

## **Professional Paper Submission Form Instructions**

### **The student will**

1. Download the Professional Paper Submission Form and save it to their hard drive.
2. Complete and electronically sign Part A of the Professional Paper Submission Form and save the form to their hard drive again.
3. E-mail the following to their primary advisor all together in one email
  - a. The saved Professional Paper Submission Form, and
  - b. Final professional paper, poster, presentation recording (if required) and competency achievement table.
    - i. The paper, poster, and competency achievement table should all be saved in pdf format.
    - ii. Students should name the electronic files in the following manner.  
product\_FirstLastNames\_Year\_Semester, e.g., ProPaper\_Rashmita Basu\_2022\_Spring.

### **The Professional Paper Primary Advisor will**

1. Review student's final professional paper, poster, presentation recording (if required) and competency achievement table and determine if they are acceptable.
2. Save the student's Professional Paper Submission form on their hard drive, complete and electronically sign Part B of the form, and then save the form again.
3. Forward by email the student's final professional paper, poster, presentation recording (if required) and competency achievement table along with the completed Professional Paper Submission Form electronically to the student services coordinator.

### **The Student Services Coordinator will**

1. Save the student's final professional paper, poster, and competency achievement table to the respective electronic folders.
2. Send the registrar the required information on the student's professional paper completion.

## Professional Paper Submission Form

### Part A - To be completed by student

Student's Name \_\_\_\_\_ Student's Banner ID Number \_\_\_\_\_

Professional Paper Title \_\_\_\_\_  
\_\_\_\_\_

Year of Completion \_\_\_\_\_ Semester of Completion \_\_\_\_\_

Student's Non-ECU eMail address \_\_\_\_\_

Student's Signature \_\_\_\_\_ Date \_\_\_\_\_

### Part B - To be completed by professional paper primary advisor

I confirm that \_\_\_\_\_ successfully completed all work required for  
*Name of Student*

the Professional Paper on \_\_\_\_\_  
*insert date of completion*

and that the content advisor has had the opportunity to review a draft of the professional paper.

(Check here if no content advisor )

Primary Advisor's Name \_\_\_\_\_ MPH 6992 Section Number \_\_\_\_\_

Primary Advisor's Signature \_\_\_\_\_ Date \_\_\_\_\_