



School of Public Health

FIELDWORK HANDBOOK FOR STUDENTS

**New Brunswick Campus
Newark Campus**

Last Updated February 2016

Please note:

This handbook covers general Fieldwork guidelines that are similar across all departments. Each department also has separate guidelines that are more specific. Please consult with your department faculty and the Graduate Practicum Director about department specific guidelines. 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

Fieldwork is a carefully planned and supervised learning experience. The Fieldwork experience connects the skills and knowledge acquired in the classroom with the pragmatic application of the practice of public health. It is a required component of the Master of Public Health (MPH) degree. Fieldwork 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 purpose of Fieldwork is to provide the student with an opportunity to:

- Carry out a project representative of expected work in the field;
- Demonstrate competence in research/practice/ evaluation relevant to the student's field;
- Gain exposure to an organization's environment, culture and purposes;
- Develop professional judgment and contacts; and
- Help clarify career goals.

The Fieldwork requirement supports the development of skills in basic public health concepts and assists in the demonstration of the application of these concepts through practice experience that is relevant to the students' areas of concentration and reflects understanding of the academic principles studied in class.

Fieldwork is a public health practice experience completed outside of one's job responsibilities. It is preferred that Fieldwork be conducted outside of one's work; however, students may, with approval from their Fieldwork Faculty Advisor, conduct their Fieldwork projects where they are employed. Students **may not** do a Fieldwork 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 Fieldwork I and Fieldwork II

Fieldwork is comprised of six total credits and consists of two parts: Fieldwork I (**FDWC I**), a one-credit planning phase, and Fieldwork II (**FDWC II**), a five-credit implementation phase. Students must *first* register for FDWC I and when they have successfully completed this planning stage they may register for FDWC II. Students may register for as many credits of FDWC II as they choose each semester (1 – 5 credits) until they effectively complete the 5 required credits of FDWC II. Both FDWC I and II are graded through the Pass/Fail system.

Fieldwork is a minimum of **400-hours** and can be completed over 2 or more semesters. Fieldwork students are supported and supervised at all stages by the Fieldwork Faculty Advisor, Site Preceptor and the Graduate Practicum Director. There are clearly stated degree guidelines as well as department-specific guidelines that detail roles, responsibilities and expectations for students, faculty, Site Preceptors and the Graduate Practicum Director.

The student will complete a specified project or set of assigned duties agreed upon by the Fieldwork Faculty Advisor, Site Preceptor, Graduate Practicum Director and the student. The student's project and responsibilities are outlined and described in the Fieldwork contract and proposal form, which must be approved by the Fieldwork Faculty Advisor, then signed by all parties and submitted to the Graduate Practicum Director before beginning FDWC II.

Fieldwork I Continuation

A student will be required to register for Fieldwork I continuation only if they meet the following criteria:

- registered for Fieldwork I (1 credit) during the previous semester;
- did not complete/submit all deliverables; and
- have no other courses remaining in the degree.

This non-credit course is \$150.00, plus all other applicable fees. Students must register for this course, every semester, until they have completed the requirements for Fieldwork I and are eligible to register for Fieldwork II.

Fieldwork II Continuation

When a student has registered for Fieldwork I (1 credit) and Fieldwork II (all 5 credits) and has not finished the project, the student must register for Fieldwork II Continuation. This takes into account unanticipated delays that may occur during Fieldwork. Fieldwork II Continuation is a non-credit course and carries a modest fee of \$35.

Students are permitted to register for Fieldwork II Continuation only once.

Fieldwork III Continuation

However, if a student requires additional time after Fieldwork II Continuation, the student must enroll in Fieldwork III Continuation the following semester and subsequent semesters, if necessary, until the Fieldwork project is finished. A **one-credit fee** will be assessed for **each additional consecutive semester** of Fieldwork III Continuation at the usual tuition and fees rate.

Students must contact/obtain approval from their Fieldwork/Faculty Advisor for the appropriate PIN to register for FDWC III.

Please visit the following link for Rutgers School of Public Health tuition and fees information:
http://sph.rutgers.edu/admissions/tuition_fees.html.

Please consider the FW II Continuation and FW III Continuation policies when planning your Fieldwork timeline.

Please see Appendices A and B for the Fieldwork Contract and Proposal form and checklist of Required Fieldwork Deliverables for students, respectively.

Eligibility to Register for Fieldwork

Students are generally eligible to start the planning phase of Fieldwork once they have received permission from their Academic Advisor, completed all core courses and the required courses of their concentration area while maintaining a GPA of 3.0. Students are encouraged to begin thinking about the focus area for their Fieldwork and begin discussing with their faculty advisor once they have completed the aforementioned criteria. This will allow sufficient time to find a suitable field placement, formalize the details of the Fieldwork project and complete all the necessary paperwork.

Each Department has specific requirements that **must be met** in order to ensure registration eligibility. These include but are not limited to completion of specific coursework, Department Chair approval, and completion of minimal number of credits within the department.

Please visit the following link for Department specific guidance:
<http://sph.rutgers.edu/academics/fieldwork/registeringfieldwork.html>.

All MPH students are required to complete Fieldwork. It should also be noted that Fieldwork is required for all dual degree MPH programs.

Dual Department Students

Students who are formally enrolled in two departments will choose and complete one project which will meet the Fieldwork requirements for both. Fieldwork projects will be overseen and approved by one Fieldwork Faculty Advisor in each department.

Fieldwork Registration

Fieldwork I registration is by special permission only. Please contact your respective campus Graduate Practicum Director for more information.

Please visit the following link for Department specific guidance:

<http://sph.rutgers.edu/academics/fieldwork/registeringfieldwork.html>. Once appropriate permissions have been obtained (signature or electronically), please submit to campus Graduate Practicum Director for processing.

Choosing a Fieldwork Project and Site

Fieldwork sites are chosen based primarily on students' interests and their career goals. Students may identify their own sites or they may consult their Academic Faculty Advisor and/or the Graduate Practicum Director to find an appropriate Fieldwork project. Students should contact the faculty of their department and the Graduate Practicum Director to identify a Fieldwork project. 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.

A list of potential Fieldwork sites and opportunities will be made available each semester to all students. Please note that students should only contact potential sites if they are getting ready to engage in Fieldwork and have discussed and received approval from their Fieldwork Faculty Advisor.

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

Fieldwork Seminar Sessions

The first seminar session of each semester is dedicated to an orientation to the Fieldwork process. Students who are enrolled in FDWC I and those who are preparing to start their Fieldwork should attend the Fieldwork orientation seminar. All students registered for FDWC I and FDWC II should regularly attend the monthly Fieldwork seminars. These seminars will cover Fieldwork specific issues such as Human Subjects Protection and Institutional Review Board issues, project design and methodology, data analysis issues and/or difficulties as well as other related topics.

Students MUST attend the Institutional Review Board (IRB) Overview during Fieldwork I.

