Welcome to the Applied Ethics and the Professions MA with a concentration in Biomedical and Health Ethics (AEP-BHE) degree program! The program is administered by the School for the Future of Innovation in Society (SFIS). This handbook is designed primarily to guide graduate students through the degree program. It includes specific information about requirements and policies associated with the degree program. Should questions arise that are not answered here, consult the program advisors.

Andra Williams
Graduate Program Advisor
Interdisciplinary B, Room 366
Phone: 480-727-9498
Fax: 480-727-8791
andra.williams@asu.edu

Dr. Karin Ellison
Interim Degree Program Chair
LSC 324
Phone: 480-727-7111
karin.ellison@asu.edu

Fall 2015
# TABLE OF CONTENTS

## INTRODUCTION
- PURPOSE OF THE HANDBOOK ................................................................. 1
- STUDENT RESPONSIBILITY ................................................................. 1
- PROFESSIONAL ETHICS AND ACADEMIC INTEGRITY ...................... 1
- DISCRIMINATION COMPLAINTS ......................................................... 2
- CRISIS SERVICES .................................................................................. 2
- TITLE IX ................................................................................................. 3

## SCHOOL FOR THE FUTURE OF INNOVATION IN SOCIETY (SFIS)
- WHAT IS SFIS? ......................................................................................... 5
- ORGANIZATION OF SFIS ................................................................. 5

## ADMISSIONS POLICIES FOR AEP MA - BIOMEDICAL AND HEALTH ETHICS
- APPLICATION DEADLINE ................................................................. 7
- APPLICATION PROCESS ................................................................. 7

## STEPS TOWARDS DEGREE
- WHAT IS THE AEP - BIOMEDICAL AND HEALTH ETHICS? ............. 9
- DEGREE REQUIREMENTS ................................................................. 9
- ENROLLMENT ......................................................................................... 10
- ENROLLMENT STATUS AND REQUIREMENTS .................................. 10
- SUPERVISORY COMMITTEE ............................................................ 11
- PLAN OF STUDY (POS) ...................................................................... 11
- TYPES OF COURSES USED ON THE POS ......................................... 11
- POS APPROVAL .................................................................................. 13
- COMMITTEE CHANGES TO POS ...................................................... 13
- COURSE CHANGES TO POS ............................................................ 13
- APPLIED PROJECT AEP 593 ............................................................ 13
- APPLIED PROJECT STEPS .............................................................. 14
- REPORT OF FINAL MASTER'S CULMINATING EXPERIENCE ............. 15

## MOVING TOWARDS GRADUATION
- REGISTRATION DURING GRADUATION SEMESTER ......................... 17
- REVIEW POS FOR ACCURACY ......................................................... 17
- APPLY FOR GRADUATION ............................................................... 17
- COMPLETE ALL DEGREE REQUIREMENTS .................................... 18

## ACADEMIC STANDARDS
- SATISFACTORY PROGRESS .............................................................. 19
- PROBATION ......................................................................................... 19

## MAXIMUM TIME LIMIT FOR DEGREE PROGRAMS ............................ 21

## IMPORTANT REMINDERS .............................................................. 21

## APPENDIX A: FORMS ....................................................................... 23
INTRODUCTION

PURPOSE OF THE HANDBOOK
The handbook provides an overview of the policies and procedures for students in the Applied Ethics and the Professions – Biomedical and Health Ethics (AEP-BHE) degree program. It serves as an initial resource to give guidance and to answer questions, but students are also encouraged to consult with their advisor, the Degree Program Chair, or the SFIS Graduate Program Advisor. The primary references for graduate students on rules and regulations are the Arizona State University Academic Catalog which can be found at http://catalog.asu.edu/ and Graduate Education Policies and Procedures Manual available online at https://graduate.asu.edu/policies-procedures. Each student should become familiar with both.

STUDENT RESPONSIBILITY
It is the responsibility of each student to understand and observe all procedures and requirements specified by Graduate Education and the School for the Future of Innovation in Society. It is a requirement for all students to read and understand the AEP-BHE Graduate Student Handbook, the ASU Academic Catalog and Graduate Education Policies and Procedures. Faculty and staff provide academic advice and assistance; however, the ultimate responsibility for meeting degree and other requirements remains with the student. All ASU students are also required to have an active ASU e-mail account and to check it frequently. Students may forward their ASU email to another preferred account but are still responsible for frequently checking their official ASU email account for correspondence. Instructions on how to forward email can be found on the ASU Help Center web site at http://help.asu.edu. Information is provided to students via MyASU (http://my.asu.edu) and students should frequently check their MyASU Account for information regarding their status, holds, and list of “to do” items.

PROFESSIONAL ETHICS AND ACADEMIC INTEGRITY
As a graduate student you have joined a larger community that is engaged in the quest for truth, thus committing yourself to an honest, ethical, and cooperative style of learning and inquiry. You will represent the university within this community in many ways and consequently are requested to consider that responsibility in your conduct and general appearance. Course work must reflect individual effort and integrity. Your research and applied project work must be original, accurate, and documented, and must reflect individual effort and integrity. When in doubt about appropriate conduct, students should consult a faculty mentor to seek clarification. Additional information about academic integrity policies of the University is available at http://provost.asu.edu/academicintegrity. SFIS has a zero-tolerance policy for any form of academic misconduct. Penalties for unethical behavior range from being placed on academic probation to dismissal from the program.

The highest standards of academic integrity and compliance with the university’s Student Code of Conduct (https://eoss.asu.edu/dos/srr/codeofconduct) are expected of all graduate students in academic coursework and research activities. The failure of any graduate student to uphold these standards may result in serious consequences including suspension or expulsion from the university and/or other sanctions as specified in the academic integrity policies of individual colleges as well as the university.

Breaches of academic integrity include, but are not limited to, the following:

- Engages in any form of academic deceit
- Refers to materials or sources or uses devices (e.g., computer disks, audio recorders, camera phones, text messages, crib sheets, calculators, solution manuals, materials from previous classes, or commercial research services) not authorized by the instructor for use during the Academic Evaluation or assignment
- Possesses, reviews, buys, sells, obtains, or uses, without appropriate authorization, any materials intended to be used for an Academic Evaluation or assignment in advance of its administration
- Acts as a substitute for another person in any Academic Evaluation or assignment
- Uses a substitute in any Academic Evaluation or assignment
- Depends on the aid of others, including other students or tutors, in connection with any Academic Evaluation or assignment to the extent that the work is not representative of the student's abilities
- Provides inappropriate aid to another person in connection with any Academic Evaluation or assignment, including the unauthorized use of camera phones, text messages, photocopies, notes or other means to copy or photograph materials used or intended for Academic Evaluation
- Engages in Plagiarism
- Uses materials from the Internet or any other source without full and appropriate attribution
- Permits his or her work to be submitted by another person in connection with any Academic Evaluation or assignment, without authorization
- Claims credit for or submits work done by another
• Signs an attendance sheet for another student, allows another student to sign on the student's behalf, or otherwise participates in gaining credit for attendance for oneself or another without actually attending
• Falsifying or misrepresenting hours or activities in relationship to an internship, externship, field experience, clinical activity or similar activity
• Attempts to influence or change any Academic Evaluation, assignment or academic record for reasons having no relevance to academic achievement
• Failing to follow ethical procedures for research involving human subjects, such as violating participants' confidentiality, or failing to maintain confidential or sensitive research data in a secure location
• Knowingly using data that do not meet appropriate standards for reliability and validity;
• Engaging in a romantic relationship with an undergraduate student whom you supervise or evaluate in a classroom or research setting
• Repeatedly failing to meet commitments and responsibilities, such as chronically missing deadlines, or failing to provide work promised to colleagues
• Behaving in a way that reflects poorly on the degree program, SFIS, CLAS and University while conducting research or participating in community activities as a representative of the School

DISCRIMINATION COMPLAINTS
It is a violation of ASU policy to discriminate against any employee or student on the basis of that individual's race, color, religion, national origin, citizenship, sex, gender identity, sexual orientation, age, disability, Vietnam-era veteran status, special disabled veteran status, other protected veteran status, newly separated veteran status, or any other unlawful discriminatory grounds. Complaints should be filed within 120 days of the last act of alleged discrimination. The director, Office of Equity and Inclusion, may waive or extend this time frame for good cause such as holidays or times that classes are not in session.

