

## Application for Year-off Programs for UMMSM MD/ MPH Program Students

Students in the dual degree MD/ MPH program who would like to apply for a program that will require a one year leave of absence between the 3<sup>rd</sup> and 4<sup>th</sup> years of school must first obtain permission from UMMSM administration. This is required even if the program itself does not require the school's permission. The approval for this activity is limited to participation in programs/ projects that would support overall training in the dual degree program in public health and medicine, with a preference for recognized national or international programs. The consideration of a student application includes the content and quality of the program/ project, its relevance to the dual degree curriculum, and the overall fit to the student's career goals and experiences. In addition, the dates of the program must mesh with the schedule of the UMMSM MD/ MPH medical school curriculum and academic calendar.

A leave of absence between the 3<sup>rd</sup> and 4<sup>th</sup> years is not permitted for capstone related work. Applications will not be accepted for programs that would require a leave of absence before completion of the third year of the dual degree program.

Each application will be considered on an individual basis with consideration of the student's overall performance and standing in the UMMSM MD/ MPH program. Prior to consideration of the application, the student will be required to:

- Meet with the Director of the MD/ MPH program (Dr. Roderick King or his designee) and/or the Assistant Regional Dean for Student Affairs (Dr. Julia Belkowitz) to further discuss the student's goals
- Submit to the committee the materials listed below for review. A copy of the student's current curriculum vitae should be included the application materials.

For ***established national programs***, please provide the following documents. These materials should be submitted at least 1 month prior to the deadline of the program application. Submit these materials electronically to Dr. Belkowitz (email: JBelkowitz2@med.miami.edu), Dr. King (email: r.king@med.miami.edu) and Ms. Renita Revere (email: rxr913@med.miami.edu):

1. A list of programs that you plan to apply (in order of preference) and application due dates
2. Brief summary of the program (250 words or less)
3. Application requirements and/ or prerequisites (letters from administration, letters of recommendation, etc.)
4. Link to the program website when available
5. Program start and finish dates, as applicable
6. Specific details about how this particular program would enhance your training in the MD/ MPH program and your career as a public health physician. (maximum one-page)
7. Specific information about previous experiences that support your application for each specific program (this could include work with student organizations, experiences before medical school, your capstone fieldwork and/or project, etc.). (maximum one-page)

If creating an ***independent mentor-guided research project***, student must submit the following documents. These materials should be submitted at least three months before the start of the start of the proposed research project academic year to Dr. Alberto Caban-Martinez (email: acaban@med.miami.edu) for initial review. Once the initial materials are approved by Dr. Caban, they

should be forwarded to Dr. Belkowitz, Dr. King and Ms. Renita Revere for review by the MD/ MPH Steering Committee.

1. A project proposal including the following components:
  - a. Title of project
  - b. Summary of the research project (maximum 500 words)
  - c. Public health relevance of the project
    - i. Public Health/Medical significance and background of project (if working on multiple different projects throughout the year, provide a significance/background section for each project)
    - ii. Include specific aims and testable hypothesis for each project
    - iii. Describe your study design (sample population, recruitment, eligibility criteria, study measures to be collected, data analysis plan, etc).
    - iv. Describe your specific role in the project (i.e., collect data, consent participants, analyze data, draft reports or manuscripts, etc.)
  - d. Proposed activities and structure of the year off
    - i. Describe the tasks and activities you have proposed to work on during the time off beyond working on the abovementioned projects (i.e., attending weekly seminars, service projects, shadowing activities, etc.). \*\* please note that MD/MPH students are not covered by UMMSM/UHealth medical liability insurance coverage during the year off. Students interested in clinical shadowing during the time need to consult Dr. Belkowitz).
  - e. Proposed outcomes of the project (publications to specific journals, etc.)
    - i. Describe your publication and abstract submission plan as discussed with your mentor at training location
  - f. Timeline (one-page max) showing proposed research activities throughout the year period.
  - g. References supporting background/significance section.
2. Letter of support from the research mentor, including contact information
3. Specific details about how this particular experience would enhance your training in the MD/ MPH program and your career as a public health physician
4. Specific information about previous experiences that support your work in this area (this could include work with student organizations, experiences before medical school, your capstone fieldwork and/or project, etc.)