Students will NOT PASS Fieldwork I if they have not attended this seminar. It will be offered at least once a semester on each of the campuses.

Human Subjects Protection Program (HSPP)

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 all pertinent federal and state laws and regulations; fostering the ethical conduct of human subjects research; and providing education and other services to the University's researchers regarding regulatory requirements and best practices.

HSPP assures that the University fulfills its institutional responsibilities for the conduct of research involving human participants, under the University's three Federalwide Assurances 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 two University IRB Campus Systems, in Newark and New Brunswick, under one Federalwide Assurance (FWA); a contractual relationship with Western IRB (WIRB) for review of industry-sponsored protocols conducted by Rutgers faculty at Rutgers performance sites; a program of education for faculty and other researchers; and an audit/review program for oversight of studies in progress.

NEWARK CAMPUS STUDENTS ONLY

- The PI for all Fieldwork projects must be a Rutgers faculty member; students will be the Co-PI on their projects.
- The Graduate Practicum Director will be listed as a Co-PI on all Fieldwork projects.
- The Graduate Practicum Director is to receive a copy of all IRB correspondence relating to your IRB applications.

Collaborative IRB Training Initiative (CITI) Human Subjects Protections Online Training

All 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. This requirement also extends to all IRB members and Human Subjects Protection program staff.

All MPH students must complete the CITI Human Subjects Protections online training. Instructions regarding the CITI Training can be found at:

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

Initial Registration for NEW Learners

1. Go to <http://www.citiprogram.org> and select 'Create an account: Register'.
2. Select "Rutgers - The State University of New Jersey (All Campuses)" from the drop down menu of participating institutions.
3. Enter Personal Information and in Step 3, enter a user name, password and security question/answers. To complete the CITI registration process, you must enter demographic and CEU information. Select "Student Researcher" as role in research. Then answer each of the enrollment questions.
4. For Question 1 select: -CITI Human Subjects Protections Basic Course
5. For Question 2 select: -"Social / Behavioral / Epidemiologic Research Investigators, Study Staff, or Students"
6. Click Finalize Registration

Once the on-line course has been completed and passed, a Certificate of Completion will be generated which can be printed. The certification notice will not automatically be sent to the Graduate Practicum Director. 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 to the Graduate Practicum Director as a required deliverable for FDWC I and before permission will be granted to register for FDWC II.

Refresher Requirements for CITI

Rutgers University requires that once you have completed a Rutgers-approved Basic Course, you must complete the Rutgers University CITI Refresher Course every three (3) years. You will receive an automatic reminder from CITI approximately 90 days prior to your anniversary date. More information about the CITI Training can be found at:

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

Fieldwork and the Institutional Review Board (IRB)

New Protocols

Any student initiating a new research project for their Fieldwork 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, Exempt review process, or determined to be Non-Human Subjects Research. All new IRB submissions must be submitted electronically, please visit the following link: <https://eIRB.rutgers.edu>

Amending an Existing Protocol through Modification

If a student becomes involved in an on-going research project for their Fieldwork that has already been approved through the IRB, a modification **MUST** be submitted to formally add the student **and the Graduate Practicum Director (Newark Campus only)** to the project. Though the principal investigator (PI) has regulatory responsibility to ensure all co-investigators and key personnel are listed appropriately on the protocol, the student should initiate the modification process to be included on the protocol. Students should complete the request for modification form and present it to the PI for appropriate signatures and submission to the IRB. Please confer with PI to see if eIRB submission is appropriate.

When submitting forms to the Institutional Review Board for Review, please **be sure to submit the protocol, supporting documents, and direct questions you may have to your respective IRB Office. All students must submit their Fieldwork projects to the Institutional Review Board for review.** The IRB is the determining body regarding what is Human Subjects Research and what is considered Non-Human Subjects Research.

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

Upon completion of an IRB approved Fieldwork project most students are required to submit a “**Study Closure Application**” to the IRB office. A copy of this form **MUST** be sent to the Graduate Practicum Director along with a copy of the final Fieldwork report before a “Pass” for Fieldwork will be posted. If you are part of an on-going study a modification form must be submitted to remove yourself **and the Graduate Practicum Director (Newark Campus only)** from the study. The principal investigator has regulatory responsibility to ensure all co-investigators and key personnel are listed appropriately; however, the student should initiate the modification process to be removed from the protocol. The student should complete the request for modification form and present it to the PI for appropriate signatures and submission to the IRB. If student is not PI, please confer with study investigator to see if eIRB submission of study closure document is appropriate.

Five Categories of Fieldwork Research Projects Do not Require IRB Approval:

These five categories include:

1. Meta-analysis of published data
2. Analysis of de-identified, publically available data sets (e.g., US Census Bureau data, Youth Risk Behavior Survey, NHANES, BRFSS). The use of data from public data sets is not considered human subject research as long as the following criteria are met:
 - a. Research will NOT involve merging any of the data sets in such a way that individuals might be identified
 - b. Researcher will NOT enhance the public data set with identifiable, or potentially identifiable data
 - c. A data use agreement is not required to obtain the information
3. Grant proposals that do not include data analysis

4. Practicum experiences that do not involve data collection or analysis
5. Research on Organizations (i.e., information about operations, budget, etc. from spokespersons or data sources; does not include identifiable private information about individual members, employees, or staff)

Who makes this determination?

Students can only make the determination that their project does not require IRB approval in consultation with their Faculty Advisor, Site Preceptor and the Graduate Practicum Director on their Campus after review of the student's research protocol. All three must then sign the student's Fieldwork Contract attesting to their decision that the project does not require IRB approval.

Do students still need to prepare a research protocol even if their project does not need IRB Review?
All MPH students are required to prepare a Research Protocol outlining their planned fieldwork project.

Please note, this new policy does not preclude a student from going through the RBHS IRB. Faculty have the authority to require that a student's project be submitted to IRB for review if they prefer or if they are uncertain about a determination for a project.

Continuing with Research after Graduation

Some students have the opportunity to continue their research or publish their Fieldwork 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, all contact information must be current to ensure ongoing communication with the IRB. If contact information is not current, then a modification form must be submitted to provide up to date contacts.

External IRB Agency Review

Some Fieldwork projects may require review and approval from outside agencies in addition to the University IRB depending on the site of the Fieldwork. Please work with your Fieldwork Faculty Advisor and your Site Preceptor to determine if this may be required. All applications and approvals from any additional participating IRB agency must be submitted to the Graduate Practicum Director.

