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**WEST VIRGINIA  
CLINICAL & TRANSLATIONAL SCIENCE INSTITUTE**

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## **Academic Education Programs Advising and Management**

### **Overview**

In collaboration with West Virginia University, the West Virginia Clinical and Translational Science Institute (WVCTSI) manages admissions and advising processes for academic programs under the Clinical and Translational Science (CTS) umbrella.

### **Purpose**

The purpose of this policy is to identify and outline the procedures by which the WVCTSI Education Coordinator advises and manages the education programs within the Professional Development (PD) Core of the WVCTSI.

### **Scope**

This policy applies to all academic education programs (Certificate, MS, and PhD) within Clinical and Translational Science.

### **Clarification**

The primary focus of the procedure is on the tasks of Education Coordinator in relation to the academic education programs.

### **Definitions**

**Education Programs** – refers to Certificate in Clinical and Translational Science (CTS), Master of Science (MS) in CTS, and Doctor of Philosophy (PhD) in CTS.

**Professional Development (PD)** – formal education like academic degrees, formal coursework, or specialized training to improve professional knowledge, competence, and skills.

# Policy

The Education Coordinator manages three education programs: Certificate in CTS, MS in CTS, and PhD in CTS, with each program having its own procedures to follow.

## Procedures

### Processing Applications for Admissions

1. Retrieve the completed applications for admission from the Hobsons system. Access to the Hobsons system is required to process applications. To request access, contact the WVU Health Sciences Office of Research and Graduate Education.
2. Check to see if all required documents for application are submitted (completed application, personal statement, CV, 3 letter of recommendations, GRE scores, and academic transcripts) and save/download the materials
3. Create application cover sheet from template and add to the packet. Template located on WVCTSI public drive.
4. Print and scan (or save as a .PDF) the applicant's standardized test scores from WVU Banner system. To request access, contact the WVU Registrar's office.
5. Once application packet is complete, submit to CTS Admissions committee for review. The committee is comprised of PD Chair and Co-chair, and other faculty members familiar with the CTS programs.
6. Arrange an application review meeting with the admissions committee (Certificate/MS and PhD committees are composed of different members)
  - a. For PhD applications, the committee decides which applicants to interview.
  - b. The Education Coordinator arranges interviews (in person or webcast) between applicant and admissions committee.
7. Once applications are reviewed by the committee, the Education Coordinator completes the decision form and submits it to the WVU Health Sciences Office of Research and Graduate Education.

### Advising and Management of Certificate/MS Students

8. If an applicant is accepted to the Certificate or MS program, the Education Coordinator contacts the student to arrange the first advising appointment to discuss curriculum and plan of study.
9. Each semester, the student meets with the Education Coordinator to schedule courses.

10. Education Coordinator sends emails and checklist to students to keep them on track.
11. Once course schedule is decided, the Education Coordinator requests or places all course permissions or overrides if necessary.
12. The Education Coordinator communicates to the student all semester deadlines and information regarding tuition waivers, student insurance, state residency status, and any other necessary information.
13. The Education Coordinator discusses with the student all forms that are required: committee approval (due 2<sup>nd</sup> semester), plan of study (due prior to completion of 18 credit hours), Application to Graduate (due mid-semester of semester of graduation), Shuttle Sheet for Thesis/Grant Proposal Defense (due 1 month prior to presentation). Once completed with appropriate signatures, the Education Coordinator submits the forms to the WVU Health Sciences Office of Research and Graduate Education.
14. The Education Coordinator meets with students each semester to help select the courses that are part of their Plans of Study.
15. The Education Coordinator schedules meetings for students one-on-one and as group each semester with the PD Core Chair.
16. Education Coordinator encourages students to become a WVCTSI member.

### **PhD Program Coordination**

1. In addition to application management, the Education Coordinator works with the WVU Health Sciences Office of Research and Graduate Education to schedule rooms for CTS courses and to add new sections to courses for CTS students.
2. Once course schedule is determined, the Education Coordinator requests or places all course permissions or overrides as needed.
3. Schedule meetings, send emails, coordinate events, and send announcements etc. that are requested by the leadership of the CTS PhD program.

### **Metrics Management**

1. Each quarter, the Education Coordinator requests the following information from the students in the CTS education programs for the WVCTSI Quarterly report:
  - a. Number of peer reviewed publications citing the WVCTSI grant
  - b. Number of abstracts accepted for presentation at professional conferences citing the WVCTSI grant
  - c. Number of proposals submitted for external funding that utilized WVCTSI resources
  - d. Number of proposals for external funding awarded

2. The Education Coordinator maintains a spreadsheet of all CTS students with the following information (Located on WVCTSI public drive):
  - a. Date of enrollment
  - b. Graduation date
  - c. Research topic
  - d. Mentors/Research Committee
  - e. Title
  - f. Position at time of enrollment
  - g. Post-graduation information

## **Roles and Responsibilities**

It is the role of the Education Coordinator to ensure that the students enrolled in the CTS academic education programs receive information that fit within the goals and mission of the PD core and the WVCTSI. The Education Coordinator shall work with the Director of Investigator Development and the Chair of the Professional Development Core to ensure that programmatic goals are met. The Education Coordinator shall also work closely with the Office of Research and Graduate Education at WVU Health Sciences to comply with all deadlines and policies.

## **References and Authority**

- Policies and Forms: <http://www.hsc.wvu.edu/resoff/graduate-education/policies-and-forms/>
- Course Catalog: <http://catalog.wvu.edu/graduate/schoolofmedicine/ms20in20cts/>
- PhD in CTS Student Handbook: [http://wvctsi.org/media/6189/cts-phd-handbook\\_final-august-2016.pdf](http://wvctsi.org/media/6189/cts-phd-handbook_final-august-2016.pdf)

# Approval and Authority to Proceed

I approve the project as described above, and authorize to proceed.

Name	Title	Date
Sally L. Hodder, MD	Director, West Virginia Clinical and Translational Science Institute	3/07/17



Approved By \_\_\_\_\_ Date 3/07/17