



**SCHOOL OF
PUBLIC HEALTH**

University of Medicine & Dentistry of New Jersey

UMDNJ-School of Public Health

Newark Campus
Piscataway/New Brunswick Campus
Stratford Campus

**FIELDWORK HANDBOOK FOR
STUDENTS**

***Effective Fall 2008**

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 Fieldwork Coordinator about department specific guidelines. Information in this handbook is subject to change.

The UMDNJ-School of Public Health is sponsored by the
University of Medicine and Dentistry of New Jersey in cooperation with
Rutgers, The State University of New Jersey and
New Jersey Institute of Technology.

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UMDNJ-School of Public Health Mission Statement

The UMDNJ-School of Public Health is a statewide, multi-institutional multi-campus scholarly community dedicated to improving the health of diverse populations in New Jersey and elsewhere through collaborative teaching, research, and service.

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

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.

Students are eligible to start the planning phase of fieldwork once they have completed all core courses and the required courses of their concentration area while maintaining a GPA of 3.00. Fieldwork sites are chosen based primarily on students' area(s) of interests. 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 courses. This will allow

sufficient time to find a suitable field placement, formalize the details of the fieldwork project and complete all the necessary paperwork.

After completing approximately 21 credits (15 credits of core courses and 6 credits of departmental requirements), and *at least one semester before* you plan to do fieldwork:

- Contact your Academic Faculty Advisor and the Fieldwork Coordinator;
- Talk with them about possible projects and sites;
- Attend at least one fieldwork presentation and other fieldwork seminars; and
- Choose a Fieldwork Faculty Advisor in consultation with your Department Chair and Academic Faculty Advisor.

Prior to registering for FDWC I, students **must**:

- Be a matriculated student;
- Have at least a GPA (grade point average) ≥ 3.0 ;
- Complete all core courses;
- Have completed most of their respective required departmental courses;
- Attend at least one Dean's Review of Fieldwork Presentations; and
- Obtain approval from Academic Faculty Advisor.

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

Fieldwork is a **400-hour** placement that can be completed in one or two semesters, or be extended over one calendar year. Fieldwork students are supported and supervised at all stages by the Fieldwork Faculty Advisor, Site Preceptor and the Fieldwork Coordinator. 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 Fieldwork Coordinator.

The student will complete a specified project or set of assigned duties agreed upon by the Fieldwork Faculty Advisor, Site Preceptor, Fieldwork Coordinator 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 Fieldwork Coordinator before beginning FDWC II.

Fieldwork II Continuation

If the fieldwork project is not completed at the end of the semester of which the student has taken their sixth credit, the students will receive an "IP" for IN PROGRESS. This grade will be changed from an "IP" grade to a "P" for Pass upon completion and approval of the final fieldwork report and presentation.

Every student who has an IP for fieldwork undertaken in a previous semester **must** register for FDWC II Continuation in the next semester. To be eligible to present at the Dean's Review of Fieldwork Presentations, each student must be registered. FDWC II Continuation is a non-credit course and requires a small fee. Effective **Fall 2008**, changes in how a student registers for FDWC II Continuation is as follows:

Important: Changes to Fieldwork II (FDWC II) Continuation Policy and Fieldwork III (FDWC III)

A new policy regarding Fieldwork registration, tuition rates and fees will go into effect at the beginning of the **Fall 2008 semester**.

After students have registered for Fieldwork I (1 credit) and for Fieldwork II (5 credits), and still need additional time to complete their project; students must register Fieldwork II continuation (0 credits).

Students will be granted one semester of Fieldwork II continuation. This takes into consideration that some students may need an additional semester to wrap up the project, and the modest fee for Fieldwork II continuation reflects this understanding. However, if a student goes beyond one semester (of Fieldwork II continuation), the student must enroll for Fieldwork III and pay a one-credit fee plus the usual fees.

Students must contact/get approval from their Fieldwork/Faculty Advisor for the appropriate CRN number and PIN to register for FDWC III.

Please visit the following link for UMDNJ-SPH cost of study (AY 2008-2009) information:
<http://sph.umdj.edu/admissions/cost.of.study.cfm>

Please consider the FW II continuation and FW III policies when planning your fieldwork timeline.

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 are urged to 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.