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

Student Responsibilities

The Graduate Practicum Director will review Fieldwork requirements with the student prior to starting their Fieldwork. The responsibilities of the student include, but are not limited to, the following:

Fieldwork I:

- Reviewing both general and academic department specific requirements;
- Regular review of student Rutgers University email account messages;
 - School and Fieldwork related messages will no longer be sent to personal email accounts. It is the student's responsibility to check their Rutgers University email account or use POPmail, which enables all Rutgers University email messages to be forwarded to an alternate account.
- Selecting an appropriate site(s) through research materials in Fieldwork office or developing one themselves;
- Meeting with the Site Preceptor and developing a description of duties and responsibilities;
- Attending monthly Fieldwork seminar sessions;
- Complete on-line competency assessment;
- Completing the on-line Human Subjects Protection course and submitting completion certificate to the Graduate Practicum Director. Please visit the following link:

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

- Completing and submitting the Fieldwork proposal/contract form to the Fieldwork Faculty Advisor, Site Preceptor, and Graduate Practicum Director for review and approval;
- Submitting the contract to the Graduate Practicum Director with all appropriate signatures; and
- Submitting project application for University IRB review and providing a copy of the IRB application and approval to the Graduate Practicum Director.
 - **Each campus has an IRB office; please see the respective campus appendices for submission information.**

Fieldwork II:

- Regular review of student Rutgers University email account messages;
 - School and Fieldwork related messages will no longer be sent to personal email accounts. It is the student's responsibility to check their Rutgers University email account or use POPmail, which enables all Rutgers University email messages to be forwarded to an alternate account.
- Conducting and completing all aspects of project including but not limited to research, analysis, and write-up;
- Submitting a draft of the final report to the Fieldwork Faculty Advisor for review
- Completion of 300 word project abstract submitted electronically to the Graduate Practicum Director prior to the Dean's Review of Fieldwork Presentation;
- Completion and submission of slides for the Dean's Review of Fieldwork Presentation to the Fieldwork Faculty Advisor and Graduate Practicum Director;
- Completing and submitting the final report to Fieldwork Faculty Advisor and Graduate Practicum Director;
- Completing and submitting IRB Modification Request Form to remove the student from the project **-or-** Final Study Report / Study Closure Form to close-out the study as complete and providing a copy to the Graduate Practicum Director;
 - **See campus specific appendices for websites and more information regarding student removal from study and the study closure form.**
- Completing the evaluation of Fieldwork experience; and
- Presenting project at Dean's Review of Fieldwork (requires approval from Fieldwork Faculty Advisor).

Fieldwork Faculty Advisor Responsibilities

Students should meet regularly with their Fieldwork Faculty Advisor to discuss progress on their Fieldwork project. The Fieldwork Faculty Advisor is responsible for the final approval of Fieldwork placement including site, Site Preceptor, schedule, learning objectives and overall scope of the Fieldwork project.

Other responsibilities of the Fieldwork Faculty Advisor include:

- Serving as the liaison between the University, student and Fieldwork site;
- Advising the student regarding objectives and content of the Fieldwork project;
- Helping clarify the student's learning needs and the role of the Site Preceptor;
- Assisting the student with selection of a Fieldwork site and in the development of the Fieldwork contract and proposal;
- Approving and signing the *Contract & Proposal Form*;
- Reviewing and assisting student with IRB application
- Providing resource materials to the student as needed;
- Being available to discuss any issues that may arise in connection with the Fieldwork placement with the Site Preceptor, student and Graduate Practicum Director;
- Providing supervision and substantive review of the students' written Fieldwork report;
- Approving the student's final paper and presentation for the Dean's Review;
- Attending the Dean's Review in which their student is presenting; and
- Evaluating the student at the end of the Fieldwork experience.

The student may choose any faculty member within their academic department to be the Fieldwork advisor. If a student desires to have a non-department faculty member advise them, they must receive approval by the Department Chair. Students will contract with their Fieldwork Faculty Advisor and Site Preceptor for a minimum of one hour per week of advisement while they are enrolled in Fieldwork.

Site Preceptor Responsibilities

Site Preceptors are selected based on their expertise, desire to work with a student, enthusiasm for the field, project and time availability, experience in practice, and appropriate advanced educational background; almost all site supervisors have advanced degrees in public health and many Rutgers School of Public Health alumni/ae serve in this role. A Fieldwork contract, or a written agreement, is executed among the student, Fieldwork Faculty Advisor and site supervisor. The Site Preceptor is required to hold a higher-level health related degree (e.g. MPH, MSN, MD, PhD, DrPH, etc.). The Fieldwork Faculty Advisor has final approval of a Site Preceptor. This determination is based on the information submitted by the student and Graduate Practicum Director.

Site Preceptors are also asked to assess students through the Fieldwork Site Preceptor Survey.

The Graduate Practicum Director meets and/or calls each potential Site Preceptor to explain the Fieldwork process, discuss the preceptors' role and to develop ideas for possible future Fieldwork projects. The activities of the graduate student should serve both the agency's Fieldwork objectives and the student's learning objectives.

During the course of the Fieldwork experience, the responsibilities of the Site Preceptor include:

- Meeting with the student prior to beginning Fieldwork to develop Fieldwork objectives and activities;
- Assisting the student with the proposal form;
- Signing the Contract & Learning Agreement;
- Orienting the student to the agency, personnel and program (this includes providing all necessary information and documentation to carry out the Fieldwork project);
- Ensuring logistical needs are met including appropriate work space, phone and computer (if required), bathroom and building/office access and all other necessities required to attain Fieldwork objectives;
- Weekly meetings (minimally) to track and evaluate students' progress towards achieving the Fieldwork objectives;
- Educating and guiding the student in the field of public health;
- Communicating with the Fieldwork Faculty Advisor and Graduate Practicum Director on the performance of the student;
- Completing a written evaluation of the student (form is in the handbook or can be provided by the Graduate Practicum Director) and
- Attending the student's oral presentation at Dean's Review of Fieldwork (if possible).

Final Fieldwork Report

At the conclusion of the Fieldwork, each student must hand in a final paper and present their project at the Dean's Review of Fieldwork.

The Fieldwork grade will be assigned after the student delivers the presentation at Dean's Review. 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" for Fieldwork I, Fieldwork II, Fieldwork II Continuation, and Fieldwork III Continuation (if applicable) in order to **complete the MPH program and receive a diploma.**

<p>Students will not receive a grade unless they submit the IRB Modification Form or the IRB Final Study Report/Study Closure Form to the IRB and provide a copy to the Graduate Practicum Director.</p>

The goal of the final paper is to summarize the Fieldwork experience with a written report of the project or research study. The final written report must be of a quality suitable for publication or presentation to a professional audience.

The length and scope of the written report will vary depending upon the project undertaken and the requirements of the Fieldwork Faculty Advisor; although a typical, well-written paper is generally over 15 pages.

The student should write the paper at the end of their Fieldwork experience then submit a copy to their Fieldwork Faculty Advisor and to the Graduate Practicum Director. Department sample outlines for the final paper are included in the appendices of this handbook. Any questions about the final paper may be addressed to the Fieldwork Faculty Advisor or the Graduate Practicum Director; however, final determination of the paper is at the discretion of the Fieldwork Faculty Advisor. The Fieldwork Faculty Advisor ensures that the student applies skills from across the curriculum and demonstrates synthesis and integration of knowledge gained from the MPH program.