An employee or student (or member of the public in cases of disability complaints) who believes he or she has been unlawfully discriminated against may discuss his or her concerns with the director or an assistant director of the Office of Equity and Inclusion, file a report, and/or file a complaint of unlawful discrimination with the Office of Equity and Inclusion (https://cfo.asu.edu/hr-equityandinclusion).

The Office of Equity and Inclusion review of complaints is a confidential process because it involves personnel matters. The parties to the complaint are guaranteed confidentiality except as noted in the policy and as necessary to conduct a thorough and fair investigation of the complaint. All witnesses in a complaint investigation are guaranteed confidentiality. All documentation and reports received and/or developed as part of the report/complaint process, including investigative reports are considered confidential unless otherwise noted in the policy.

To review the official policy, see “ACD 403: Procedures for Resolving Complaints of Unlawful Discrimination” in the Academic Affairs manual (http://www.asu.edu/aad/manuals/acid/).

CRISIS SERVICES
ASU Counseling Services prioritize immediate access to services to ensure that all students who request or need services can be seen the same day- no appointment is necessary. You can call or walk in and be seen anytime at one of our four campus locations between Monday-Friday, 8 a.m. – 5 p.m.

For more information about our services, call Monday - Friday, 8 a.m. – 5 p.m.:
• Downtown Phoenix: 602-496-1155
• Polytechnic: 480-727-1255
• Tempe: 480-965-6146
• West: 602-543-8125

If you need assistance outside of business hours, please call EMPACT’s 24-Hour ASU-dedicated Crisis Line: 480-921-1006.

If You Are Concerned About a Student
Faculty, staff, and parents can be very helpful in supporting a student in distress to access counseling services. ASU Counseling Services staff offers consultation assistance to concerned parents, faculty, staff, and other students who have concerns about a student. By speaking with one of our counselors, you can receive information about how to talk with a student experiencing difficulties and how to access various resources. You may call any ASU Counseling Services location and ask to speak to a counselor who will help you decide what options are available. If a crisis occurs on or near campus students, faculty, and staff may be affected. ASU Counseling Services staff will schedule meetings with groups of faculty, staff, and students who have been
affected by a crisis. You may call any ASU Counseling Services location and ask to speak with a counselor who will talk with you about your needs.

**TITLE IX**
Title IX is a federal law that provides that no person be excluded on the basis of sex from participation in, be denied benefits of, or be subjected to discrimination under any education program or activity. Both Title IX and university policy make clear that sexual violence and harassment based on sex is prohibited. An individual who believes they have been subjected to sexual violence or harassed on the basis of sex can seek support, including counseling and academic support, from the university. If you or someone you know has been harassed on the basis of sex or sexually assaulted, additional information and resources are available for you at [http://sexualviolenceprevention.asu.edu/faqs/students](http://sexualviolenceprevention.asu.edu/faqs/students).
WHAT IS SFIS?
The influence of science, technology and innovation in how we live our lives has never been greater. Tomorrow it is likely to be greater still. Headlines that would have seemed like science fiction a few short years announce new technical realities: “editing” human genes to erase disease traits or add new ones; programming robotic drones to operate autonomously on the battlefield; and collecting and interpreting data from nearly uncountable human interactions. These new capabilities contain both promise and challenge. But it is not just new technologies that draw our attention. The legacies of fossil fuels and nuclear power are ongoing. Our urban infrastructures of water, energy, transportation, food and health are intertwined in complex ways. Gaps between technological haves and have-nots are profound and stubbornly persistent against the backdrop of technological change.

Universities prepare students for the future. At SFIS we’re going to make the future – or, rather, the set of plausible futures that humanity has – a focus of our activities. We are planning now for the kinds of futures that we will want to inhabit.

Universities are at the forefront of innovation, generating and applying knowledge to improve our lives. At SFIS we’re going to make innovation the object of systematic study and informed critique, so that we might get what we truly want and need out of our scientific and technological endeavors.

Universities serve society by producing knowledge and facilitating opportunity. They educate new generations of informed citizens and skilled, productive workers. At SFIS we see our efforts as part of a larger social fabric – local, regional, national, global – that informs our wants and needs about the futures we will want to inhabit.

Our School is new, but our faculty have an extraordinary record that fully embraces the design aspirations of the New American University. Their interdisciplinary backgrounds enable them to advance use-inspired research in creative ways, for example, by bringing art and science together to help people learn about the societal aspects of emerging technologies. Their commitment to outcomes means seeking positive, knowledge-based transformations of society, like sustainable energy futures here in Arizona or agricultural practices resilient to climate change in Nepal.

Through our courses and curricula, our faculty will – in the words of visionary John Seely Brown – “teach content, mentor skills, and cultivate dispositions.” SFIS programs are designed to allow students to make innovative choices and follow their creative instincts. Success is less about checking the right box and more about taking intellectual risks and designing novel combinations. Our PhD program prepares students to perform research and create new knowledge about complex, socio-technical phenomena. Our master’s programs prepare students to take on professional roles in serving the public good by understanding and translating new knowledge in a variety of settings. In the future, our undergraduate programs will prepare a great variety of students to succeed in creating their own futures.

ORGANIZATION OF SFIS

- **Director**
  David Guston – [David.Guston@asu.edu](mailto:David.Guston@asu.edu)

- **Associate Director for Faculty**
  Clark Miller – [Clark.Miller@asu.edu](mailto:Clark.Miller@asu.edu)

- **Associate Director for Programs**
  Gary Grossman – [Gary.Grossman@asu.edu](mailto:Gary.Grossman@asu.edu)

- **AEP-BHE Interim Degree Program Chair**
  Karin Ellison – [Karin.Ellison@asu.edu](mailto:Karin.Ellison@asu.edu) – 480-727-7111

- **Graduate Application Review Committee**
  The Graduate Application Review Committee consists of the Degree Program Chair, who also serves as the chair of the application review committee, and four additional members from the SFIS Faculty who review applications to the degree program and make admission decisions. Members on the Graduate Application Review Committee are selected annually and serve for one year. They may serve more than one term.

- **Graduate Program Advisor**
  Andra Williams – [Andra.Williams@asu.edu](mailto:Andra.Williams@asu.edu) – (480) 727-9498
ADMISSIONS POLICIES FOR APPLIED ETHICS AND THE PROFESSIONS – BIOMEDICAL AND HEALTH ETHICS

The School for the Future of Innovation in Society encourages applications from students of diverse backgrounds. To be eligible for admission, students are required to hold a minimum of a bachelor's degree (or equivalent) or a graduate degree from a regionally accredited College or University of recognized standing. Students are also strongly encouraged to have prior relevant education, training, or experience in science and technology policy. Students must also hold a minimum of a 3.00 cumulative GPA (on a scale where 4.0=A) in the last 60 hours of a student's first bachelor's degree program. Transcripts from each university/college you have attended are required in addition to a personal statement, resume, and two letters of recommendation. Admissions are conducted for Fall and Spring terms.

APPLICATION DEADLINE
The Master’s in Applied Ethics and the Professions, Biomedical and Health Ethics (MA AEP) admits a priority cohort of students each year to begin study in the fall semester. Applications are accepted October – February 15 if you want to begin the program the following August.

We accept additional applications on a rolling basis for admission at any time. Applications received after February 15 will be reviewed if there is space remaining in the program.

You may be interviewed before being admitted to the program.