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 Fieldwork Coordinator to find an appropriate fieldwork project. Students should contact the faculty of their department and the Fieldwork Coordinator to identify a fieldwork project. The Fieldwork Coordinator maintains a list of potential fieldwork projects/sites.

Final selection of a fieldwork site is based upon the ability of the site to provide a professional experience for the student with confirmation by the faculty advisor; the willingness of the agency to undertake the responsibility; and the ability of the agency to provide suitable supervision of the student by a professional with an advanced academic degree in a relevant field. Sites may include state, local or federal health agencies or departments; non-profit organizations; or units within UMDNJ, RU or NJIT.

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 they are permitted to receive stipends from their fieldwork agency if available.

Fieldwork Registration

Students will register for courses via Web Registration. Students will be required to register using a Registration Pin Number issued by their Academic Faculty Advisor. When registering for a variable credit course like FDWC II (1-5 credits), the student must manually enter the number of credits in the credit column located on the registration screen. If they do not enter number of credits, the system will default to one (1) credit of FDWC II.

Registration Process:

FDWC I:

- Prior to registering for FDWC I, meet with your Academic Faculty Advisor to discuss fieldwork. This is **mandatory** since the **Registration Pin Number** will serve as your advisor's signature and approval.
- Academic Faculty Advisor approves your course selections and issues a **Registration Pin Number**.

FDWC II and FDWC II Continuation:

- **When registering for FDWC II:** meet with the Fieldwork Coordinator and the Fieldwork Faculty Advisor to discuss fieldwork options and progress.
- Students will not be allowed to register for Fieldwork II without appropriate approval(s).

Instruction for Web Registration:

- Go to **MY.UMDNJ** Banner Self-Service and login;
- Select Student Services & Financial Aid;
- Click on Registration;
- Select term & Courses;
- Calculate Tuition and Fees; and
- Review Course Schedule.

Problems Registering Online

If you are experiencing a problem registering online, please contact Vanerette Cramer in the Office of the Registrar at 732-235-9724 or cramerva@umdnj.edu .

FDWC I (1 Credit)

Prerequisite: required courses, faculty approval

Course Description:

In this course, students plan their fieldwork.

Course Objectives:

Upon completion of the course, the students will be able to:

- Prepare a project proposal;
- Obtain approval from their fieldwork advisor to go ahead with the project;
- Complete the fieldwork contract;

- Obtain all required signatures on this contract;
- Acquire basic familiarity with research protections for human subjects — completing the University’s online course on this topic; and
- Initiate the IRB process and submit appropriate application (as applicable).

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

FDWC II (5 Credits)

Prerequisite: FDWC 0600, faculty approval, Fieldwork Coordinator approval

Course Description:

Fieldwork II is a focused, analytical research study or project that reflects understanding of the academic discipline principles, content and methods studied in the classroom. The study and project site are individually arranged, in consultation with the Fieldwork Faculty Advisor, to meet student needs. The final written report should warrant publication in a professional journal.

Course Objectives:

Upon completion of the course, the students will be able to:

- Participate in problem-solving and observations;
- Collect and analyze data/information;
- Apply theory to practice;
- Develop professional judgment;
- Make professional contacts;
- Gain exposure to an organization’s environment, culture and purposes;
- Prepare a written report in a format suitable for publication; and
- Make a formal presentation of their project in APHA scientific sessions format.

Fieldwork provides students with an opportunity to apply the knowledge and skills they have learned in didactic courses in a practice setting. 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.

Please see **Appendix C** for the recommended Outlines and note that *not* all of the recommended outline sections described may be applicable to all fieldwork projects. **Students are required to discuss their final reports with their Fieldwork Faculty Advisors and receive approval for the format of the written report.**

The Human Subjects Protection Program (HSPP) of the University of Medicine and Dentistry of New Jersey and Institutional Review Board (IRB)

The mission of UMDNJ's 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 UMDNJ 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.

UMDNJ's HSPP consists of three University IRB Campus Systems, in Newark, New Brunswick/Piscataway and Stratford/Camden, under three Federalwide Assurances (FWAs); a contractual relationship with Western IRB (WIRB) for review of industry-sponsored protocols conducted by UMDNJ faculty at UMDNJ performance sites; a program of education for faculty and other researchers; and an audit/review program for oversight of studies in progress. The links on this site provide IRB submission requirements and other information about each of UMDNJ's IRBs.