Dean's Review of Fieldwork Presentations

Each student is required to make a formal presentation of his/her Fieldwork project for review by the campus associate/assistant dean, faculty and fellow students. Presentations are approximately 10 to 15 minutes in length and may follow the format for the APHA scientific sessions. Site preceptors are invited to attend and are recognized for their contribution.

Actual presentation dates and times will vary by campus and are generally announced at the beginning of each semester by the Graduate Practicum Director.

Students **MUST** receive clearance from their Faculty Fieldwork Advisor to present before submitting their abstract and slides to the Graduate Practicum Director.

Please see campus specific appendices for details regarding the Dean's Review of the Fieldwork Presentations

Self-Assessment of Competencies

Each department has a set of competencies that identify the applied knowledge and skills that are expected of all graduates in a department. Students will complete their self-assessment survey through the CourseEval system, the same system that is used for course evaluations. Students will receive an email from Laura Liang, Associate Dean for Administration, with instructions on completing their self-assessment, as well as email reminders until the self-assessment is completed. The specific answers you submit online are anonymous (although Rutgers School of Public Health does track who has completed the assessment). Faculty will use these data from this assessment to identify gaps in the MPH curriculum. You are also encouraged to discuss this self-assessment or your own accomplishments and competencies with your advisor. Dual department students will be responsible for completing this for both applicable departments.

All students who enter the MPH degree program will be required to complete the self-assessment survey and written self-assessment of their department competencies.

Fieldwork I & Self-Assessment

As part of Fieldwork I requirements, students will:

- 1) Complete an online self-assessment to report their level of expertise on their Department's competencies using a Likert type scale.
- 2) Identify which Department competencies are related to their Fieldwork on their Fieldwork Contract (competencies for which students' level of expertise will increase as a result of their Fieldwork).

Fieldwork II & Self-Assessment

- 1) Students will include a written section (approximately 250 words) in their final paper explaining how their Fieldwork contributed to their proficiency of the identified competencies as identified in the Contract. Please see Appendix C for guidance on write-up.

Site Preceptor & Student Assessment

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

Graduate Practicum Director Contact Information**New Brunswick Campus**

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kellysw@sph.rutgers.edu
p. 732-235-5512
f. 732-235-9460

Newark Campus

Teri E. Lassiter, PhD, MPH
Assistant Professor/Graduate Practicum Director
65 Bergen Street, 7th Floor, Room 750
Newark, NJ 07107-1709
lassiter@sph.rutgers.edu
p. 973-972-8689
f. 973-972-8032

**Fieldwork Contract and Proposal Form
Fieldwork I Deliverable**

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

Please submit completed documents to the Graduate Practicum Director by campus:

Newark

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Graduate Practicum Director
65 Bergen Street, room 750B
Newark, NJ 07107-1709
lassiter@sph.rutgers.edu
p. 973-972-8689
f. 973-972-8032

New Brunswick

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Graduate Practicum Director
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f.: 732-235-4814

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

I. Contact Information

Fieldwork Site/Agency: [Agency Name]	Student: [Student Name]
Address: [Agency Location]	"A" Number: [ID# ex. A00112233]
Site Preceptor: [Name & Academic Credentials (MPH, PhD, MD etc...)]	Department(s): [Student Dept(s)]
Title: [Example: Director, Health Officer, etc.]	Address: [Students' Address]
Department: [Ex: Dept of Community Services]	Phone(s) & Rutgers Email: [Students Phone # & Email Address]
Phone(s): [Phone #'s of Site Preceptor]	Fieldwork Faculty Advisor(s) Name(s): [Fieldwork Faculty Advisor(s) Name(s)]
Email: [Email Address of Site Preceptor]	Phone(s): [Phone #'s of Fieldwork Advisor]
	Email Address(es): [Email Address of Fieldwork 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 brief description (250-500 words) of the Fieldwork project including background and significance of the problem you intend to address. [Please be as specific as possible to assist your Fieldwork Faculty Advisor in evaluating the project]

III. Work Plan and Time Frame of Fieldwork

Contract Date: [Insert Date]	Fieldwork I Semester of Enrollment: [Insert Semester]	Fieldwork Start Date: [Insert Date] Fieldwork Completion Date: [Insert Date]
Fieldwork Schedule: [# of hours a day, week, etc.]	Approximate Total Number of Hours: [400 hrs is the min. requirement]	Fieldwork II No. of Credits by Semester: <u>Semester</u> <u># of Credits</u> Choose Here Choose Here <u>Semester</u> <u># of Credits</u> Choose Here Choose Here
Meeting Schedule with Site Preceptor: [# of hours a day, week, etc.]	Meeting Schedule with Fieldwork Faculty Advisor: [# of hours a day, week, etc.]	

IV. Objectives of Proposed Project

a. Please provide project objectives:

- Objective 1: [Please Describe]
 Activities for Objective 1: [Please Describe]
- Objective 2: [Please Describe]
 Activities for Objective 2: [Please Describe]
- Objective 3: [Please Describe]
 Activities for Objective 3: [Please Describe]

V. Academic Competencies

a. Please see Appendix A-1 of the Fieldwork Contract and Proposal form for the complete list of Department competencies. Please select your Department specific competencies that will be addressed during Fieldwork only.

Fieldwork Faculty Advisor: [Please Initial Here]
Site Preceptor: [Please Initial Here]
Student: [Please Initial Here]

VI. Site Preceptor:

As the Site Preceptor, I am aware that the total number of hours required by Rutgers School of Public Health to complete Fieldwork is a MINIMUM of 400 hours. I will help guide the work of the student for the placement duration, provide supervision and collaborate with the student, **Graduate Practicum Director** and **Fieldwork Faculty Advisor** to evaluate the student's performance. I will ensure that the student will be provided with workspace and any needed support materials.

Site Preceptor: [Please Initial Here]

VII. Institutional Review Board (IRB): Please be reminded that copies of the protocol application, approvals, any modifications, and closure form must be provided to the Graduate Practicum Director.

- a. I understand that all Fieldwork Projects must be reviewed with Fieldwork Faculty Advisor and appropriately submitted to the IRB for review.**

Fieldwork Faculty Advisor: [Please Initial Here]

Site Preceptor: [Please Initial Here]

Student: [Please Initial Here]

b. What type of IRB submission is needed for the Fieldwork 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
- Non-IRB review

The following types of Fieldwork Projects meet the criteria deemed acceptable for non-IRB review; please select the type of project that is being proposed:

- Meta-analysis of published data
- Analysis of de-identified, publically available data sets (i.e., Census Bureau, Youth Risk Behavior Survey, NHANES). The use of data from public data sets is not considered human subject research as long as the following criteria are met:
 - Research will NOT involve merging any of the data sets in such a way that individual might be identified
 - Researcher will NOT enhance the public data set with identifiable, or potentially identifiable data
 - A data use agreement is not required to obtain the information
- Grant proposals that do not include data analysis
- Practicum experiences that do not involve data collection or analysis
- Research on organizations (i.e., information about operations, budget, etc. from spokespersons or data sources; does not include identifiable private information about individual members, employees, it staff).

