FUQs

Frequently Unasked Questions (that should have been asked)

What is a deliverable?

A deliverable is a concrete product that anyone can look at and clearly see the corresponding competency demonstrated. Think about an outside person reading the competency and looking at the deliverable. Do they clearly correspond? Some are pretty straightforward. For example, if your competency is "Analyze quantitative and qualitative data using biostatistics, informatics, computer-based programming and software, as appropriate," a data analysis report should clearly show this. However some might require creativity to demonstrate the competency. Consider "Apply principles of leadership, governance and management, which include creating a vision, empowering others, fostering collaboration and guiding decision making." You would have to demonstrate through some kind of document the principles of leadership, governance, and management AND show how you have created a vision, empowered other, fostered collaboration, and guided decision making (see the next FUQ). There is a lot going on there. Choose your competencies with this in mind.

What if my competency contains the word "and?"

Whenever the word "and" is used, it means you must do ALL of the things in the statement. See previous FUQ.   Another example is for "Communicate audience-appropriate public health content, both in writing and through oral presentation" the expectation would be some written document AND some evidence of an oral presentation (powerpoint, poster, etc.).

What is a(n) _____ (policy brief, whitepaper, infographic, literature review, etc.)?

If you have said you are going to produce a very specific product, make sure you know what exactly it is that you are promising. A literature review is not just reading three papers. An infographic is not a bulleted list on a pink background. Make sure you are clear and that you've cleared it with Dr. Williams and/or Ms Brown. The four listed are not meant to be a definitive list.

Resources

Policy brief: https://writingcenter.unc.edu/policy-briefs/

Whitepaper: https://www.instructionalsolutions.com/blog/how-to-write-white-paper

Infographic: https://visualisinghealth.com/design-guidelines/

Literature review: https://writingcenter.unc.edu/tips-and-tools/literature-reviews/

How do I submit my deliverables?

All deliverables are to be posted onto your portfolio. The name of the document should include a number that corresponds to your proposal. If, for example, the first deliverable you have listed on your proposal is a literature review, name is something like "D1 literature review." If the third one on your proposal is SAS code, name it "D3 SAS code." No one should have to guess as to which deliverable goes with which competencies. Also be sure all documents are labeled within the document with appropriate identifying information. For example, SAS code should have an identifying title on the first page that says what the code does.

I have "performing effectively on interpersonal teams" as one of my competencies. How do I document that?

At a MINIMUM, the expectation would be a team list including roles and meeting minutes.

My practice site does not want me to share the work I am doing with anyone. How do I document my competencies?

Your preceptor should understand from the very start that this is a class and you will be expected to demonstrate your work. That being said, if you are working with confidential data, we do not in any way want you to compromise anyone's confidentiality. Work with the practice office to determine what can be submitted to meet your requirements. Aggregate data reports are one example.

One of my deliverables is a paper. Are there any particular requirements?

Papers can differ depending on the purpose, but there are some things that would be expected of every paper. Any paper should have a title page and citations. The paper should also be grammatically and factually correct. Most papers should have some kind of introduction/statement of issue and some kind of conclusion/recommendations. Discuss any specifics with Dr. Williams or Ms Brown.