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

All UMDNJ 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://www.umdnj.edu/hswEB/Education/instructions.html>

Initial Registration for NEW Learners

1. Go to <http://www.citiprogram.org> and select 'New Users: Register Here'.
2. Select University of Medicine & Dentistry of New Jersey from the drop down menu of participating institutions.
3. Enter a user name & password, name and other demographics as prompted. To complete the CITI registration process, you must choose an answer to each of three enrollment questions.
4. For Question 1 select:
 - a. Yes, I would like to take the CITI Basic Course required by UMDNJ.
5. Go to Question 2 to select a Learner Group:
 - a. CITI Basic Course "Social / Behavioral / Epidemiologic Research Investigators, Study Staff, or Students"
6. Go to Question 3 and select:
 - a. I have not previously completed an UMDNJ-approved CITI Basic Course.

REMINDER: 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 Fieldwork Coordinator.** The on-line system indicates a copy will be sent to your educational administrator which is the Office of Human Subjects Protection, *not* SPH. Therefore, the certificate must be submitted by the student to the Fieldwork Coordinator as a required deliverable for FDWC I and before permission will be granted to register for FDWC II.

More information about the CITI Training can be found at:
<http://www.umdnj.edu/hsweb/Education/requirements.html>

Fieldwork and the Institutional Review Board (IRB)

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” Subject Research. Most student projects will be approved through the Expedited or Exempt review process.

If a student becomes involved in an on-going research project for their Fieldwork that has already been approved through the IRB, an amendment **MUST** be submitted to formally add the student to the project. Though the principle investigator (PI) has regulatory responsibility to ensure all co-investigators and key personnel are listed appropriately on the protocol, the student should initiate the amendment 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.

When submitting forms to the Institutional Review Board for Review, it should be noted that there is a Reviewing Board on each of the UMDNJ campuses. Please be sure to submit the information and direct questions to the 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 Fieldwork Coordinator 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 an amendment must be submitted to remove yourself from the study. Again, the principle investigator has regulatory responsibility to ensure all co-investigators and key personnel are listed appropriately; however, the student should initiate the amendment process to be removed off the protocol. Again, students should complete the request for modification form and present it to the PI for appropriate signatures and submission to the IRB.

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 principle investigator, all contact information must be current to ensure ongoing communication with the IRB. If contact information is not current, then an amendment must be submitted to provide up to date contacts.

External IRB Agency Review

Some Fieldwork projects may require review and approval from outside agencies 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 Fieldwork Coordinator.

Student Responsibilities

The Fieldwork Coordinator 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 departmental specific requirements;
- Regular review of student UMDNJ e-mail account messages;
 - School and Fieldwork related messages will no longer be sent to personal e-mail accounts. It is the students' responsibility to check their UMDNJ e-mail account or use POPmail, which enables all UMDNJ e-mail 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;
- Completing the on-line Human Subjects Protection course and submitting completion certificate to the Fieldwork Coordinator;
 - <http://www.umdj.edu/hsweb/Education/instructions.html>
- Filling out and submitting the fieldwork proposal form and contract to the Fieldwork Faculty Advisor, Site Preceptor, and Fieldwork Coordinator for review and approval;
- Submitting the contract to the Fieldwork Coordinator with all appropriate signatures; and
- Submitting project application for UMDNJ IRB review and providing a copy of the IRB application and approval to the Fieldwork Coordinator.
 - **Each campus has an IRB office; please see the respective campus appendices for submission information.**

Fieldwork II:

- Regular review of student UMDNJ e-mail account messages;
 - School and Fieldwork related messages will no longer be sent to personal e-mail accounts. It is the students' responsibility to check their UMDNJ e-mail account or use POPmail, which enables all UMDNJ e-mail messages to be forwarded to an alternate account.
- Completing and submitting the final report to Fieldwork Faculty Advisor and Fieldwork Coordinator;
- 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 Fieldwork Coordinator;
 - **See campus specific appendices for websites and more information regarding student removal from study and the study closure form.**
- Completion of 300 word project abstract submitted electronically to the Fieldwork Coordinator 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 Fieldwork Coordinator;
- 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 application for UMDNJ IRB;
- 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 Fieldwork Coordinator;
- Providing supervision and substantive review of the students' written fieldwork report;
- Approving the student's final paper and presentation for the Dean's Review; 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 UMDNJ-SPH alumni/ae serve in this role. The Fieldwork Faculty Advisor may also serve as the Site Preceptor if the fieldwork project is completed within SPH or with one of the academic partners. 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 Fieldwork Coordinator.

