf](http://it.emich.edu/training/addltraining/msurvival/documents/ppt_02.pdf)

Power Point 2007 Tutorial. *Florida Gulf Coast University*. A dozen graphical lessons covering Getting Started, the Power Point Screen, Working with Slides, Adding Content, Working with Text, Color Schemes, Graphics, Slide Effects, Master Slides, Saving and Printing (including saving as a web page); Keyboard shortcuts and Tips (design and presentation basics).

<http://www.fgcu.edu/support/office2007/ppt/index.asp>

Created by D. Holland, MPH, CHES, REHS and M. Kennedy, MPH, CHES  
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