[If Non-IRB review—please initial below]

Fieldwork Faculty Advisor: [Please Initial Here]

Site Preceptor: [Please Initial Here]

Graduate Practicum Director: [Please Initial Here]

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 **Graduate Practicum Director).**

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

f. I understand and acknowledge that all related research materials (i.e. paper surveys, samples, specimens) 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 the Fieldwork Contract & Proposal:

- The student will access their Rutgers University email account regularly and review the SPH Calendar on the homepage to remain current on all Fieldwork related information, deadlines, and announcements. The student understands that personal email accounts will not be used by the Graduate Practicum Directors to communicate Fieldwork related information.
- The student's Fieldwork Faculty Advisor, the Graduate Practicum Director, Site Preceptor and student are available for consultation to the others upon request.
- The student and the Site Preceptor understand that a visitation and/or a phone call will be made by the Graduate Practicum Director to monitor progress and help solve problems that may occur during the placement.
- The Site Preceptor will contact the Graduate Practicum Director to discuss and resolve any problems that may emerge.
- Rutgers University shall provide for professional and general liability coverage of the student performing Fieldwork 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 Fieldwork project. Evaluation documents submitted through the Graduate Practicum Director are considered confidential by the Graduate Practicum Director, Fieldwork Faculty Advisor and Department Chairperson.
- Fieldwork Faculty Advisor must attend the students' presentation at the Dean's Review of Fieldwork. Site Preceptors are invited and encouraged to attend the presentation if schedules permits.

IX. Authorship Guidelines: If a student contributes to the conception *and* design of the study *or* the analysis *and* interpretation of data *and* the drafting of the 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. If a student fails to communicate about the publication for 1 year, the student forfeits any authorship. *Please note that the sequence of authorship on the publication will be determined by the Fieldwork Faculty Advisor and the students' contribution to the overall study.*

X. Faculty Statement: The faculty Fieldwork advisor has discussed the issue of authorship with the student and any other appropriate Fieldwork co-investigators.

[Insert Initials] (**Fieldwork Faculty Advisor initials required**)

XI. Further Agreement:

The student will attend the monthly Fieldwork seminars or sessions on their respective campus at Rutgers School of Public Health.

[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:

The student will submit the report outline and report draft to the Fieldwork Faculty Advisor and the completed report to both the Fieldwork Faculty Advisor and to the Graduate Practicum Director.

- a. Draft of completed report: [Insert Date]
- b. Complete and final report: [Insert Date]

- The student will present their Fieldwork project at the Dean’s Review of Fieldwork. The Fieldwork Faculty Advisor **MUST** approve the presentation before the student will be permitted to present.
- The length and scope of the written report will vary depending upon the project undertaken and the requirements of the Fieldwork Faculty Advisor; although a typical, well written paper is generally over 15 pages. The format of the final report should be discussed with and approved by the Fieldwork Faculty Advisor. Please see Appendix for guidance on a suggested outline.
- **If data analysis is to be conducted as a part of the Fieldwork project it should be done by the student.** If the student needs to collaborate with others (i.e. other students or outside consultants) to conduct analysis then this should be acknowledged in the Fieldwork paper AND STATED IN THE CONTRACT.

Fieldwork Faculty Advisor: [Please Initial Here]

Site Preceptor: [Please Initial Here]

Student: [Please Initial Here]

- The Graduate Practicum Director will forward a copy of the final report to the Site Preceptor and invite the Site Preceptor to the student’s oral presentation of their project.

XIII. Required Signatures:

Student (Print)	Date	Signature
Site Preceptor (Print)	Date	Signature
Fieldwork Faculty Advisor (Print)	Date	Signature
Graduate Practicum Director (Print)	Date	Signature

APPENDIX A-1

ACADEMIC COMPETENCIES

Please check off the competencies from your department(s) that will be addressed in your Fieldwork. Select only competencies from your department(s). If you are doing a dual-concentration, please identify competencies that will be addressed in your Fieldwork from both departments.

DEPARTMENT OF BIOSTATISTICS

NEW BRUNSWICK CAMPUS

<input type="checkbox"/>	Integrate relevant scientific background to design experimental and observational studies in biomedical, clinical and public health research
<input type="checkbox"/>	Use statistical computer packages to organize, analyze and report collected data
<input type="checkbox"/>	Apply basic probability theory and standard statistical methods to problems relevant to biomedical, clinical and public health research
<input type="checkbox"/>	Review and critique statistical methods and interpretations presented in published research studies, presentations or reports
<input type="checkbox"/>	Communicate the results of statistical studies both in writing and orally to investigators and lay community members

DEPARTMENT OF ENVIRONMENTAL AND OCCUPATIONAL HEALTH

NEW BRUNSWICK CAMPUS

<input type="checkbox"/>	Describe the major environmental health problems to the general public as well as specific communities within that population
<input type="checkbox"/>	Explain the basic mechanism of toxicology and dose-response regarding environmental toxicants
<input type="checkbox"/>	Describe the federal and state regulatory programs that relate to environmental (community) and worker (occupational) protection
<input type="checkbox"/>	Develop a testable model of environmental exposures (one or more agents) and adverse health outcomes (causing injury, disability, other measure of morbidity or mortality)
<input type="checkbox"/>	Specify current environmental risk assessment approaches and methods for a particular hazard or risk in a community

DEPARTMENT OF EPIDEMIOLOGY

NEW BRUNSWICK CAMPUS

<input type="checkbox"/>	Critique epidemiologic literature, assess its strengths and weaknesses and determine if conclusion(s) are supported
<input type="checkbox"/>	Use epidemiologic techniques to quantitatively assess patterns and changes in disease occurrence
<input type="checkbox"/>	Formulate a specific hypothesis and determine an appropriate study design and analysis plan
<input type="checkbox"/>	Design, implement and assess ordinary data collection systems for public health research
<input type="checkbox"/>	Design and implement basic quality control methods during data entry and analysis
<input type="checkbox"/>	Appropriately analyze and interpret epidemiologic data, including large national and state level datasets
<input type="checkbox"/>	Communicate and present study findings to professional audiences

DEPARTMENT OF HEALTH EDUCATION AND BEHAVIORAL SCIENCE

NEW BRUNSWICK CAMPUS

<input type="checkbox"/>	Assess and delineate health education and health promotion needs of diverse populations using a variety of techniques
<input type="checkbox"/>	Design, implement, and evaluate health education and promotion programs in diverse settings
<input type="checkbox"/>	Develop and critique health education and health promotion materials and methods
<input type="checkbox"/>	Apply management techniques in health education and health promotion settings
<input type="checkbox"/>	Describe and apply health behavior theories and models used in public health programs

APPENDIX A-1

ACADEMIC COMPETENCIES (cont.)