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

The Fieldwork Coordinator 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 Fieldwork Coordinator on the performance of the student;
- Completing a written evaluation of the student (form is in the handbook or can be provided by the Fieldwork Coordinator) 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 and Fieldwork II Continuation (if applicable) in order to **complete the MPH program and receive a diploma.**

**Note: Students will not receive a grade unless they submit the IRB Modification/Amendment Form or the IRB Final Study Report/Study Closure Form to the IRB and provide a copy to the Fieldwork Coordinator.*

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 Fieldwork Coordinator. Departmental sample outlines for the final paper are included in the campus appendices of this handbook. Any questions about the final paper may be addressed to the Fieldwork Faculty Advisor or the Fieldwork Coordinator; 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 supervisors of students presenting their fieldwork projects are invited to attend the presentations and be 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 Fieldwork Coordinator.

Students **MUST** receive clearance from their faculty fieldwork advisor to present before submitting their abstract and slides to the Fieldwork Coordinator.

Students and Faculty will be kept abreast of presentation information and all Fieldwork announcements through the SPH calendar, UMDNJ e-mail reminders, and other methods.

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

Evaluations and Field Self-Assessment

Evaluations are distributed to each student, faculty fieldwork advisor and the Site Preceptor at the end of the project to assess the strengths and weaknesses of fieldwork as well as present the opportunity to provide remarks on the fieldwork experience. Evaluations are distributed by and should be returned to the Fieldwork Coordinator.

The student's evaluation form provides an opportunity for the student to record his/her assessment of the Fieldwork Faculty Advisor, the Fieldwork Coordinator and the Site Preceptor. Students are required to complete the evaluation on the day of the Dean's Review of Fieldwork Presentations. Site Preceptors are encouraged to attend the students' presentation and have an opportunity to complete the evaluation at that time; otherwise, the evaluation will be sent to them.

The evaluations are twofold in that it gives all involved in the fieldwork process input into the effectiveness of the fieldwork in meeting student's interests and goals and the agencies expectations of the student. It also serves as documentation of the fieldwork process for internal and external reviewers. Beginning in Fall 2009, Fieldwork students will also be required to complete a written self-assessment of their competencies demonstrating their understanding of how those competencies are integrated.

Fieldwork Coordinator Contact Information by Campus

Newark

Deidre J. Holland, MPH, CHES, REHS
Fieldwork Coordinator
65 Bergen Street, 7th Floor, Suite #701
Newark, NJ 07107-1709
Email: hollande@umdnj.edu
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Fax: 973-972-8032

Piscataway/New Brunswick

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Stratford/Camden

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Phone: 856-566-2790
Fax: 856-566-2882

Checklist for Required Fieldwork Deliverables

Copies of all of the FDWC I and FDWC II deliverables and documents must be submitted to the Fieldwork Coordinator. 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 Fieldwork Coordinator
- Completion of the Collaborative IRB Training Initiative (CITI)
 - A copy of the 'Completion Report' must be submitted to the Fieldwork Coordinator as evidence that the UMDNJ's 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 Fieldwork Coordinator
- Attendance of Fieldwork Orientation/Seminars

Fieldwork II

- Copy of the final fieldwork report
 - Submitted to Fieldwork Faculty Advisor and Fieldwork Coordinator
 - A bound copy must be submitted to the Fieldwork Coordinator
- Abstract of the final report
 - Must be submitted to Fieldwork Coordinator electronically
 - Must be 300 words or less
- Slides for the Dean's Review Fieldwork Presentations (15 minutes)
 - Must be submitted to Fieldwork Coordinator electronically
- Copies of IRB materials (Applications, Approvals, and Study Closure Documents)
 - IRB applications, approvals, documentation from external IRB Committees (if applicable)
 - Closure, amendment and/or continuing review applications from the UMDNJ-SPH IRB (if applicable)

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
- Students must regularly check UMDNJ E-mail Account for School and Fieldwork-related information and announcements
 - Students have the option to use POPmail or have their UMDNJ E-mail forwarded to a personal account. It is the student responsibility to make sure they are current on all Fieldwork related deadlines and information