APPLICATION PROCESS
The Applied Ethics and the Professions - Biomedical and Health Ethics application process:

1. Initiate an online ASU Graduate Admissions Application through the Graduate Education web site (http://graduate.asu.edu/admissions).
2. Complete the "General Information Section." You will be asked to enter information on universities that you have attended and GPAs.
3. Complete the Degree Section.
   a. Click "Find Your Degree/Certificate Program"
   b. Select "Tempe" as your degree program campus.
   c. Search for and select "Master’s in Applied Ethics and the Professions, Biomedical and Health Ethics" as your degree program.
   d. Identify any faculty, students or staff you have been in contact with about the degree program.
   e. Request two Letters of Recommendation from people who can evaluate your potential for success in this program. These letters must be submitted using the online application system. As you move through the steps in the online application, you will be asked to enter the email addresses for the two people who will be writing your recommendations. The ASU Graduate College online application system will automatically contact them with information on how to log in to the online system and upload the Letter of Recommendation.
   f. Prepare and upload a Personal Statement.
   g. Prepare and upload a current Resume or Curriculum Vitae.
4. Submit the online ASU Graduate Admissions Application.
5. Pay the Application Fee.
6. Have official transcripts* sent to ASU. One set of official transcripts from every college and university from which a Bachelors or higher degree was earned should be sent to:
   **If sending by U.S. Mail, use this address:**
   Arizona State University
   Graduate Admission Services
   PO Box 871003
   Tempe, AZ 85287-1003
   **If sending by FedEx, DHL or UPS, use this address:**
   Graduate Admission Services
   Arizona State University
   1151 S. Forest Avenue, #SSV112
   Tempe, AZ 85287-0112
   ASU transcripts do not need to be sent. If additional transcripts are required, Graduate Education will notify you.
   **International Applicants** – more information on requirements for international academic credentials (https://students.asu.edu/graduate/international).
7. If appropriate, complete and submit a paper copy of the Financial Guarantee Form (https://students.asu.edu/international/immigration). This form must be completed by anyone who will attend ASU while holding an F-1 or J-1 visa. Send the form to:

**If sending by U.S. Mail, use this address:**
Arizona State University
Graduate Admission Services
PO Box 871003
Tempe, AZ 85287-1003

**If sending by FedEx, DHL or UPS, use this address:**
Graduate Admission Services
Arizona State University
1151 S. Forest Avenue, #SSV112
Tempe, AZ 85287-0112

8. If you are from a country whose native language is not English, you must provide proof of English proficiency. Acceptable proof is as follows:
- TOEFL score of at least 550 (PBT) or 80 (iBT)
- IELTS overall band score of at least 6.5 with no band below 6.0
- Pearson Test of English (PTE) score of at least 60

More information on English Proficiency is available on Graduate Education web site (https://students.asu.edu/graduate/proficiency).
STEPS TOWARDS DEGREE

WHAT IS THE APPLIED ETHICS AND THE PROFESSIONS - BIOMEDICAL AND HEALTH ETHICS?

Medicine is infused with moral values and is deeply embedded in a variety of social and cultural contexts, which significantly determine the effectiveness of medical care in achieving healthy outcomes for patients and populations. The objective of the biomedical and health ethics concentration is to integrate academic and clinical dimensions of moral issues in medical practice and biomedical research. Students from a broad range of backgrounds will be exposed to the internal and external logics of medicine, health care and biotechnology and will gain substantive understanding of ethical, cultural and societal issues in a variety of domains. Through course work and other experiences, students will deliberate individually and collectively about a wide range of issues and problems in contemporary medicine and the history of medicine; develop advanced critical normative reasoning and judgment capacities; and cultivate effective communication skills for academic, clinical and policy contexts.

DEGREE REQUIREMENTS

The program requires 30 credits of coursework including an Applied Project (AEP 593).

The 30 credits include:

- 6 credits of required Core Courses:
  - AEP 501 – Practical and Professional Ethics (3 credits)
  - BIO 516 – Foundations of Bioethics (3 credits)

- 6 credits of Applied Project:
  - AEP 593 – Applied Project (6 credits)
    The applied project will be a hands-on, summative learning experience. Students will apply skills in identifying, analyzing, and resolving ethical issues within a professional context. Applied projects consist of two or more of the following:
    - internship
    - research
    - developing educational activities
    - shadowing
    - formal or informal writing

- 18 credits of Electives:
  NOTE: No more than 6 credit hours of 400-level coursework can be included as electives on the Plan of Study.

  AEP 590: Moral Reasoning is **strongly recommended as an elective for all students.**

  Approved electives (course availability varies)
  - AEP 551 Ethical and Spiritual Approaches to Death and Dying
  - ASB/SSH 501 Ethics, Social Justice and Health Social Science
  - ASB 502 Health of Ethnic Minorities
  - ASB 509 Health: Social and Biocultural Theory
  - ASB 511 Ethics in Health Social Science Research
  - ASB 591 Social Dimensions of Sustainability
  - BIO 517 Uncertainty and Decision-Making
  - BIO 591 Embryo Project
  - BIO 615 Biology and Society "Lab"
  - BIO 598 Health Systems and Policy
  - HCR 570 Introduction to International Health Systems, Professions and Research
  - HCR 598 FDA Regulations
  - HSD 501 Science and Technology Policy
  - HSD 591 Ethics and Emerging Technologies
  - HSD 598 Disability Technology, Ethics, & Policy
  - HSD 598 Innovation Systems: National & Global
  - LAW 617 Genetics and the Law
  - LAW 652 Bioethics and the Law
  - LAW 791 Neuroscience and the Law
  - MHI 550 Healthcare Policy and Innovation
  - NTR 598 Topic: Politics, Ethics and the American Diet
  - PAF 504 Public Affairs Economics
o PAF 505 Public Policy Analysis
o PAF 546 Environmental Policy and Management
o PAF 574 Diversity, Ethics, and Leading Public Change
o PAF 591 Health Policy
o PHI 591/LAW 791/BIO 591 Research Ethics and Law
o REL 598 Medical Ethics: Religious and Secular
o WST 598 Gender and Global Health Disparities

Other electives
Students may request approval to use other graduate courses as electives. Many humanities and social sciences courses that explore biomedicine are appropriate, as are many biology courses.

ENROLLMENT

• Once admitted to a graduate degree program or graduate certificate program, students must be registered for a minimum of one credit hour during all phases of their graduate education, including the term in which they graduate. This includes periods when students are engaged in research, working on or presenting applied projects, or in any other way utilizing university resources, facilities or faculty time.

• Registration for every fall semester and spring semester is required. Summer registration is required for students completing culminating experiences or graduating from the degree program.

• To maintain continuous enrollment the credit hour(s) must:
  o Appear on the student’s Plan of Study, OR
  o Be research (592) or continuing registration (595), OR
  o Be a graduate-level course.

• Courses with grades of “W” and “X” are not considered valid for continuous enrollment purposes.

• Students completing work for a course in which they received an “I” must maintain continuous enrollment during the time in which they are completing the work for that course.

• Students planning to discontinue enrollment for a semester or more must submit a Request to Maintain Continuous Enrollment: Master’s and Certificate (https://graduate.asu.edu/sites/default/files/maintain-continuous-enrollment-masters-certificate.pdf). Student may request for a maximum of two semesters during their entire program. The form, endorsed by the members of the student's supervisory committee and the Head of the Academic Unit, must be approved by Vice Provost for Graduate Education. This request must be filed and approved before the anticipated semester of non-enrollment.

• If the student fails to enroll for a fall or spring semester without an approved Request to Maintain Continuous Enrollment Form, the student is considered withdrawn from the university under the assumption that they have decided to discontinue their program.

• Students removed for this reason may reapply for admission to resume their degree program.

• However, there will not be any special considerations for the new application -- the application for re-admission will be evaluated against the pool of current applications for that year and re-admission is NOT guaranteed.

