IMPORTANT NOTE: This is a sample timeline that an MPH student could follow in completing their CE if they seek to graduate Spring of 2015. For clarification on deadlines speak to your advisor or email pec@northwestern.edu. The student may NOT BEGIN a project until completing the steps 1-5 below and receiving written APPROVAL (by e-mail) of the application/proposal by the Professional Experience Committee.

July/August 2014

**Step 1:** Identify an Advisory Group (consisting of a Program of Public Health Faculty Member and 1-2 other advisory group members).

**Step 2:** Identify topic and project with guidance from Advisory Group.

**Step 3:** Write first draft of proposal, have Advisory Group review and comment, and revise based on their comments.

Early September

**Step 4:** Complete CITI Basic Training (approximately 5 hours) and send certificate to PEC@northwestern.edu or the mailing address below.

-OR-

If you completed CITI Basic Training as part of your Field Experience (FE), please confirm completion by sending your certificate to PEC@northwestern.edu or the mailing address below.

Send a copy of the NU Certificate of Completion attention to:

MPH Professional Experience Committee  
Northwestern University Feinberg School of Medicine  
Program in Public Health  
633 N. St. Clair, 18th Floor  
Chicago, IL, 60611  
PEC@northwestern.edu

Deadline: September 12, 2014

**Step 5:** Submit CE Application Form and First Draft Proposal to The Professional Experience Committee at PEC@northwestern.edu. See Section F of Application Instructions for more information.

* IMPORTANT: Failure to submit your proposal to the Professional Experience Committee by September 12th may seriously jeopardize your ability to graduate from the MPH program in June 2014.

What happens next? The Professional Experience Committee reviews and comments on/approves the draft proposal. If the draft proposal requires extensive changes, the Professional Experience Committee may choose to request for a revised draft to be resubmitted for review before approval.
Fall 2014 – December 2014

Step 6: Address revisions/comments (if any) as identified by the Professional Experience Committee and resubmit.

Step 7: Once Professional Experience Committee approves your proposal:
- Begin Project
- If you are on track for completing your project in time for a June 2013 graduation, you will be sent information via email on how to schedule your presentation.

Deadline: January 9th, 2015

Step 8: Submit a one to two paragraph status report on the project to the Professional Experience Committee at PEC@northwestern.edu.

Deadline: February 23, 2015

Step 9: Submit first draft of the Culminating Experience paper to your Advisory Group for their review WITH A COPY TO (PEC@northwestern.edu).

Deadline: March 23, 2015

Step 10: Submit FINAL draft of the Culminating Experience paper WITH Advisory Group e-mail approval to pec@northwestern.edu. The final draft of the paper will be reviewed and formally critiqued by two members of the PEC. If extensive revisions to the paper are requested, they will need to be completed and a revised paper will need to be resubmitted by 2 week before the scheduled presentation. ONLY students who've received approval from the PEC on their final version of the paper will be allowed to go ahead with their scheduled presentations.

Throughout April 2015

Step 11: Complete “Application for a Degree” and “Master’s Candidate Certification” Forms and Submit to (PEC@northwestern.edu). http://www.tgs.northwestern.edu/academics/academic-services/masters/degree/index.html.

On April 24th or May 1st

Step 12: Give CE oral presentation to the Program in Public Health:
- By Noon the day before your presentation: Send your PowerPoint Presentation (as well as any handouts to be copied) to PEC@northwestern.edu
- On the day of your presentation:
  - Plan to attend as much of your assigned day as you can, but at least the entire session in which your presentation is assigned in order to give your classmates support
  - You will need to complete a brief computer based evaluation of the CE process after your presentation is complete.

IMPORTANT: If you are receiving clerkship credits for your CE as a research elective in the Medical School, you will need to complete your CE to the PPH program's satisfaction (which means completing the CE paper and presentation by the given deadlines) and the brief computer based evaluation of the CE process in order to satisfy the MD clerkship elective and graduate Spring 2015.