**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 Fieldwork Coordinator** for signature and approval. Please be sure to maintain copies of all documents for personal records. **This form is available on-line at: <http://sph.umdj.edu/>**

Please submit completed documents to the Fieldwork Coordinator by campus:

Newark

Deidre J. Holland, MPH, CHES, REHS
Fieldwork Coordinator
65 Bergen Street, 7th Floor, Suite #701
Newark, NJ 07107-1709
Email: hollande@umdj.edu
Phone: 973-972-8689
Fax: 973-972-8032

Piscataway/New Brunswick

Michelle Kennedy, MPH, CHES
Fieldwork Coordinator
683 Hoes Lane West - Room 121
Piscataway, NJ 08854
E-mail: kennedmv@umdj.edu
Phone: 732-235-5512
Fax: 732-235-4814

Stratford

Michelle Kennedy, MPH, CHES
Fieldwork Coordinator
University Educational Center,
Suite 1114
40 East Laurel Road
Stratford, NJ 08084
E-mail: kennedmv@umdj.edu
Phone: 856-566-2790
Fax: 856-566-2882

In partial fulfillment of requirements for the Master in Public Health degree, conferred jointly by the University of Medicine and Dentistry of New Jersey, and Rutgers, the State University of New Jersey, [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]	ID: [ID# ex. A00112233]
Site Preceptor: [Site Preceptors Name]	Department(s):
Title: [Example: Director, Health Officer, etc.]	Address: [Students' Address]
Department: [Ex: Dept of Community Services]	Phone(s) & UMDNJ E-mail: [Students Phone # & E-mail Address]
Phone(s): [Phone #'s of Site Preceptor]	Fieldwork Faculty Advisor(s) Name(s): [Fieldwork Faculty Advisor(s) Name(s)]
E-mail: [E-mail Address of Site Preceptor]	Phone(s): [Phone #'s of Fieldwork Advisor]
	E-mail Address(es): [E-mail Address of Fieldwork Advisor(s)]

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

<p>Provide the statement, goal and objectives of the problem you intend to address: [e.g. The purpose of this study]</p>
<p>Describe the methodology of the project: [Describe methodology, theory, types(s) of skills to be utilized and/or data to be used, etc.]</p>
<p>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]</p>

III. Work Plan and Time Frame of Fieldwork

<p>Contract Date: [Insert Date]</p>	<p>Fieldwork Start Date: [Insert Date]</p>	<p>Fieldwork Completion Date: [Insert Date]</p>								
<p>Fieldwork Schedule: [# of hours a day, week, etc.]</p>	<p>Approximate Total Number of Hours: [400 hrs is the min. requirement]</p>	<p>Number of Credits by Semester:</p> <table border="0"> <tr> <td><u>Semester</u></td> <td><u># of Credits</u></td> </tr> <tr> <td>Choose Here</td> <td>Choose Here</td> </tr> <tr> <td><u>Semester</u></td> <td><u># of Credits</u></td> </tr> <tr> <td>Choose Here</td> <td>Choose Here</td> </tr> </table>	<u>Semester</u>	<u># of Credits</u>	Choose Here	Choose Here	<u>Semester</u>	<u># of Credits</u>	Choose Here	Choose Here
<u>Semester</u>	<u># of Credits</u>									
Choose Here	Choose Here									
<u>Semester</u>	<u># of Credits</u>									
Choose Here	Choose Here									
<p>Meeting Schedule with Site Preceptor: [# of hours a day, week, etc.]</p>	<p>Meeting Schedule with Fieldwork Faculty Advisor: [# of hours a day, week, etc.]</p>									

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]
- Objective 4: [Please Describe]
Activities for Objective 4: [Please Describe]

V. Site Preceptor:

As the Site Preceptor, I am aware that the total number of hours required by UMDNJ-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, Fieldwork Coordinator 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.
[Please Initial Here]

VI. Institutional Review Board (IRB): Please be reminded that copies of the protocol application, approvals, any amendments, and closure form **must** be provided to the Fieldwork Coordinator.

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 or Expedited Review
- Amendment, only to include student as research personnel for pre-existing project
- Request for Determination of “Non-Human” Subject Research
- N/A
- Other: [Please Describe]

c. When will the protocol be submitted for review?