ENROLLMENT STATUS AND REQUIREMENTS

<table>
<thead>
<tr>
<th></th>
<th>Full Time*</th>
<th>Half Time</th>
<th>Less Than Half Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Regular semester</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Graduate</td>
<td>9 or more hours</td>
<td>5-8 hours</td>
<td>4 or fewer hours</td>
</tr>
<tr>
<td>Graduate assistant**</td>
<td>6 or more hours</td>
<td>------</td>
<td>------</td>
</tr>
<tr>
<td>Six-week summer session</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Graduate</td>
<td>3 or more hours</td>
<td>2 hours</td>
<td>1 hour</td>
</tr>
<tr>
<td>Graduate assistant**</td>
<td>2 or more hours</td>
<td>1 hour</td>
<td>------</td>
</tr>
<tr>
<td>Eight-week summer session</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Graduate</td>
<td>5 or more hours</td>
<td>3-4 hours</td>
<td>2 or fewer hours</td>
</tr>
</tbody>
</table>

An audited course does not count for full-time enrollment.

** For enrollment verification purposes, "graduate assistant" is a generic term that includes teaching assistants, research assistants, teaching associates and research associates.

For financial aid eligibility, a student must register for at least 5 credit hours during each of the fall, spring and summer terms.

International students are required to maintain full-time enrollment status to maintain their U.S. visa.
SUPERVISORY COMMITTEE
- The Supervisory Committee consists of 2 faculty members.
- The Chair of the committee is the Faculty Mentor who is overseeing the student’s Applied Project and this person must be ASU tenured or tenure-track faculty in the School for the Future of Innovation in Society.
- The second committee member is the second reader on the student’s Applied Project report and may be any ASU tenured or tenure-track faculty, ASU research faculty member, ASU Adjunct Faculty member, ASU Lecturer, or may be a qualified person from outside ASU (with proper approval from Graduate Education).
- ASU Adjunct Faculty and Lecturers may serve as committee members for master’s degree programs without any special approval process, but they may not serve as Chairs.
- If the student wishes to have someone on their committee who is not currently approved by Graduate Education, they will need to submit a Committee Approval Request form (available from the Graduate Education website at http://graduate.asu.edu), a memo explaining the importance of that person to the committee, and a current CV for that person to the Degree Program Chair requesting that the person be approved to serve on the committee.

NOTE: This information MUST be submitted at the same time as the original Plan of Study.

PLAN OF STUDY (POS)
- Each student must submit a Master’s Degree Plan of Study (POS) through the online Interactive Plan of Study (iPOS) system through MyASU for approval. A link to the student POS is provided through MyASU (http://my.asu.edu).
- After consultation with their Supervisory Committee Chair (Faculty Mentor) and the Graduate Program Advisor, the student should create and submit the online POS.
- The POS specifies the requirements that students must complete for their degree and is submitted and revised electronically via the online interactive POS system.
- In order to facilitate degree completion and shorten time to degree, graduate students with regular status must submit their POS by the time they have enrolled for 50 percent of the minimum credit hours required towards their degree program.
- The POS should have a minimum of 30 credit hours, with exactly 6 credit hours for the two core courses (AEP 501 and BIO 516), 6 credit hours of AEP 593 Applied Project, and 18 credit hours of electives chosen by the student and approved by the Degree Program Chair.

TYPES OF COURSES USED ON THE POS
- 400 Level Coursework Credits
  - A maximum of six credit hours of 400 level coursework may be used on an approved POS. 400 level courses taken prior to admission and/or graded as Pass/Fail cannot be included on a POS.
- Courses Used for Prior Degrees
  - Students may not include on their Plan of Study any credit hours that have been applied towards a previously awarded degree.
- Pre-Admission Credits used towards degree
  - Credit hours completed at ASU or from another regionally accredited US institution or international institution officially recognized by that country, before the semester and year of admission to an ASU graduate degree program, are considered pre-admission credits.
    - With the approval of the degree program and the Graduate Education office, students may include a maximum of 12 graduate-level credit hours with grades of “B” or better that were not used towards a previous degree. Preadmission credits must have been taken within three years of admission to the ASU degree program to be accepted.
    - Accelerated Bachelor’s/Master’s programs may use a maximum of 12 pre-admission credits which may include up to a maximum of 12 hours shared between the Bachelor’s and Master’s program. Students in accelerated programs should contact their undergraduate and graduate advisors to ensure proper sharing of credit hours.
- Using Graduate Credits earned by Undergraduate Students towards a Graduate Degree
  - Pre-admission credit hours earned in graduate-level courses (per Graduate Education policy) by ASU undergraduate students may count toward a graduate degree at ASU provided the credit hours have not been used toward a previously awarded degree. Prior to awarding a bachelor’s degree, ASU undergraduate students should contact their undergraduate advisor to set aside graduate courses for use toward a future graduate degree so that these courses do not count toward their undergraduate degree.
    - A maximum of 12 credit hours can be taken as an undergraduate and reserved for graduate credit.
ASU students enrolled in an approved Bachelor’s/Master’s degree program (commonly referred to as 4+1), may share ASU credit hours. Students must contact their ASU undergraduate advisor and graduate support staff to ensure proper sharing of credit hours. Students must successfully complete the undergraduate degree and be admitted to the respective graduate program prior to completing 12 credits of graduate coursework.

- An undergraduate degree and a graduate degree may not be awarded during the same term of enrollment.
- Students must apply, be admitted and registered as a graduate student to earn a master’s or doctoral degree at ASU.

**Transfer Credit used towards degree**
Transfer credits are those accepted from another institution for inclusion on an ASU POS. Transfer credits must be from a regionally accredited US institution or an international institution officially recognized by that country. Official transcripts of any potential transfer credit for a POS must be sent directly to Graduate Enrollment Services at ASU from the Office of the Registrar at the institution where the credit was earned.

- Transfer hours may not exceed 20 percent of the total credit hours for a master’s degree – for the AEP-BHE that equates to 6 credit hours. Only graduate level courses with grades of “A” (4.00) or “B” (3.00) taken within three years of admission to the ASU graduate degree program may be transferred. Transfer credits may not be applied toward the minimum degree requirements for an ASU degree if they have been counted toward the minimum requirements for a previously-awarded degree.
- Certain types of graduate credits **cannot** be transferred to ASU, including credits awarded (as follows):
  - By post-secondary institutions that lack candidate status or accreditation by a regional accrediting association.
  - For life experience.
  - For courses taken at non-collegiate institutions (e.g., government agencies, corporations, and industrial firms).
  - For courses, workshops, and seminars offered by other postsecondary institutions as part of continuing education programs.
  - For extension courses.

- Academic credits earned at other institutions that base their credit calculation on a different scale from ASU's are subject to conversion before inclusion on a Plan of Study. In all cases, the inclusion of transfer courses on a POS is subject to approval by the degree program and the Vice Provost for Graduate Education.

**Individual Course Grades**
Courses with grades of “D”, “E”, or “W” and audited courses (graded as “X”) cannot be included on an iPOS.

**Repeating ASU Courses**
Graduate students may retake any course at ASU, but all grades remain on the student transcript as well as in all GPA calculations.

**Incomplete Grades**
Student must submit the *Incomplete Grade Request Form* (http://students.asu.edu/forms/incomplete-grade-request) to the instructor of record for the course. The student must maintain continuous enrollment while completing the work for the incomplete. According to University grading polices (https://students.asu.edu/grades), a grade of "I" (incomplete) may be given by an instructor when a student is otherwise doing acceptable work but is unable to complete the course because of illness or other conditions beyond their control. Incompletes must be completed within a calendar year; after that the “I” changes to a permanent “I”.

