

HLTH5504/HLTH5505: Interdisciplinary Health Research Project Guidelines

Objective

To carry out an interdisciplinary and/or community-engaged health research project that advances our knowledge on a health topic, to be determined in consultation with project supervisor(s) and relevant stakeholder(s) and/or community partner(s).

Deliverables

- Communication strategy and research project contract
- A comprehensive literature review of the research topic, done in such a way that it identifies a critically important research gap and provides a rationale for undertaking the project.
- Data collection and/or analyses and interpretation
- A final report (to include study background, rationale, hypothesis, results, conclusions)
- A final presentation to faculty, students, and relevant stakeholders (e.g., community partners)
- Knowledge dissemination products and activities as appropriate.

Course Structure & Expectations

Although HLTH5504/HLTH5505 are courses, they are structured as graduate-level research projects. The student(s) must work together with their project supervisor(s), who will guide all stages of the project.

Individual and Group Evaluation:

- Although HLTH5504 is a group-based project, students will be assessed based on their substantive contributions to the project. This includes attendance and participation in group meetings. Letter grades will be assigned based on an individual student basis. To facilitate this evaluation, each group is required to submit *a progress report (1-2 pages) on the last day of each month*, outlining each group members' contributions over the previous month and challenges encountered. This report should also outline the activities that will occur over the following month.
- For HLTH5505, the student will be assessed by their direct supervisor, and where relevant, the research team. A letter grade will be assigned by the supervisor. The student should submit monthly progress reports, or as agreed upon with the supervisor and/or research team.
- The department and faculty organize seminars over the course of the academic year; these seminars provide important insights on conducting research and are often directly relevant to the topics of the projects. Students enrolled in 5504/5505 are expected to attend these seminars.
- The final report will also include a section outlining each student's substantive contributions to the project from its initiation to completion (see final report guidelines for further details).
- The project represents graduate-level research among students who are enrolled in the HSTP on a full-time basis. We highly discourage students from working full-time hours while completing

the HLTH5504 project. If the quality of the report does not satisfy the expectation of the supervisor(s) the end date of the course will be extended for the specific student, or a FAIL grade will be recorded.

- While students are encouraged to publish their findings in peer-reviewed journals and/or present their findings at conferences or community-engagement events, these activities are not part of their formal evaluation. Such publications and presentations, however, must be guided and approved by the supervisor(s) in advance, as well as appropriately acknowledge the supervisor(s), collaborators, Department of Health Sciences, and Carleton University.

Data Security

- The research that is being done within the Carleton University context, and with the facilities provided by the University, data and any associated intellectual property obtained or derived from these projects will remain the property of the University and of the research supervisor(s). For projects supervised by external partners, the student(s) must abide by the partners data storage and intellectual property agreements. The University recognizes that due to privacy issues, some aspects of the data cannot be shared.
- It is the students' responsibility to ensure that data are kept confidential and secure. The security and privacy measures in place regarding data access and handling will be determined on a project-by-project basis in consultation with the supervisor and partner, and informed by ethics guidelines.
- The supervisor(s) (and partner, if required) must have, at all times, unrestricted access to all data, derivations of the data, analyses, outputs, and other documents related to the project, for continuity and oversight purposes.
- At all times, in accordance with REB guidelines, supervisors must be able to access all data. Further, upon completion of the project, and before a final grade can be assigned, all data must be turned over to the Department of Health Sciences and data documentation including a data dictionary must be created or to the external partner. At the discretion of the supervisor(s), arrangements may be made for the students to have continued access to the data, as needed on secure workstations within the department, in order to generate a paper for publication or produce data for presentation. Students are also responsible for abiding by the REB procedures for progress and closure reports as relevant.

Communication:

- Supervisors will meet regularly with students as required. Meetings will be scheduled based on the supervisor's availability, and the requirements of the research project. Whenever possible, emails will be answered within 48 hours of receipt (with the exception of weekends/holidays). Timelines for feedback on deliverables will be decided on by the faculty supervisor in consultation with the students.
- Group members should discuss their ideas and queries together as a group before contacting supervisor(s) to avoid multiple queries on the same topic. Ideally, each group will select one member of their group through which all communication with the external partner(s) will flow.

- Each group will select one member of their research team to communicate via email with the project's external community partners. The supervisor must be copied on all emails to the external partner for continuity. The supervisor and group should determine, ahead of time, whether the group needs to inform the supervisor of their intent to contact the partner prior to doing so. This will avoid unnecessary contact with the external partners and show respect for the partner's time.
- Communications about the project should never be carried out in public forums (such as, but not limited to, Facebook and Twitter). Given the potentially sensitive nature of the data and partnerships, the group must keep security and privacy at the forefront of their minds at all times when discussing the project, data, partners, other group members and previous communications. This also ensures that discussions remain professional and between participants of the project only.
- The point of contact for all media/dissemination should be the supervisor, and the (co)-supervisor(s) must be copied on all correspondence with media contacts. If any media/communications outlet/person contacts the group, they should be directed to the supervisor. All media and dissemination activities must be approved by the supervisor(s) before students make any such requests of media contacts. The supervisor and community partner, if required, must have final approval on all materials, media, and or/dissemination products **prior** to their publication/release/communication. In all cases, the (co)-supervisors, the Department of Health Sciences, and Carleton University must be acknowledged as the primary institution affiliation (along with partners, if applicable, and if they wish to be identified).

Instructional Offences

The University Senate defines plagiarism as "*presenting, whether intentional or not, the ideas, expression of ideas or work of others as one's own.*" This can include:

- reproducing or paraphrasing portions of someone else's published or unpublished material, regardless of the source, and presenting these as one's own without proper citation or reference to the original source;
- submitting a take-home examination, essay, laboratory report or other assignment written, in whole or in part, by someone else;
- using ideas or direct, verbatim quotations, or paraphrased material, concepts, or ideas without appropriate acknowledgment in any academic assignment;
- using another's data or research findings;
- failing to acknowledge sources through the use of proper citations when using another's works and/or failing to use quotation marks;
- handing in "*substantially the same piece of work for academic credit more than once without prior written permission of the course instructor in which the submission occurs.*"

Plagiarism is a serious offence that cannot be resolved directly with the course's instructor. The Associate Deans of the Faculty conduct a rigorous investigation, including an interview with the student, when an instructor suspects a piece of work has been plagiarized. Penalties are not trivial. They range from a mark of zero for the plagiarized work to a final grade of "F" for the course, and even suspension from all studies or expulsion from the University. Standing in a course is determined by the course instructor subject to the approval of the Faculty Dean.