Date: [Insert Date]

d. Which campus IRB will review the application?

- Newark
- Piscataway/New Brunswick
- Stratford

e. Will IRB approval be required from another institution? (If YES, please submit copies of all IRB documentation to the Fieldwork Coordinator).

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

f. I understand and acknowledge that all original data sets and related research materials (i.e. paper surveys) will remain at UMDNJ-SPH after project completion.

Student: [Please Initial Here]

VII. Other Stipulations of the Fieldwork Contract & Proposal:

- The student will access their UMDNJ E-mail 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 E-mail accounts will not be used by Fieldwork Coordinators to communicate Fieldwork related information.
- The student's Fieldwork Faculty Advisor, the Fieldwork Coordinator, 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 Fieldwork Coordinator to monitor progress and help solve problems that may occur during the placement;
- The Site Preceptor will contact the Fieldwork Coordinator to discuss and resolve any problems that may emerge;
- UMDNJ 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; and
- 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 Fieldwork Coordinator are considered confidential by the Fieldwork Coordinator, Fieldwork Faculty Advisor and Department Chairperson.

VIII. 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*

IX. 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**)

X. Further Agreement:

The student will attend the monthly fieldwork seminars or sessions on their respective campus at UMDNJ-SPH.

[Please sign here] (**Student signature required**)

XI. 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 Fieldwork Coordinator.

- a. Outline of project report: [Insert Date]
- b. Draft of completed report: [Insert Date]
- c. 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.
- The Fieldwork Coordinator 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.

XII. Required Signatures:

Student <i>(Please Print)</i>	 <i>(Date)</i>	 <i>(Signature)</i>
Site Preceptor <i>(Please Print)</i>	 <i>(Date)</i>	 <i>(Signature)</i>
Fieldwork Faculty Advisor <i>(Please Print)</i>	 <i>(Date)</i>	 <i>(Signature)</i>
Fieldwork Coordinator <i>(Please Print)</i>	 <i>(Date)</i>	 <i>(Signature)</i>

**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)

A. Title

1. Study variable

2. Target Population
3. Epidemiological approach

B. Introduction Problem

1. Clinical Problem
2. Severity and extent
3. Epidemiological approach
4. Target population
5. Research Questions

C. 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

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

E. Results

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

F. 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

G. References

H. Attachments

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

3. Quantitative Methods (QMNE) M.A.A.R.I.E. Framework

I. Methods

- a. Study hypothesis
- b. Study population
- c. Sample size
- d. Statistical power

II. Assignment

- a. Process of assignment
- b. Confounding variables
- c. Masking (or blinding)

III. Assessment

- a. Appropriate measurement

- b. Accurate precise and measurement
- c. Complete and unaffected by observation
- IV. Results**
 - a. Estimation
 - b. Inference
 - c. Adjustment
- V. Interpretation**
 - a. Contributory cause or efficacy
 - b. Harms and interactions
 - c. Subgroups
- VI. Extrapolation**
 - a. To similar individuals, groups, or populations
 - b. Beyond the data
 - c. To other populations

Reference: Riegelman, Richard K. (2005) Studying a study and testing a test: how to read medical evidence. 5th Edition. Philadelphia: Lippincott, Williams, & Wilkins.

4. 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**

**Recommended Outline for the
Final Fieldwork Project Report
Piscataway/New Brunswick and Stratford Campuses**

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.

Recommended Fieldwork Abstract Format

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.

References:

1. American Public Health Association:

http://www.apha.org/NR/rdonlyres/7A002CAD-8518-40AA-9905-6269C5DD1A8D/0/SA_Abstracts_Guide_05.pdf

2. Welch Medical Library:

http://spring.welch.jhu.edu/welch_tutorials/documents/WritingAResearchPaper2007.pdf

Remember:

- 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

Institutional Review Board Protocol Submission Policies and Contact Information
General IRB Question and Answers

1. What is the function of the IRB?

IRB stands for Institutional Review Board. The IRB is an administrative body established to protect the rights and welfare of human research subjects recruited to participate in research activities conducted under the auspices of the institution with which it is affiliated. The IRB has the authority to approve, require modifications in, or disapprove all research activities that fall within its jurisdiction as specified by both the federal regulations and local institutional policy.¹

2. Which fieldwork projects require IRB review?

All fieldwork projects are required to be reviewed by the IRB. Most of the fieldwork projects being reviewed by the IRB are considered “Exempt” or “Expedited.” It should be noted that beginning in 2007, the UMDNJ IRB made a form available to request for the determination of “non-human” subject research.

