**Reading & Research 20295A Course Information Form**

**MS in Clinical & Translational Science Program**

Directions: Students should complete sections A and B. Please type or print clearly using blue or black ink. Section C should be completed by student’s Reading and Research advisor before returning to:

**Memory Bacon, MBA**

**CTSI**

**Medical College of Wisconsin**

**8701 Watertown Plank Road**

**Suite H 2800**

**Milwaukee, WI 53226-0509**

 **OR**

**E-mail: mbacon@mcw.edu**

*Those students wishing to return this form by e-mail should scan the document after all sections have been completed and send to the e-mail address above.*

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**Section A. General Information (To be completed by student)**

Course: **Reading & Research 20295A**

Semester Enrolled:

Number of Reading & Research credits enrolled in during semester listed above: \_\_\_\_\_\_\_\_\_\_\_\_

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

MCW E-mail: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Area of Research Interest: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Section B: Reading & Research Project Outline (To be completed by student)**

Please provide a brief outline of your Reading & Research study course plan for this semester. This should be completed with your Reading & Research advisor’s input. Please provide the contact information for any additional faculty you will be working with during this period of study. Indicate how often you will be meeting with your advisor, and state the research objectives and goals with an appropriate timeline for completion (2 page maximum).

**Section C: Advisor’s Information, Agreement & Signature**

**(To be completed by advisor)**

Advisor’s Name (including credentials): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Department: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Preferred Mailing Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

E-Mail: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Criteria for Being Approved by the MS in CTS Program as a Reading and Research Advisor:**

Individuals will be approved to serve as a Reading and Research (R & R) Advisor upon meeting the following criteria:

* Has obtained a doctoral level degree from an accredited institution of higher learning
* Has demonstrated expertise (training, research or publications) in an area that is appropriate to serve as a student’s R & R Advisor (Must furnish a CV to verify eligibility if one does not currently hold a *Graduate School* Appointment)
* Is a faculty member in a graduate program at an accredited institution
* Has a sufficient amount of time to devote to being a student’s R & R Advisor
* Has an understanding of the timelines and duties associated with being a R & R Advisor
* Receives approval of the Program Director (Advisor must receive approval from the MS in CTS Program before the student engages in a R & R project with advisor)

**Responsibilities for Reading and Research Advisors:**

* Provide guidance to the student, as needed, in the development of his/ her R & R project
* Review and approve the R & R Project Outline
* Act as the Principle Investigator for the student’s application to the MCW IRB if deemed appropriate by the MS in CTS Program
* Review products submitted by the student, and provide guidance, resources, and constructive feedback
* Meet with student regularly to monitor progress on R & R project
* Evaluate the products submitted by the student, assess learning objective/ competency achievement, and assign the final grade for R & R course
* Ensure that student devotes 36 hours of work for each (1) credit of R & R enrolled during the current semester

**Grading Reading and Research Progress:**

* Student’s R & R grades are assigned by advisor at the end of each semester in which the student is registered for R & R credit(s)
* Grades are based on the following scale:

|  |  |
| --- | --- |
| **Grade** | **Criteria for Grading** |
| E=excellent | All materials submitted on time; work is of publishable quality; progress on R & R project was noted  |
| G=good | All materials submitted on time; work is of nearly publishable quality; progress on R & R project was noted  |
| S=satisfactory | All materials submitted on time; quality of work is fair; progress on R & R project was noted  |
| U=unsatisfactory | All materials were not submitted on time; quality of work is lacking; no significant progress was noted for R & R project  |

Final Reading and Research grades (i.e., E, G, S, or U) should be assigned no later than one week after the course ends. Within this timeframe grades should be submitted via e-mail to mbacon@mcw.edu. Reminders will be sent to faculty to submit R & R grades at the end of each semester.

I understand and support my advisee’s responsibilities for completing the Reading & Research Course. I understand and agree that my role as a Reading & Research Advisor is to oversee the progress of the student for the duration of the Reading & Research Course based on the criteria stated above for Reading and Research advisors. I understand and agree to assign one of the following grades for the student to the MS in CTS Program no later than one week after the last day of the course. I understand that a grade of Satisfactory or above is required for the student to pass the course.

Advisor’s Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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