DEPARTMENT OF HEALTH SYSTEMS AND POLICY

NEW BRUNSWICK CAMPUS

<input type="checkbox"/>	Use economic theories, concepts and methodologies in the analysis and evaluation of current health care issues and problems
<input type="checkbox"/>	Assess community health needs, disparities and the health care delivery system within the context of social, cultural, political, legal and economic forces
<input type="checkbox"/>	Apply quantitative and qualitative research methods in the analysis of health service and policy issues
<input type="checkbox"/>	Assess and delineate public health policies and practices recognizing legal and ethical implications for individuals and populations
<input type="checkbox"/>	Describe principles of management theories in the delivery of health services and evaluation of health system performance

CONCENTRATION: QUANTITATIVE HEALTH CARE ASSESSMENT

NEW BRUNSWICK CAMPUS

<input type="checkbox"/>	Critically analyze health care outcomes literature
<input type="checkbox"/>	Analyze health services data sets using a broad set of research skills that include meta analysis, decision analysis, case-mix adjustment, and small area analysis
<input type="checkbox"/>	Perform community needs assessments using health services data sets
<input type="checkbox"/>	Conduct basic cost-effectiveness analyses
<input type="checkbox"/>	Interpret the pharmacoepidemiology literature and critically appraise the designs of such studies
<input type="checkbox"/>	Assess effectiveness of various, alternative population-based treatments (screening, preventive treatments) and health care delivery options
<input type="checkbox"/>	Delineate mechanisms of how differences in health systems delivery and reimbursement can result in different health outcomes

APPENDIX A-1

ACADEMIC COMPETENCIES (cont.)

DEPARTMENT OF BIostatISTICS

NEWARK CAMPUS

<input type="checkbox"/>	Integrate relevant scientific background to design experimental and observational studies in biomedical, clinical and public health research
<input type="checkbox"/>	Use statistical computer packages to organize, analyze and report collected data
<input type="checkbox"/>	Apply basic probability theory and standard statistical methods to problems relevant to biomedical, clinical and public health research
<input type="checkbox"/>	Review and critique statistical methods and interpretations presented in published research studies, presentations or reports
<input type="checkbox"/>	Communicate the results of statistical studies both in writing and orally to investigators and lay community members

DEPARTMENT OF DENTAL PUBLIC HEALTH

NEWARK CAMPUS

<input type="checkbox"/>	Describe the epidemiology of oral disease, syndromes, and target disorders
<input type="checkbox"/>	Conduct critical analyses of the scientific literature in dental public health
<input type="checkbox"/>	Design and utilize a surveillance system to monitor oral health
<input type="checkbox"/>	Apply clinical decision analyses for the diagnosis, treatment, prevention and prognosis of oral diseases
<input type="checkbox"/>	Apply the systems model approach to health care delivery systems
<input type="checkbox"/>	Perform program planning and resource allocations in dental public health programs

DEPARTMENT OF EPIDEMIOLOGY

NEWARK CAMPUS

<input type="checkbox"/>	Critique epidemiologic literature, assess its strengths and weaknesses and determine if conclusion(s) are supported
<input type="checkbox"/>	Use epidemiologic techniques to quantitatively assess patterns and changes in disease occurrence
<input type="checkbox"/>	Formulate a specific hypothesis and determine an appropriate study design and analysis plan
<input type="checkbox"/>	Design, implement and assess ordinary data collection systems for public health research
<input type="checkbox"/>	Design and implement basic quality control methods during data entry and analysis
<input type="checkbox"/>	Appropriately analyze and interpret epidemiologic data, including large national and state level datasets
<input type="checkbox"/>	Communicate and present study findings to professional audiences

DEPARTMENT OF URBAN HEALTH ADMINISTRATION

NEWARK CAMPUS

<input type="checkbox"/>	Identify the main issues that affect the organization, financing, and delivery of health services, and public health systems in urban communities, especially among disadvantaged populations
<input type="checkbox"/>	Apply quality improvement principles and methods to enhance health outcomes and the performance and productivity of health organizations
<input type="checkbox"/>	Apply leadership skills to health partnerships, coalition building, and nonprofit organizations
<input type="checkbox"/>	Demonstrate skills in program planning, development, and evaluation in organizational and urban community settings
<input type="checkbox"/>	Utilize cultural sensitivity, budgeting, human resource management, and program development skills in health care, nonprofit, and public service settings
<input type="checkbox"/>	Apply the fundamental elements of health service research to the analysis of psychosocial, economic, and clinical outcome

Checklist for Required Fieldwork Deliverables

Copies of all of the FDWC I and FDWC II deliverables and documents must be submitted to the Graduate Practicum Director. Students are encouraged to maintain copies of all Fieldwork related documents for their own records.

Fieldwork I

- Completed and signed Fieldwork Contract and Proposal Form
 - The original must be submitted to the Graduate Practicum Director
- Completion of the Collaborative IRB Training Initiative (CITI)
 - A copy of the 'Completion Report' must be submitted to the Graduate Practicum Director as evidence that the educational requirement has been met
- Copy of the completed Institutional Review Board application that was submitted for review, if needed
 - A copy of the application must be submitted to the Graduate Practicum Director
- Copy of the project protocol, regardless of IRB submission status
- Completion and report submission of the on-line self-assessment competency survey
- Attendance of Fieldwork Orientation, IRB Overview, and Seminars

Fieldwork II

- Copy of the final Fieldwork report
 - Submitted to Fieldwork Faculty Advisor and Graduate Practicum Director
 - A copy must be submitted electronically to the Graduate Practicum Director
- Abstract of the final report
 - Must be submitted to Graduate Practicum Director electronically
 - Must be 300 words or less
- Slides for the Dean's Review Fieldwork Presentations (15 minutes)
 - A hard copy and an electronic copy of the presentation slides must be submitted to Graduate Practicum Director
- Copies of IRB materials (Applications, Approvals, and Study Closure Documents)
 - IRB applications, approvals, documentation from external IRB Committees (if applicable)
 - Closure, modification and/or continuing review applications from the IRB (if applicable)
- Copy of the completed and signed Faculty Sign Off Form

Other Fieldwork Conditions

- Students must be registered in Fieldwork in order to present at the Dean's Review
- Attendance of at least one (1) Dean's Review of the Fieldwork Presentations: Date _____
- Attendance of the Institutional Review Board (IRB) Overview session: Date _____
- Students must regularly check Rutgers email account for School and Fieldwork-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 all Fieldwork-related deadlines and information

Recommended Outline for the Final Fieldwork Project Report Newark Campus

Please note: This general outline is only a recommendation and may not be suitable for all Fieldwork reports. There are department specific recommendations as well; please consult your Fieldwork Faculty Advisor for specific guidelines. Students should discuss their projects and project reports with their Fieldwork Faculty Advisors at all times. Students are required to submit a final report that is written in a quality suitable for publication. The length and scope of the written report will vary depending upon the project undertaken and the requirements of the Fieldwork Faculty Advisor; although a typical, well written paper is generally over 15 pages.

