



# University of Maryland College Park School of Public Health

## EPIB 399 – Undergraduate Independent Study

**Semester:** Fall 2013

**Instructor:** TBD

**Office Hours:** By appointment

**Office:**

**Phone:**

**Email:**

**Course Pre- and Co-requisites:** At least 60 credits completed with a minimum 3.0 cumulative GPA.

**Required Texts and Other Readings:** NA

### **Course Description:**

The EPIB undergraduate independent study course is an opportunity for undergraduates from the SPH and elsewhere on campus to gain exposure to epidemiologic or biostatistical research through work with an Epidemiology or Biostatistics faculty member.

### **Course Learning Objectives:**

During the EPIB 399 Independent Study experience, students will:

1. engage in the research process;
2. develop basic skills in epidemiologic and biostatistical research methods; and
3. integrate previous coursework to apply knowledge to a specific epidemiologic or biostatistical research project.

### **Course Requirements:**

Students must complete the required number of credit hours as identified in their EPIB 399 Independent Study contract. Students may take up to 3 credit hours a semester. Over the duration of the semester the student should plan to spend 45 hours per Independent Study credit hour. For example, if the Independent Study will count as 3 credit hours students must spend at least 135 hours on it in a semester. This takes into account the time onsite with the faculty supervisor as well as additional time outside of "onsite" hours for papers, projects, etc.

### **Independent Study Assignments:**

Assignments will be determined by the faculty supervisor and the student and detailed in the EPIB 399 Independent Study contract.

### **Class Participation:**

This is an undergraduate level course and students are expected to attend their faculty supervisor meeting as well as other specified meetings on the days and hours designated with their faculty supervisor.

### **Homework:**

Assignments will be determined with the faculty supervisor. All assignments are due on the dates specified with the faculty supervisor. 10% will be deducted for each day the assignment is late unless arrangement have been made prior to the deadline. Students should provide a **hard copy** of their assignments to the instructor in addition to electronic copies.



# University of Maryland College Park School of Public Health

## **Course Policies:**

### Email – The Official University Correspondence:

Verify your email address by going to [www.my.umd.edu](http://www.my.umd.edu).

All enrolled students are provided access to the University's email system and an email account. *All official University email communication will be sent to this email address* (or an alternate address if provided by the student). Email has been adopted as the primary means for sending official communications to students, so email must be checked on a regular basis. Academic advisors, faculty, and campus administrative offices use email to communicate important and time-sensitive notices.

**Students are responsible for keeping their email address up to date or for redirecting or forwarding email to another address. Failure to check email, errors in forwarding email, and returned email (from "full mailbox" or "unknown user" errors for example), will not excuse a student from missing University announcement, messages, deadlines, etc.** Email addresses can be quickly and easily updated at [www.my.umd.edu](http://www.my.umd.edu) or in-person at the Student Service Counter on the first floor of the Mitchell Building.

For technical support for University email: [www.helpdesk.umd.edu](http://www.helpdesk.umd.edu) or call 301-405-1400.

### Attendance:

Attendance at scheduled meeting with the site supervisor and other planned activities for the Independent Study is a requirement and an integral part of the work of the course. Students should coordinate with their faculty supervisors directly to make up any hours that are missed due to illness of the student, or illness of a dependent, religious observance (where the nature of the observance prevents the student from being present during the class period); participation in university activities at the request of University authorities; and compelling circumstance beyond the student's control.

### Late work and Missed Exams / Assignments

Assignments are due on the assigned deadline date. If you are ill, or otherwise need to reschedule assignment due dates, please notify the faculty supervisor in advance by email so arrangements can be made. 10% will be deducted for each day the assignment is late unless arrangements have been made prior to class. All coursework must be completed by the end of the term, or an incomplete grade will be assigned.

### Religious Observances

The University System of Maryland policy provides that students should not be penalized because of observances of their religious beliefs; students shall be given an opportunity, whenever feasible, to make up within a reasonable time any academic assignment that is missed due to individual participation in religious observances. **It is the student's responsibility to inform the instructor in advance of any intended absences for religious observance.**

### Special Accommodations / Disability Support Services

If you have a documented disability and wish to discuss academic accommodations for test taking or other needs, you will need documentation from Disability Support Service (301-314-7682). If you are ill or encountering personal difficulties, please let the instructor know as soon as possible. You can also contact Learning Assistance Services (301-314-7693) and/or the Counseling Center (301-314-7651) for assistance.



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## Academic Integrity

The University's code of academic integrity is designed to ensure that the principle of academic honesty is upheld. Any of the following acts, when committed by a student, constitutes academic dishonesty: **CHEATING**: intentionally using or attempting to use unauthorized materials, information, or study aids in an academic exercise.

**FABRICATION**: intentional and unauthorized falsification or invention of any information or citation in an academic exercise.

**FACILITATING ACADEMIC DISHONESTY**: intentionally or knowingly helping or attempting to help another to violate any provision of this code.

**PLAGIARISM**: intentionally or knowingly representing the words or ideas of another as one's own in any academic exercise.

For more information see: <http://www.shc.umd.edu/code.html>.

The Honor Pledge is a statement undergraduate and graduate students should be asked to write by hand and sign on examinations, papers, or other academic assignments. The Pledge reads:

*I pledge on my honor that I have not given or received any unauthorized assistance on this assignment/examination.*

The University of Maryland, College Park has a nationally recognized Code of Academic Integrity, administered by the Student Honor Council. This Code sets standards for academic integrity at Maryland for all undergraduate and graduate students. As a student you are responsible for upholding these standards for this course. It is very important for you to be aware of the consequences of cheating, fabrication, facilitation, and plagiarism. For more information on the Code of Academic Integrity or the Student Honor Council, please visit <http://www.shc.umd.edu>.

