PPH 8210 Checklist for Course Completion & Enrollment in PPH 8220

Chairs: Please indicate the completion of each **Required** and **Recommended** ILE item in the table below. All required items must be received in APA format to be considered as complete.

If any **Required** item is not completed by the official end of the term, the student will not be permitted to register for PPH 8220 in the subsequent semester**. All parties should note that further revision of these items may be required for the ILE to be accepted as ready for presentation in ILE II.

Required Item	Notes	Complete	Incomplete
CITI Training http://www.med.wright.edu/ra/citi	Take the Social/Behavioral Investigator & Conflicts of Interest & Commitment.		
WSU APA Style and Formatting Guide	Consult this resource for document formatting on the MPH website under Student Resources		
Core and Concentration Competencies	Speak with your chair and concentration director about these competencies		
The sections below each get their own titled section in the document.	*Indicates page break needed.*		
Title Page*	Include Running head: ABREV TITLE and page number (starting with 1)		
Acknowledgements Page*	Optional.	Make a placeholder: written at conclusion of manuscript	
Table of Contents*			
Abstract*	Limited to **250** words (counted by MS Word under Review tab). *Keywords* (five to seven) not part of word count.	Make a placeholder: written at conclusion of manuscript	
Introduction	One to three pages.		
Statement of Purpose	One paragraph.		
Review of Literature	Synthesis of peer reviewed literature with discussion of findings using analysis, comparison, and contrasts.		
Methods	Methodology, research question(s), variables of interest defined, IRB application must be drafted by end of term (if needed).		
References*	Must be in APA format; Use of *Refworks* or similar program (Mendeley, EndNote) is recommended.		
Appendices*	IRB approval must be included or proof of exempt status or non-human-subject status. Core and concentration competency checklists to be included.		
Identify and invite ILE Reader			
Project timeline for ILE II			
Format check w/ ILE Faculty	ILE I document must be turned into ILE Faculty for format check at end of ILE I.		
Recommended Items			
Refworks training with Ms. Bette Sydelko			
Read book entitled *They Say, I Say* by Gerald Graff, Cathy Birkenstein & Russel Durst (2009)			

Student Name: _____

Chair Name & Signature: _____ Date: _____

**Students are required to register for one credit hour (PPH 8230) each term until approved to register for ILE II.

Rev. 7/19/2018