- The student must complete a Request for Incomplete Form, available at the link above, and the instructor may set deadlines for the student to complete the work.
- Students who receive a grade of “I” in graduate courses (500 level or above) have one calendar year to complete the course for a grade. If after one calendar year the student has not completed the courses for a grade, the grade of “I” will become a permanent part of the transcript.
- Once coursework has been fulfilled, the instructor will assign a final grade for the course. If the student does not complete coursework within the allotted time, the incomplete will become permanent and remain in the student’s transcript. If the course is a required course for the degree program, the student will have to re-take the course.
- To repeat the course for credit, a student must reregister and pay fees. The grade for the repeated course will appear on the transcript but will not replace the permanent “I.”

**Audit Classes**
Graduate students may register to audit one or more courses with the approval of the Supervisory Committee Chair (Faculty Mentor) and the consent of the instructor involved. An audited course does not count towards the required credits for the POS, the minimum number of credits required for international students with visa restrictions, students employed as TA/RAs, or students receiving financial assistance.

POS APPROVAL
- The POS must be approved by the student's Supervisory Committee Chair (Faculty Mentor), the Head of the Academic Unit, and the Vice Provost for Graduate Education. The POS becomes a contract between the University and the student that guides the student in completing degree requirements.
- After submitting the POS online, the student should notify the SFIS Graduate Program Advisor that the POS is in the online system and ready for review.
- After the student gets initial approval from the SFIS Graduate Program Advisor, the student should submit the POS to the Supervisory Committee Chair (Faculty Mentor) for approval. This can be done with signatures on a hard copy of the POS or via email containing the POS with a request to have the faculty members email their approval to the SFIS Graduate Program Advisor.
- The SFIS Graduate Program Advisor will get the approval of the Head of Academic Unit.
- The SFIS Graduate Program Advisor will forward the online electronic version of the completed POS to Graduate Education for final approval.

COMMITTEE CHANGES TO POS
- Once the original POS has been approved by Graduate Education, the student will need to submit an online Committee Change request through the POS web site to officially add or change members of the supervisory committee.
- After submitting the online Committee Change Request, the student should notify the SFIS Graduate Program Advisor that the request is in the online system and ready for review.
- The student should send a copy of the Committee Change request page from the POS web site via email to the Supervisory Committee Chair (Faculty Mentor) requesting that they email their approval to the SFIS Graduate Program Advisor.
- The SFIS Graduate Program Advisor will get the approval of the Head of Academic Unit.
- The SFIS Graduate Program Advisor will forward the online electronic version of the Committee Change request to Graduate Education for final approval.
- NOTE: Committee Approval Request forms and CVs for members not already approved to serve on master’s committees must be submitted and approved prior to submitting the online Committee Change request.

COURSE CHANGES TO POS
- Submit a Course Change request through the online POS system to remove courses from the POS that the student did not take and/or to add courses that the student did take that were not originally listed on the POS.
- After submitting the online Course Change Request, the student should notify the SFIS Graduate Program Advisor that the request is in the online system and ready for review.
- The student should send a copy of the Course Change Request page from the POS web site via email to the Supervisory Committee Chair (Faculty Mentor) requesting that they email their approval to the SFIS Graduate Program Advisor.
- The SFIS Graduate Program Advisor will get the approval of the Head of Academic Unit.
- The SFIS Graduate Program Advisor will forward the online electronic version of the Course Change request to Graduate Education for final approval.

APPLIED PROJECT AEP 593
- Each student is required to do an Applied Project as part of the degree requirements.
- During the academic term prior to the Applied Project, students should consult with their Supervisory Committee Chair (Faculty Mentor who is overseeing the student’s Applied Project) to discuss possibilities.
- During the academic term prior to the Applied Project, the Applied Project Proposal form (see Appendix A) must be submitted to the SFIS Graduate Program Advisor for approval by the Head of Academic Unit.
- The student must hold a public presentation of the applied project.
- One week prior to the presentation, the student must submit their final draft of the written report to all committee members for review and comments.
- The Report of Final Master’s Culminating Experience form (see Appendix A) should be presented to the Supervisory Committee before the oral presentation.
• Signatures of all Supervisory Committee members and the Head of the Academic Unit are required on the **Applied Project Signature Page** and on the **Report of Final Master's Culminating Experience** form in order to receive a passing grade.
• The completed **Report of Final Master's Culminating Experience** form should be submitted to the SFIS Graduate Program Advisor immediately after the presentation.
• The student must submit a copy of their **final** written document to the SFIS Graduate Program Advisor within 3 days of the oral presentation, or sooner if necessary by Graduate Education deadlines.
• Grading options are Y for passing or E for failing.

**What is an Applied Project?**
The applied project will be a hands-on, summative learning experience. Students will apply skills in identifying, analyzing, and resolving ethical issues within a professional context. Applied projects consist of two or more activities (see **Applied Project Examples** in Appendix A). Some options include:
- internship
- research
- developing educational activities
- shadowing
- formal or informal writing

All students must complete six credits of AEP 593: Applied Project.

**APPLIED PROJECT STEPS**

**Explore ideas**
Students will explore applied project possibilities on their own and through discussions with faculty and biomedical professionals. Student must do the following:
• Explore possibilities at least one semester before the applied project
• Submit an **Applied Project Planning Questionnaire** (see Appendix A)
• Register for one credit of AEP 593 Applied Project in the semester ideas are being explored
• Share the director's memo (see Appendix A) describing applied projects with potential mentors or supervisors
• If the applied project includes an internship (off campus), students must begin the approval process as soon as they have selected and been accepted at an internship site. Other offices at ASU must review these forms and students may not begin the internship before the review is complete.

Submit:
- **Internship Approval Form**
- **Consent to the Release of Information Form**

**Make a proposal**
Students must complete an **Applied Project Contract** (see Appendix A) at least four weeks before the project begins.

Once a good idea regarding an applied project has been formulated and the student has a supervisor, he/she will develop a 1-3 page project description in collaboration with the supervisor and the program director. Activities should use or enhance knowledge and skills acquired through the Biomedical and Health Ethics concentration. Do the following:
• Draft an **Applied Project Contract** (see Appendix A)
• Use the **Applied Project Examples** (see Appendix A) to help select a set of activities worth six units
• Discuss ideas with supervisor and the program director; all must agree on a contract
• Submit a signed **Applied Project Contract**
• Register for AEP 593, Applied Project

**Set up internships**
Applied projects including off-campus elements (e.g. internship hours), require more planning and documentation than on-campus projects. Read **Introduction to Internships** (see Appendix A) and submit:
- **Test for Unpaid Interns**
- **Internship Liability Release**
- **Internship Work Variance Form** (if needed)
- **Enjoy and assess the project**
For applied projects that include an internship, the student and the site supervisor will meet at least twice during the internship (midterm and final) to discuss job performance and the student will evaluate the internship site. Students must complete and submit:

- **Internship Work Hours Log**
- Internship journal (created by student)
- **Internship Midterm Evaluation** by Site Supervisor
- **Internship Final Evaluation** by Site Supervisor
- **Student Evaluation of the Internship**

**Share results**
At the end of the project, students will submit the deliverables established in the applied project contract. They will also hold a public presentation of the applied project and be assessed by an evaluation committee.

**REPORT OF FINAL MASTER’S CULMINATING EXPERIENCE**
The Applied Project requirement is the official university Culminating Experience for students in the Applied Ethics and the Professions - Biomedical and Health Ethics. On the day of the oral presentation of the Applied Project, the student must provide the Supervisory Committee with all the deliverables required for the project and the **Report of Final Master’s Culminating Experience – Applied Project** form (see Appendix A).