## Incllement Weather / University Closings

In the event that the University is closed for an emergency or extended period of time, the instructor will communicate to students regarding schedule adjustments, including rescheduling of examinations and assignments due to inclement weather and campus emergencies. Official closures and delays are announced on the campus website (<http://www.umd.edu>) and snow phone line (301-405-SNOW), as well as local radio and TV stations.

## **Grading Procedures:**

Completion of all independent study assignments as detailed in the EPIB 399 Independent Study contract is required. 10% will be deducted for each day the assignment is late unless previous contact has been made with the faculty supervisor.

## Grading (%):

98-100	A+	88-89	B+	78-79	C+	68-69	D+	< 60	F
94-97	A	84-87	B	74-77	C	64-67	D		
90-93	A-	80-83	B	70-73	C-	60-63	D-		

## **Course Outline / Course Calendar:**

Detailed in the EPIB 399 Independent Study contract.

## Epidemiology and Biostatistics Independent Study (EPIB399)

The EPIB undergraduate independent study is an opportunity for undergraduates from other departments in the SPH or the university to work with an Epidemiology and Biostatistics faculty member on research or special projects that are based out of EPIB.

During the EPIB 399 Independent Study experience, students will:

- engage in the research process;
- develop basic skills in epidemiologic and biostatistical research methods; and
- integrate previous coursework to apply knowledge to a specific epidemiologic or biostatistical research project.

Undergraduate students who are interested in doing an independent study with an EPIB faculty should follow these steps:

1. Determine a topic you are interested in learning more about, or determine if there are existing epidemiologic or biostatistics research projects in the department. Approach the EPIB faculty member who you think may be a good fit to work with you on the independent study. It is the student's responsibility to find and approach a faculty member who will agree to work with you. Key items to discuss are the type of work you would do with them, how many hours per week you would work with them, and what deliverables you'd produce and the dates they would be due.
2. Once you have secured an EPIB faculty person to work with on the Independent Study, go to the EPIB website and complete the EPIB 399 Undergraduate Independent Study Contract. The contract can be found by going to [*website under development*]. Both the student and the EPIB faculty person must sign off on the form.
3. Once you have the form signed by the faculty member you must present the EPIB 399 Independent Study Contract to your home department's Undergraduate Coordinator for their approval and signature. The final signature of approval is from the EPIB Director of Graduate Studies.
4. Submit the original copy of the application to the EPIB Director of Graduate Studies. Copies of the contract should go to your home department's Undergraduate Coordinator and your EPIB faculty supervisor.
5. If approved, you will be cleared to register for the course (EPIB 399).
6. **The completed and signed Independent Study Contract MUST be submitted to the EPIB Director of Graduate Studies prior to the first day of class in the semester in which the independent study is to be done.**

## Key EPIB 399 Independent Study Items to Remember

1. Over the duration of the semester you should plan to spend 45 hours per Independent Study credit hour. For example, if you'd like your Independent Study to count as 3 credit hours on your transcript, you must spend at least 135 hours on it in a semester. This takes into account the time onsite with your faculty supervisor as well as additional time outside of your "onsite" hours for papers, projects, etc.
2. The Independent Study maybe 1-3 credits, repeatable up to 6 credits. If you will continue the Independent Study into the following semester the scope of work must build upon the work conducted in the previous semester (it cannot be the same work).
3. It is solely your responsibility to find an EPIB faculty member who would be willing to work with you on your Independent Study. Students are not "placed" or "assigned" to a faculty person.
4. Make sure to approach the EPIB faculty member you would like to work with **early on**. Most faculty members require that students approach them the **semester before** the Independent Study is to be completed. *Faculty rarely agree to work with students who wait until the last minute and approach them only a few weeks or days before the semester begins.*
5. Students must have a minimum GPA of 3.0 to complete an Independent Study.
6. Check with your home department to determine the number of credits the Independent Study should be to count as an elective. This is usually 3 credits.

**Department of Epidemiology and Biostatistics**

**Undergraduate Independent Study (EPIB 399) Contract**

Student Full Name: \_\_\_\_\_ UID: \_\_\_\_\_

Student E-mail Address: \_\_\_\_\_ Independent Study Date (Semester/Year): \_\_\_\_\_

Number of Credits: \_\_\_\_\_ Number of Cumulative Credits to Date: \_\_\_\_\_

EPIB Faculty Sponsor: \_\_\_\_\_

Course and Section Number (obtained from EPIB faculty member): \_\_\_\_\_

Terms of Independent Study:

- Deadline for submission: The completed and signed contract must be submitted to Dr. Brit Saksvig, EPIB Director of Graduate Studies and your home department's Undergraduate Coordinator **BEFORE** the first day of classes on the start of the semester in which the independent study is to be done.
- The University of Maryland expects 45 hours of work for each credit hour (135 total hours for a 3 credit course).
- Check with your home department to determine how many credits are necessary to count toward an elective course (usually 3 credits).
- Students are responsible for ensuring that deadlines are met.

On a separate page (attached to the contract), please include detailed answers (approximately 1 paragraph each) to answer the following questions:

1. What is the nature of the independent study?
2. How does the independent study relate to your interest in epidemiology or biostatistics?
3. What are the deliverables you required by your EPIB faculty sponsor?
4. What is the timetable for the deliverables?
5. What types of meetings will be scheduled with your EPIB faculty sponsor and with what frequency?
6. What will be your weekly schedule?

\_\_\_\_\_  
Student, Signature/Date

\_\_\_\_\_  
EPIB Faculty Sponsor, Signature/Date

\_\_\_\_\_  
Home Department's Undergraduate Coordinator, Signature/Date

\_\_\_\_\_  
EPIB Director of Graduate Studies, Signature/Date