

PROCEDURES FOR ON-BOARDING:

1. Students should receive permission from their academic program/department and advisor to participate in a research/clinical internship experience that is directly related to their course of study. If a graduate student, permission will be required from the student's advisor.
2. Student will need to identify a faculty sponsor or co-sponsor on the Bowman Gray Campus.
3. Student will send their completed application along with a copy of their immunization report to the Admission Coordinator, Beth Whitsett (bwhitset@wakehealth.edu), in the Biomedical Science Graduate Office to complete requirements for on-boarding.
4. A copy of the student's immunization report may be obtained online from the Student Health Services website (<http://shs.wfu.edu/>).
5. Student data is processed via HR PeopleSoft to assign a POI #.
6. Once Beth Whitsett receives the student's medical center ID, she will contact the student to arrange a meeting to sign paperwork in the Graduate School office, and to obtain the ID badge.
 - a) Student will sign the confidentiality agreement form.
 - b) Student will sign the e-mail and internet usage agreement form
 - c) Student will sign the honor code policy.
7. The medcenter ID, e-mail and parking access will be limited to the duration of the internship.
8. Student will complete a hazard assessment with faculty sponsor on the first day of their internship.
9. The hazard assessment is returned to the Graduate School office. The Graduate School will submit the form to Environmental Health and Safety (EHS) for processing.
10. EHS assigns appropriate on-line training per the hazard assessment evaluation.
11. As applicable, student will complete all research training requirements for working with research subjects (e.g., training prescribed by the Animal Care and Use Committee) or patient contact.

EXIT PROCEDURES:

12. Student returns badge to the Graduate School Office.
13. Badge is returned to the Medical Center ID office and access is terminated for building and parking.
14. POI is inactivated in HR PeopleSoft.
15. Email account is disabled.

CONTACT / MAILING ADDRESS:

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