1. **General Outline**

I. **Title/Cover Page** - Title of project, Student name, Fieldwork Faculty Advisor, Department, Date

II. **Abstract**

III. **Introduction**

1. Description of auspices under which project was carried out.
2. Problem statement (The purpose of this study was...)
3. Significance of the problem (Why is this problem important? How has it been addressed by others? (i.e. in the literature)
4. Key questions that must be examined to achieve the purposes of the study/project.
5. Define terms, if necessary

IV. **Project/Study Goals and Objectives**

V. **Methods**

1. Describe method(s) chosen
2. Provide rationale for choices
3. Give strengths/weaknesses of methods
4. Describe resources required

VI. **Data**

1. Primary data (interviews, questionnaires, personal experiences)
2. Secondary data (literature, statistics, data collected by others) (Include forms, questionnaires, etc. in appendix if > 2 pages)

VII. **Implementation** - important events and decisions

VIII. **Discussion of Results**

1. What is (are) the most important result(s)?
2. Present all results in detail.
3. Do your findings agree with the literature or work of others?

IX. **Recommendations**

1. Should any changes be made to alleviate or resolve the problem you studied?
2. If the project were to be repeated do you recommend any changes in methodology/approach?
3. Further research suggested by your work.

2. **Research Design Protocol for Dental Public Health (DPH)**

I. **Title**

1. Study variable
2. Target Population
3. Epidemiological approach

II. **Introduction Problem**

1. Clinical Problem
2. Severity and extent
3. Epidemiological approach

APPENDIX C

4. Target population
5. Research Questions

III. Review of the Literature

1. Definition of terms
 - a. Dependent variable
 - b. Independent variable
 - c. Confounding variable
2. Theoretical framework
 - a. Casual Modes
 - b. Etiological mechanism
 - c. Research Approach
 - d. Rationale for study
3. Study Hypothesis
 - a. Methodological Differences in proportions, chi-square test.
 - b. Descriptive: Proportions
 - c. Explanatory
 - d. Exploratory
4. Study Hypotheses
 - a. Research Hypotheses
 - b. Statistical Hypotheses

IV. Methods and Material

1. Sampling
 - a. Size
 - b. Element
 - c. Design
 - d. Recruitment
2. Study Design
 - a. Type
 - b. Study Groups
 - c. Measurement Frequency
 - d. Patient assignment methods
3. Data Collection
 - a. Major Sources of Data Collection
 - b. Instruments:
 - c. Investigator reliability
 - d. Variability of study variables
 - e. Data entry and storage
 - f. Training and calibration
4. Statistical analyses
 - a. Software, name, version, year released, company
 - b. Sample Size determination
 - c. Reliability
 - d. Univariate analysis
5. Statistical function of statistical test
 - a. Association
 - b. Comparisons
 - c. Predictions
 - d. Estimations
6. Scale of measurement of study variable
 - a. Nominal
 - b. Ordinal
 - c. Interval

APPENDIX C

- d. Ratio
- 7. Shape of Distribution
 - a. Nominal
 - b. Skewed
 - c. Kurtosis
 - d. Reliability
 - e. Multivariable analysis

V. Results

- 1. Demographic details
 - a. Demographic features
 - b. Dental Disease
 - c. Independent variables
- 2. Tables
- 3. Graphs
- 4. Figures

VI. Discussion

- 1. Results
 - a. Table #1
 - b. Table #2
- 2. Study Objectives meet in the study
- 3. Strengths and weakness of the study
 - a. Study Design
 - b. Sampling Plan
 - c. Data Collection
 - d. Statistical analyses
- 4. Future Research Issues

VII. References**VIII. Attachments**

- 1. Data Collection forms
- 2. Consent forms for patients

3. Urban Health Administration (URHA) General Outline

- I. **Abstract**
- II. **Background/Problem Statement**
- III. **Literature Review**
- IV. **Hypothesis/Research Questions**
- V. **Study Design/Sample Description**
- VI. **Methods**
- VII. **Findings**
- VIII. **Analysis**
- IX. **Conclusions**
- X. **Significance**
- XI. **Strengths/Limitations**

Optional References for Biostatistics and Epidemiology students

- a) Best Practices for Surveys:
<http://www.ncbi.nlm.nih.gov/pmc/articles/PMC2254236/pdf/aipe11.pdf>
- b) STROBE The Strengthening the Reporting of Observational Studies in Epidemiology (STROBE) Statement: Guidelines for Reporting Observational Studies:
<http://annals.org/article.aspx?articleid=737057>
- c) CONSORT 2010 Statement: Updated Guidelines for Reporting Parallel Group Randomized Trials: <http://annals.org/article.aspx?articleid=745807>

Recommended Outline for the Final Fieldwork Project Report New Brunswick Campus

Please note:

This outline is only a recommendation and may not be suitable for all Fieldwork reports. There are department specific recommendations as well; please consult your Fieldwork Faculty Advisor for specific guidelines. Students should discuss their projects and project reports with their Fieldwork Faculty Advisors at all times. Students are required to submit a final report that is written in a quality suitable for publication. The length and scope of the written report will vary depending upon the project undertaken and the requirements of the Fieldwork Faculty Advisor; although a typical, well written paper is generally over 15 pages.

I. Front/Cover page: Title of project, Student name, Department, Fieldwork Faculty Advisor, Date

II. Introduction: Description of auspices under which project was carried out.

- Problem statement (The purpose of this study was...)
- Significance of the problem (Why is this problem important? How has it been addressed by others, i.e. in the literature?)
- Key questions that must be examined to achieve the purposes of the study/project.
- Define terms, if necessary

III. Project/study goals and objectives

IV. 1. Methods:

- Describe method(s) chosen
- Rational for choices
- Strengths/weaknesses of methods
- Resources required

2. Data:

- Primary data (interviews, questionnaires, personal experiences)
- Secondary data (literature, statistics, data collected by others)
 - Include forms, questionnaires, etc. in appendix if > 2 pages

V. Implementation - important events and decisions

VI. Discussion of results:

- What is (are) the most important result(s)?
- Present all results in detail
- Do your findings agree with the literature or work of others?

VII. Recommendations:

- Should any changes be made to alleviate or resolve the problem you studied?
- If the project were to be repeated do you recommend any changes in methodology/approach?
- Further research suggested by your work.

VIII. Department Competency Appendix:

- Identify and describe how department competencies were addressed and met during Fieldwork.
 - Refer to Fieldwork contract
 - Include competencies that were addressed during Fieldwork but may not have been identified in the contract during Fieldwork I planning.

Recommended Fieldwork Abstract Format ¹**Title of Project:****Student Name:****Student Department:****Fieldwork Faculty Advisor:****Site Preceptor Name and Location:****Introduction/Background:** study objectives, hypothesis, or a description of the problem.**Methods:** study design, including a description of participants, procedures, measures, and appropriate statistical analyses.**Results:** specific results in summary form.**Conclusions:** description of the main outcome of the study.

