

REQUIRED EVENTS

Poster presentation at Fall IDM Research Day

All except 1st year students

- Year 2
- Year 3 (if applicable)
- Year 4 (if applicable)

Annual Department Fall Retreat

Each academic year you are enrolled

- Year 1
- Year 2
- Year 3 (if applicable)
- Year 4 (if applicable)

PRACTICUM (*consult [student handbook](#) for practicum requirements*)

Practicum Site Selection

- Student schedules appointment with faculty advisor to discuss potential sites
- Student prepares the [Practicum Planning Form](#) before meeting except for the required signatures
- Student contacts site to confirm the practicum opportunity is available & obtains required signatures on Planning Form and [Learning Agreement Form](#) before the start of the practicum
- Submit completed Planning Form and Learning Agreement Form to IDM SS Coordinator for student file

Practicum Progress

- Student completes 200 hours at site and continues to report on progress to faculty advisor

Practicum Evaluation due one week before end of term

- Submit a written final report on practicum activities to advisor, preceptor, & copy to the IDM SS Coordinator
- Submit [Self-evaluation Form](#) to advisor & to IDM SS Coordinator for student file
- Give preceptor the [Preceptor Evaluation Form](#) to complete and mail to advisor & to IDM SS Coordinator

ESSAY/THESIS (*consult [student handbook](#) for essay/thesis requirements*)

Committee

- Establish an essay/thesis chairperson and committee members with advisor
Adhere to Pitt Public Health [Committee Composition Rules](#)
- Complete the [Thesis/Essay Planning form](#) and obtain appropriate signatures. Give a copy to the SS coordinator.
- Send approved essay/thesis committee to IDM SS Coordinator for official approval

If completing a thesis:

Thesis Committee Meeting & Proposal Approval

- Schedule committee meeting with committee and advisor – contact IDM SS coordinator to reserve a room
- Submit thesis proposal to all committee members 2 weeks before 1st scheduled committee meeting
- Hold meeting

Thesis Writing

- Obtain IRB approval prior to study (if applicable)
- Develop a timeline for draft completion & communicate with advisor
- Send drafts and update advisor on thesis writing periodically throughout the writing process

Defend Thesis

- Organize a date/time all committee members can meet
- See IDM SS Coordinator to schedule a room for the agreed date/time
- Submit thesis to committee at least two weeks prior to defense date

Thesis Submission

- Submit electronic and bound paper version to IDM SS coordinator and faculty advisor no later than 1 week after the end of the semester
- Submit thesis electronically through [D-Scholarship](#)
- [Submit all other paperwork and satisfy requirements by deadlines](#)

If completing an essay:

Essay Committee Meeting – (Meet remotely if needed)

- Schedule meeting with essay reader(s) and advisor
- Submit abstract to all committee members 2 weeks before 1st scheduled committee meeting
- Hold meeting

Essay Writing

- Obtain IRB approval prior to study (if applicable)
- Develop a timeline for draft completion & communicate with advisor
- Send drafts and update advisor on essay writing periodically throughout the writing process
- Essay readers will review the essay, and student will obtain their signature on the [Report on Requirements Form](#)

Present Essay

- Present essay in the December or April MPH Journal club

Essay Submission

- Submit electronic copy to IDM SS coordinator and faculty advisor no later than 1 week after the end of the semester
- Submit essay electronically as a “Long Paper” through [D-Scholarship](#)
- [Submit all other paperwork and satisfy requirements by deadlines](#)