*If you are doing your Applied Project in your final academic term, pay close attention to the deadline from Graduate Education for completing your presentation!*

- The student fills in the form as follows:
  - Complete the student information at the top
    - Name of Student
    - 10 Digit ASU Affiliate ID#
    - Master of = Master of
    - Major = Applied Ethics and the Professions – Biomedical and Health Ethics
  - Complete the information about the Applied Project
    - Enter the title of the Applied Project
    - Completion Date = the date of the oral presentation
  - Enter names of Committee Members
    - Type in the names of Committee Members under the appropriate committee position
      (Supervisory Committee Chair - Faculty Mentor, Committee Member - Reader) **as they appear on the approved Plan of Study**
    - If the committee does not match the committee on the approved Plan of Study, including the position held by the committee member, the form will not be accepted
  - Enter name of Head of Academic Unit
    - Type in the name of Head of Academic Unit
    - The Head of Academic Unit is the Degree Program Chair **if he/she is not** the Supervisory Committee Chair (Faculty Mentor)
- If the Degree Program Chair is the Supervisory Committee Chair (Faculty Mentor), the SFIS Associate Director for Programs will act as Head of Academic Unit.
- If the SFIS Associate Director for Programs is the Supervisory Committee Chair (Faculty Mentor), the Degree Program Chair will act as Head of Academic Unit.
- After the oral presentation the Applied Project, the committee will assign rankings on the divisions within the grading rubric and Passed or Failed marks. All committee members must sign the form.
- The form then goes to Head of Academic Unit for final pass/fail evaluation and signature.
- Submit the completed form and the final Applied Project Document to the Graduate Program Advisor who will submit the final results to Graduate Education for processing.
MOVING TOWARDS GRADUATION

REGISTRATION DURING GRADUATION SEMESTER
Students are required to register for at least one semester hour of credit that appears on the iPOS or one hour of appropriate graduate-level credit during the fall, spring or summer session in which they complete their culminating experience.

REVIEW POS FOR ACCURACY
Each student will need to review his/her POS against their current ASU transcript at the beginning of the last academic term. Any changes necessary to make the POS match the official transcript should be done through the iPOS link in MyASU (http://my.asu.edu).

APPLY FOR GRADUATION
Apply for graduation and pay the graduation fee. From My ASU, select the Graduation tab from My Programs and follow the online instructions. A credit card is required to complete your application. If application for graduation is made after the deadline, the student will be assessed a late fee.

<table>
<thead>
<tr>
<th>If you are graduating in.....</th>
<th>Your deadline is.....</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall</td>
<td>October 1</td>
</tr>
<tr>
<td>Spring</td>
<td>February 15</td>
</tr>
<tr>
<td>Summer</td>
<td>July 15</td>
</tr>
</tbody>
</table>

- If application deadline falls on a weekend or holiday, the deadline will be extended to the next business day.
- To ensure that your name appears in the ASU commencement book and to avoid paying a late fee, the application must be received by the appropriate deadline.
- Summer graduate names appear in the Fall commencement book.

If you are not able to apply online:
- **Apply in person.**
  - Print and complete the Application for Graduation.
  - Pay all graduation fees at any University Cashier’s Office.
  - Complete the Graduation Survey.
  - Submit completed application, payment receipt and completed graduation survey to the University Registrar Services.
- **Apply by mail.**
  - Print and complete the Application for Graduation.
  - Mail the completed application and applicable payment to the address listed on the application.

Students that apply for graduation will not be eligible to register for subsequent semesters without being admitted to a new degree program. Students that wish to change their graduation semester after they have applied must contact the graduation office and must re-apply for graduation for their new intended semester of graduation prior to the conferral date of their original graduation semester.

Your Application Status—Check your application status from your MyASU page. Your status will be one of the following:
- **Applied:** Your application for graduation has been received and is being processed. If your application cannot be processed your status will change to either denied or withdrawn and you will be notified by email. Review your Plan of Study regularly to ensure that all requirements will be met. Unless you are denied or withdrawn, your status will appear as applied until your degree is posted, which occurs approximately 4-6 weeks after the degree conferral date.
- **Denied:** Your application for graduation has been denied because you will not meet one or more degree requirements by the degree conferral date. Review your Plan of Study and contact either your academic advisor or department chair to review your degree requirements and discuss your options.
- **Withdrawn:** Your application for graduation has been withdrawn because you have not completed all coursework (including incompletes) and degree requirements listed on your Degree Audit or Plan of Study by the degree conferral date. Review your Degree Audit Report or Plan of Study and contact either your academic advisor or department chair to review your degree requirements and discuss your options.
COMPLETE ALL DEGREE REQUIREMENTS
Students must complete all degree requirements in a timely manner. Final grades must be posted and all required forms and evaluations must be submitted to meet the deadlines for graduation. Refer to Graduate Education Graduation Deadlines (http://graduate.asu.edu/graddeadlines.html).
ACADEMIC STANDARDS

SATISFACTORY PROGRESS
All graduate students are expected to make systematic progress towards completion of their degree. This progress includes meeting the conditions listed below and achieving the benchmarks and requirements set by the individual degree program. If a student fails to meet the requirements and/or benchmarks of their degree program, the student may be withdrawn from their program based on recommendations submitted by the academic unit to Graduate Education.

To be considered as making satisfactory progress toward the degree objective, a student must:

1. Remain continuously enrolled in the degree program.
2. Maintain a cumulative GPA of 3.0 or higher in all classes included in the Program of Study
   (Those students who have not yet filed a program of study must maintain a combined GPA of 3.0 or higher for all courses taken since entering the current degree program and all courses numbered 500 and above completed since the last degree.)
3. Maintain a Graduate GPA of 3.0 or higher in all classes on their transcript numbered 500 or above
4. Maintain an overall cumulative GPA of 3.0 or higher
5. Meet all DEADLINES stated in the section above, Steps Toward Degree:
   - Selection of Supervisory Committee Chair (Faculty Mentor) and Committee Member (Reader)
   - Completion and filing of the Plan of Study
   - Completion and submittal of all forms related to the Applied Project
   - Successful completion of the Applied Project
   - Successful completion of the Applied Project Public Presentation
   - Submission of the Report of Final Master’s Culminating Experience Form
   - Successful completion of the Internship and submittal of all associated paperwork and forms (if the student did an internship as part of the applied project)
6. Meet the stated time limit for graduation from the degree program.

ANNUAL REVIEW OF PROGRESS
All students must submit an annual review of progress towards degree. The SFIS Graduate Program Advisor will send out a form and instructions during the spring semester. The deadline to submit the annual review is the last day of spring semester.

PROBATION
Students can be placed on probation for a variety of reasons including:

- Failure to maintain continuous enrollment
- Failure to maintain Plan of Study, Graduate and Cumulative GPAs of 3.0 or higher
- Failure to meet degree program deadlines described above in Satisfactory Progress and Steps Toward Degree
- Less than satisfactory academic performance as described above in Satisfactory Progress
- Inadequate progress in their Applied Project and Internships as indicated by their Applied Project Faculty Mentor or their Internship Site Supervisor

Students should take being placed on probation as a strong warning that their continuing status in the program is in jeopardy unless corrective action is taken. Students are placed on probation by the Degree Program Chair following his/her own evaluation or following a recommendation by the student’s supervisory committee.

If initiated by the supervisory committee, the recommendation for probation including the following information will be specified in a memo to the Degree Program Chair by the major professor in consultation with the supervisory committee.

- The reason(s) for the probation – policy or policies the student is in violation of
- The conditions of the probation – remedy or remedies for getting out of probation
- The time frame for meeting the conditions – specific, clear dates and times
- The consequences of not meeting the conditions – including a statement that the student may be recommended for withdrawal from the degree program if the conditions are not met by the given time frame

Students who are placed on probation due to the Plan of Study and/or Graduate GPA(s) dropping below 3.0 must raise the GPAs to 3.0 or better by the semester following the semester in which the student was placed on academic probation.
The Degree Program Chair can also initiate probation, if the evaluation of the Degree Program Chair differs from the major professor’s or if other circumstances merit this action. Notification of probation and its conditions will then be conveyed to the student in a letter from the Degree Program Chair that will also be copied to the major professor and members of the supervisory committee.

The student may appeal this action in writing to the Degree Program Chair within 10 days of the written notification. Appeals should be based on unusual circumstances, hardships, or error in the student’s record. Any supporting documents from the student’s major professor and supervisory committee should be included.