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 UMDNJ you **MUST** complete the CITI Basic Course “Social/Behavioral / Epidemiologic Research Investigators, Study Staff, or Students” appropriate to your involvement in research activities at UMDNJ.

More information about the CITI Training can be found at:

<http://www.umdnj.edu/hsweb/Education/requirements.html>

4. Where can I find the IRB Forms?

All Newark IRB Office forms can be found at:

<http://www.umdnj.edu/irbnweb/forms/index.html>

All Piscataway/New Brunswick IRB Office forms can be found at:

<http://www2.umdnj.edu/irbweb/forms/forms.htm>

All Stratford IRB Office forms can be found at:

<http://www3.umdnj.edu/irbsweb/forms/index.html>

5. 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

6. 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 Fieldwork Coordinator, to be stored in a locked file.

7. How do you define “study completion” given that records must be kept for six years after study completion?

For SPH, “study completion” will be understood as the date of approval by the faculty fieldwork advisor of the final fieldwork report

8. Does a SPH student need to apply to the UMDNJ IRB if their faculty fieldwork advisor is from NJIT or RU?

Yes

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.

10. Do the original data set and research related materials (i.e. paper surveys) need to be kept at UMDNJ-SPH?

Yes, all original data sets and related research materials must be kept at UMDNJ-SPH. Students may retain a copy of de-identified data sets 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.

Contacts for the Newark IRB Office:

<http://www.umdj.edu/irbnweb/contactus/index.html>

Contacts for the Piscataway/New Brunswick IRB Office:

<http://www2.umdj.edu/irbweb/contactus/contactus.htm>

Contacts for the Stratford IRB Office:

<http://www3.umdj.edu/irbsweb/contactus/index.html>

**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	3 rd week of November	2 nd week of December
May	Spring	3 rd week of March	2 nd week of April
October	Summer	3 rd week of August	2 nd 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 Fieldwork Coordinator. 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 Fieldwork Coordinator; 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, the Fieldwork Coordinator, fellow students, 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 Fieldwork Coordinator. A copy of the final report, preferably bound, must be submitted to the Fieldwork Coordinator.

The Fieldwork Coordinator will make announcements by e-mail 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 Fieldwork Coordinator by the appointed deadlines.*

**Final Fieldwork Report/Dean's Review Deadlines and Due Dates
Piscataway/New Brunswick and Stratford Campuses**

The Dean's Review of Fieldwork Presentation Date(s) will be announced at the beginning of each semester via e-mail. 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 for students who have been given approval from their Fieldwork Faculty Advisor to present their project, abstracts must be sent (electronically) to the Fieldwork Coordinator 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 Fieldwork Coordinator in the e-mail 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 Fieldwork Continuation.

A copy of the final report, preferably bound, must be submitted to the Fieldwork Coordinator 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 departmental 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.utoronto.ca/writing/litrev.html>

Writing Tips and Resources

http://spring.welch.jhu.edu/welch_tutorials/documents/WritingAResearchPaper2007.pdf

Notes on the Structure of a Scientific Paper

<http://aerg.canberra.edu.au/pub/aerg/edupaper.htm>

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.wooster.edu/psychology/apa-crib.html>

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, Handouts, and Notes; and Giving a Live Presentation.
<http://www.wpi.edu/Academics/ATC/Collaboratory/HowTo/PowerPoint/>

[Tutorials: PowerPoint](#). *Epson Presenters Online*. Provides dozens of quick tips on using Microsoft PowerPoint, grouped into the following categories: Templates and Master Slides, Graphics, Aligning and Grouping Objects, Fonts and Text, Sound and Narration, Tables and Charts, Transitions and Timing, Shows within Shows, Internet Presentations, and Advanced Features. <http://www.presentersonline.com/tutorials/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>

[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://ict.emich.edu/training/moretraining/msurvival/documents/ppt_01.pdf
http://ict.emich.edu/training/moretraining/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>

*Last updated 5/5/09 – DJH, MVK