Helpful Hints:

- A. The abstract should answer 4 main questions:
 - What did you study? (Introduction)
 - What did you do? (Methods)
 - What did you find? (Results)
 - What does it all mean? (Conclusions)
- B. Write for a wide audience
- C. Keep it simple and straightforward
- D. Be sure the abstract makes sense by itself
- E. The abstract should be 300 words or less
- F. Reference should not be included in abstracts

Information used to create the abstract construction guidance were derived from the following:

1. Purdue University Online Writing Lab (OWL) (Last edited November 11, 2009). APA formatting and Style Guide. Retrieved November 24, 2009: <http://owl.english.purdue.edu/owl/resource/560/01/>

APPENDIX E

Institutional Review Board Protocol Submission Policies and Contact Information
General FAQ's *Last Updated January 2016***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.¹

2. Which Fieldwork projects require IRB review?

Most Fieldwork 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 Fieldwork?

CITI stands for Collaborative IRB Training Initiative (CITI). Completion of the CITI Training is a requirement of Fieldwork I. 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?

- IRB forms and applications for initial submissions: <https://elRB.rutgers.edu>
- 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>
- Consent form templates: <http://rbhs.rutgers.edu/hsweb/forms/consent.html>
- Protocol development and other IRB document guidance: <http://rbhs.rutgers.edu/hsweb/guidance/index.html>

5. There are **two 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 Campus 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, Fieldwork projects 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 Fieldwork Faculty Advisor, Site Preceptor, and Graduate Practicum Director regarding this issue if applicable.

6. 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

APPENDIX E

approval notice, 3) annual IRB continuation approval, 4) each and every Informed Consent, and 5) a copy of the "Termination of Research Project" form.

7. 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 Graduate Practicum Director, to be stored in a locked file.

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

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

9. Who must sign off on a student IRB application?

The student, the Department Chair and the Fieldwork 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.

10. 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?

Yes, all original data sets and related research materials must be kept at Rutgers School of Public Health 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.

11. Where can I get help with my IRB questions?

All IRB applications should be completed with the guidance of the student's Fieldwork Faculty Advisor. Also, the IRB Office Staff has agreed to "pre-review" IRB applications to help facilitate the review process. Each campus as a point of contact for SPH applications and protocols, they are as follows:

Newark IRB Office:

Apryl Hamid, MPH

Program Assistant

973-972-0869

p. 973-972-5267

ajanuary@ca.rutgers.edu

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

Piscataway/New Brunswick IRB Office:

Mila Babaev, BA

Program Assistant

p. 732-235-9809

lb664@ca.rutgers.edu

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

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 F

Final Fieldwork Report/Dean's Review Deadlines and Due Dates Newark Campus

The following deadlines are to assist and guide each student in his/her timeline towards completion of the Fieldwork requirements and, ultimately, the MPH degree:

Fieldwork Project Due Dates			
Graduation Month	Semester	Final Paper Due Date	Dean's Review of Fieldwork
January	Fall	3rd week of November	2nd week of December
May	Spring	3rd week of March	2nd week of April
October	Summer	3rd week of August	2nd week of September

The goal of the final paper is to summarize the Fieldwork experience with a written report of the project or research study. The student should write the paper at the end of their Fieldwork experience then submit a copy to their Fieldwork Faculty Advisor and to the Graduate Practicum Director. The length and scope of the written report will vary depending upon the project undertaken and the requirements of the Fieldwork Faculty Advisor; although a typical, well written paper is generally over 15 pages. Sample outlines for the final paper are included in the appendix of this handbook. Any questions about the final paper may be addressed to the Fieldwork Faculty Advisor or the Graduate Practicum Director; however, final determination of the paper is at the discretion of the Fieldwork Faculty Advisor.

The Dean's Review of Fieldwork is the oral presentation of the Fieldwork project to Associate Deans, Fieldwork Faculty Advisors, Graduate Practicum Director, fellow students, and faculty members, Site Preceptors and other staff. The presentation is the culminating event of the Fieldwork experience and is offered three times during the year. Presentations are approximately 10 to 15 minutes in length and may follow the format for the APHA scientific sessions.

In order to present at the Dean's Review, the student **must** have approval from the Fieldwork Faculty Advisor and the Graduate Practicum Director. A copy of the final report must be submitted electronically to the Graduate Practicum Director.

The Graduate Practicum Director will make announcements by email and at Fieldwork seminars about due dates for final reports, abstract, professional bio, PowerPoint presentations and the date(s) of the presentations.

***Note:** *Students will not be allowed to present at the Dean's Review if they fail to submit all required documents to the Graduate Practicum Director by the appointed deadlines.*

APPENDIX F

Final Fieldwork Report/Dean's Review Deadlines and Due Dates New Brunswick Campus

The Dean's Review of Fieldwork Presentation Date(s) will be announced at the beginning of each semester via email. Please refer to the chart below regarding general presentation timeframes by semester. Subsequent reminders will be sent throughout the semester.

Students must be given clearance by their Fieldwork Faculty Advisor to present their project.

Please note that students who have been given approval from their Fieldwork Faculty Advisor to present their project, abstracts must be sent (electronically) to the Graduate Practicum Director approximately three (3) weeks before the presentation date and PowerPoint presentation slides must be sent, at least, 24 hours before scheduled presentation date.

When submitting Fieldwork paper drafts and final version to your Fieldwork Faculty Advisor for review and comments; please be sure to include your Site Preceptor and the Graduate Practicum Director in the email distribution.

Please see the table below re: paper deadlines.

Fieldwork Paper Due Dates and Dean's Review of Fieldwork Presentations				
Completion Month	Semester	Paper Draft Due Date	Final Paper Due Date	Scheduled Presentation
January	Fall	November 1st	December 1st	January
May	Spring	April 1st	May 1st	May
October	Summer	August 1st	September 1st	September

If the final report is not received at the time specified in the contract, the project must be extended to the next semester, the Fieldwork contract must be modified and the student must register for the relevant Fieldwork Continuation course.

A copy of the final report must be submitted electronically to the Graduate Practicum Director on the evening of the Dean's Review of Fieldwork Presentations. Please refer to Appendix A regarding the Checklist for Required Fieldwork Deliverables.

Additional Resources for Written Report and Presentation

A fundamental part of any Fieldwork project is the dissemination of the results that emerge from the study. 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 Fieldwork practicum is the written report. Your Fieldwork 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 Student's Guide to Writing in the Biological Sciences

http://sites.harvard.edu/fs/docs/icb.topic249275.files/BioSci_Writing_Guide.pdf

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 Style Lite for College Papers

<https://www.icaheadq.org/pubs/apacrib.pdf>

Effective Presentations

For the purposes of Fieldwork, the oral presentation is the chosen method employed to illustrate your project to faculty, Site Preceptors and your peers. In addition, the skills needed to prepare a Fieldwork 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,

APPENDIX G

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

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>

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>

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