The student will be removed from probation if he/she satisfies the conditions of the probation by the deadlines. The student will then be considered in good standing. Failure to satisfy a condition by the deadline will result in the actions specified in the original probationary letter. These actions can include cessation of any financial support or dismissal from the program. If the latter actions are pursued, the student will be notified in writing by the Degree Program Chair and will have 10 days to appeal the decision in writing. The student will be notified in writing of the final decision. Upon recommendation from the Degree Program Chair, the Vice Provost for Graduate Education can withdraw a student who is not progressing satisfactorily.

Graduate students who have been withdrawn from a graduate program at ASU due to lack of satisfactory academic progress are eligible to apply for admission to the same program only after one year from the term of the withdrawal.
MAXIMUM TIME LIMIT FOR DEGREE PROGRAMS

According to the Graduate Catalog the maximum time to complete a Master’s degree is defined as follows:

- All work toward a master’s degree must be completed within six consecutive years. The six years begins with the semester and year of admission to the program. Graduate courses taken prior to admission that are included on the Plan of Study must have been completed within three years of the semester and year of admission to the program.
- Continuous enrollment would be required for the duration of the degree seeking period.

IMPORTANT REMINDERS

QUESTIONS
If students ever have questions or doubts about anything................. please ask. Students should consult with the Faculty Mentor, the Degree Program Chair, or the Graduate Program Advisor.

And remember that Graduate Education web site offers all kinds of resources for graduate students. Bookmark their website!

POLICIES and DEADLINES

We have listed the policies and deadlines for your milestones in this handbook. But remember that things can change and the final word comes from Graduate Education. We suggest you also bookmark these and check frequently for any updates:

- The Graduate Catalog -- http://catalog.asu.edu/
- Graduate Education Policies and Procedures -- https://graduate.asu.edu/policies-procedures
- The Current Students page on Graduate Education web site -- https://graduate.asu.edu/
- Graduation Deadlines and Procedures -- https://graduate.asu.edu/completing-your-degree

Students can also visit with a staff member in the Graduate Enrollment Services Office (Student Services 112), or call (480) 965-6113.
APPENDIX A: FORMS

- Applied Project Planning Questionnaire
- Applied Project Mentor Memo
- Internship Approval Form
- Consent to the Release of Information Form
- Applied Project Contract
- Applied Project Examples
- Introduction to Internships
- U.S. Department of Labor Fact Sheet #71
- Test for Unpaid Interns
- Internship Liability Release Form
- Internship Work Variance Form
- Internship Work Hours Log
- Internship Midterm Evaluation of Student by Site Supervisor
- Internship Final Evaluation of Student by Site Supervisor
- Student Evaluation of Internship Site
- Graduation Plans
- Report of Final Master’s Culminating Experience – Applied Project – AEP 593
In order to orchestrate an excellent applied project experience, your faculty advisor needs to know more about your specific learning objectives and your likely career plans. Please complete the information ON BOTH PAGES of this worksheet prior to meeting with your faculty advisor to begin developing your personalized project.

### STUDENT INFORMATION

<table>
<thead>
<tr>
<th>LAST NAME</th>
<th>FIRST NAME</th>
<th>M.I.</th>
<th>DATE (00/00/0000)</th>
</tr>
</thead>
<tbody>
<tr>
<td>ASU AFFILIATE ID (10-DIGIT)</td>
<td>ASU EMAIL ADDRESS</td>
<td>ALTERNATE EMAIL ADDRESS</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>LOCAL ADDRESS</th>
<th>CITY</th>
<th>STATE</th>
<th>ZIP</th>
</tr>
</thead>
</table>

### DATE PLAN OF STUDY WAS APPROVED

(Approved Plan of Study must be on file with the Graduate College before the student begins AEP 593)

<table>
<thead>
<tr>
<th>GRADUATE COURSEWORK GPA</th>
<th>PLAN OF STUDY GPA</th>
<th>COURSE CREDIT HOURS COMPLETED TOWARDS DEGREE</th>
</tr>
</thead>
</table>

### FACULTY MENTOR INFORMATION

<table>
<thead>
<tr>
<th>LAST NAME</th>
<th>FIRST NAME</th>
<th>EMAIL ADDRESS</th>
</tr>
</thead>
</table>

### LEARNING OBJECTIVES

During my applied project experience, I would most like to spend time doing:

1. 
2. 
3. 
4. 
5. 
6. 

### INTERNETIONAL IDEAS

If you want to include internship hours in your applied project, you should begin identifying internship opportunities through these resources:

- ASU internship resources
- Company websites
- Program directors
- Current employer

Would you like to pursue off-campus experience as part of the applied project?  

- [ ] Yes  
- [ ] No

If so, list 3-5 possible internship sites:

1. 
2. 
3. 
4. 
5.
CAREER PLANNING
Please write a statement, up to one (1) page in length, describing your current career path. Include brief details about your undergraduate background, any specific strengths or gaps in education or training, and your immediate plans upon completion of this degree.

Student Signature ____________________________________________________ Date _____________________

Faculty Mentor Signature_______________________________________________  Date _____________________
TO: Prospective supervisors  
FROM: Gary Grossman, Interim Degree Program Chair
        MA in Applied Ethics and the Professions, Biomedical and Health Ethics  
DATE: August 18, 2015  
SUBJECT: Applied Ethics and the Professions MA applied projects

I am writing to introduce the Biomedical and Health Ethics track of the MA in Applied Ethics and the Professions at Arizona State University and its applied project. Based in the School for the Future of Innovation in Society, this professional degree program provides a strong foundation in the life sciences, as well as in ethics, history and philosophy of science, science and technology studies, law, and policy. In lieu of a research-based thesis, students may undertake an experience-based applied project, typically in a clinical, laboratory, or policy setting.

As I am sure you know well, moral values infuse medicine, healthcare more broadly, and public and population health more broadly still. The pursuit of health is deeply embedded in a variety of personal, social, cultural, and political contexts, which affect the effectiveness of our efforts to achieve healthy outcomes for patients and populations. Through coursework and other experiences, MA students will deliberate individually and collectively about a wide range of issues and problems in contemporary medicine and the history of medicine, acquire familiarity with a range of methods and outcomes of ethical inquiry, develop advanced critical normative reasoning and judgment capacities, and cultivate effective communication skills for academic, clinical, and policy contexts.

The purpose of the applied project is to enable students to put into practice what they learn in the classroom, while simultaneously expanding their knowledge base through practical experience. Students initiate the search for an appropriate applied project, and then work with a prospective applied project supervisor to develop a specific project with clear learning objectives and evaluation metrics. There is considerable flexibility in deciding upon the scope and nature of the applied project, but the project should require a substantial portion of the student’s time (10-20hrs/week), engage a host of ethical considerations, and be of value to the site and supervisor. Commonly projects combine internship-like activities directed by a supervisor at a non-ASU location and analysis and writing on a related topic under the direction of an ASU faculty member.

The applied project supervisor assumes the following responsibilities: s/he plans the learning outcomes with the student (project goal, description, deliverables), oversees the student’s activities, and assesses the student’s performance.

I am hopeful that you will consider hosting one of our MA students – please feel free to contact me at gary.grossman@asu.edu should you have any questions.

PO Box 875603, Tempe, AZ 85287-5603  
(480) 727-8787 Fax: (480) 727-8701  
sfs@asu.edu sfs.asu.edu
**STUDENT INFORMATION**

<table>
<thead>
<tr>
<th>Last Name</th>
<th>First Name</th>
<th>M.I.</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>ASU Affiliate ID (10-Digit)</th>
<th>ASU Email Address</th>
<th>Phone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Local Address</th>
<th>City</th>
<th>State</th>
<th>Zip Code</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Graduate Coursework GPA</th>
<th>Plan of Study GPA</th>
<th>Course Credit Hours Completed</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**PROPOSED INTERNSHIP**

<table>
<thead>
<tr>
<th>Planned Internship Session (Select One)</th>
<th>Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐ Fall</td>
<td></td>
</tr>
<tr>
<td>☐ Spring</td>
<td></td>
</tr>
<tr>
<td>☐ Summer</td>
<td></td>
</tr>
</tbody>
</table>

**Possible Internship Site Name**

<table>
<thead>
<tr>
<th>Site Address</th>
<th>City</th>
<th>State</th>
<th>Zip</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Internship Site Supervisor</th>
<th>Phone Number</th>
<th>Email Address</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Are you currently employed at this site?</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

If yes, please provide the following information:

<table>
<thead>
<tr>
<th>Name of Current Supervisor</th>
<th>Phone Number</th>
<th>Email Address</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Current Work Schedule</th>
<th>Current Number of Hours per Week</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Student Signature ___________________________________________ Date _________________

Internship Site Supervisor Signature____________________________ Date _________________
Submit completed form to the SFIS Graduate Program Advisor in Interdisciplinary B, Room 366.

Student Name (Last, First, Middle):

Student Affiliate ID Number (10 Digits):

Educational Record(s) to be Released: Disciplinary Records

Party to Whom Disclosure of Records May be Made, “Authorized Recipient(s):”

Andra Williams
Coordinator Sr., Education Programs
School for the Future of Innovation in Society
Mail Code: 5603

Purpose of the Disclosure: Confirmation of Disciplinary Standing.

By presenting a signed and dated copy of this Consent to Arizona State University (ASU), the student consents to the release by ASU of the Records to the Authorized Recipient(s) for the Purpose identified above. The Student further agrees that ASU may discuss the information contained in the Records with the Authorized Recipients. This Consent applies to educational records that may otherwise be protected under the Family Educational Rights and Privacy Act of 1974, as amended, 20 U.S.C. 1232g.

SIGNATURE

Student Signature ___________________________________________ Date ___________

Program submits to: Student Life, Mail Code 0512. Student Life will return this form with the disciplinary report to the program. The student may not start the internship until the program receives the report.
APPLIED PROJECT CONTRACT – AEP 593
APPLIED ETHICS & THE PROFESSIONS
Biomedical & Health Ethics

Submit completed form to the SFIS Graduate Program Advisor in Interdisciplinary B, Room 366.

STUDENT AND FACULTY MENTOR INFORMATION

<table>
<thead>
<tr>
<th>Last Name</th>
<th>First Name</th>
<th>M.I.</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>ASU Affiliate ID (10-Digit)</td>
<td>Student ASU Email Address</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ASU Faculty Mentor</td>
<td>Mentor ASU Email Address</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

List the Activities that will comprise the Applied Project along with brief description and expected credit hours. (see Applied Project Examples) If using Internship as part of your experiences, please submit the Internship Approval Form and Consent to the Release of Information Form along with this form.

<table>
<thead>
<tr>
<th>Activity</th>
<th>Type / Amount (type of writing or experience / pages or hours)</th>
<th>Credit hours</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

APPLIED PROJECT DESCRIPTION – include information on each of the activities above in your description.

Your applied project description is a 3- to 5-page explanation of your project that, in combination with the Applied Project Contract cover sheet, is your Applied Project Contract. The goal of the description is to provide a written explanation of why a project is worth doing, what your goals are, what you will do to achieve the goals, and what elements of the project will be submitted at the end of the project for grading. The precise sections in the description will depend on whether your project explores a research question or has a more applied focus. (see the next page for more detail information on what to include in your description)

INTERNSHIP SPECIFIC INFORMATION (Omit if no internship hours)

<table>
<thead>
<tr>
<th>Session(s) (Select one or more)</th>
<th>Fall</th>
<th>Spring</th>
<th>Summer</th>
<th>Year</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Site</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Site Address</td>
<td></td>
<td>City</td>
<td>State</td>
<td>Zip</td>
<td></td>
</tr>
<tr>
<td>Supervisor</td>
<td></td>
<td>Phone Number</td>
<td>Email Address</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Internship Contact hours: (You must complete a minimum of 45 contact hours to earn a semester credit hour.)

Internship Work Schedule

<table>
<thead>
<tr>
<th>Sunday</th>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
<th>Saturday</th>
</tr>
</thead>
</table>

☐ Check here if you will complete substantial work off-site or if your schedule will be at your discretion. Regularly scheduled meetings with your internship site supervisor are required.

Compensation: Please indicate if the internship is paid or unpaid. Consult U.S. Department of Labor Fact Sheet #71.

☐ Paid – Brief Description of Payment Terms:
☐ Unpaid – Attach the Test for Unpaid Interns.

SIGNATURES

Student Signature ___________________________ Date ____________

Faculty Mentor Signature ______________________________ Date ____________

Internship Site Supervisor Signature __________________________ Date ____________

Degree Program Chair Signature __________________________ Date ____________
Applied Project Description

Your applied project description is a 3- to 5-page explanation of your project that, in combination with the Applied Project Contract cover sheet, is your Applied Project Contract. The goal of the description is to provide a written explanation of why a project is worth doing, what your goals are, what you will do to achieve the goals, and what elements of the project will be submitted at the end of the project for grading. The precise sections in the description will depend on whether your project explores a research question or has a more applied focus.

Practice Projects

Descriptions of practice projects should in each of the five following sections. Please use these headers in your document to label each section.

1. **Background/Motivation**: Write a 1-2 page description of why your project is interesting/worth doing/important. While your own views will drive this section, you also need to provide enough information grounded in sources to convince your reader that the project you will describe later is connected real world phenomena. This section will likely need some references.

2. **Goal**: Write the 1-3 sentence paragraph describing what you will achieve with your project. A good goal is important for formulating a strong project because it moves you from a general topic to a focus for your activities.

3. **Activities**: Write a 1-2 page description what you will do to achieve the project goal. Depending on the goal a wide variety of activities may be appropriate. We have had students do all of the following: shadow doctors, write ethics codes, write and analyze cases, develop educational presentations, organize conferences, write background white papers, keep journals, intern in a variety of organizations, etc. Figuring out what activities you’ll do is the heart of your applied project. Be creative and come up with a set of activities that allow you to engage topics you’re passionate about and develop skills you wish to use in your future career.

4. **Project Deliverables**: This is the short list of what will be submitted and evaluated as the outcome(s) of the applied project. The Applied Project Examples handout lists things that can be included as deliverables. The list should also indicate how many credit hours/portion of the project is tied to each item. Applied Project Examples handout gives guidelines for how various activities translate to credit hours.

5. **Bibliography**: Attach a list of the scholarly materials you’ll use in your project activities. This will likely include articles and/or books from some of the courses you’ve taken and other research projects you’ve done on the project topic.

Research Projects

Descriptions of research projects should in each of the five following sections. Please use these headers in your document to label each section.

1. **Background/Motivation**: Write a 1-2 page description of why your project is interesting/worth doing/important. While your own views will drive this section, you also need to provide enough information grounded in sources to convince your reader that the research you will describe later is connected to a scholarly literature or real world phenomena. This section will likely need some references.

2. **Question**: Write the 1-3 sentence research question that you will answer with your project. A good driving question is important for formulating a strong project because it moves you from a general topic to a goal and focus for your research.

3. **Methods**: Write a 1-2 page description of how you will conduct the research that will answer your question. What information will you gather? How will you gather it? Are you going to interview people? Conduct a survey? Observe? Read and analyze particular literatures? Note, simply saying your method is “literature review” is not a sufficient description of methods. If you’re using paper or electronic literature you need to describe what kind(s) of materials you will read and what you will do to analyze those materials to produce the information that will answer your question.

4. **Project Deliverables**: This is the list of what will be submitted and evaluated as the outcome(s) of the applied project. The Applied Project Examples handout lists things that can be included as deliverables. The list should also indicate how many credit hours/portion of the project is tied to each item. Applied Project Examples handout gives guidelines for how various activities translate to credit hours.

5. **Bibliography**: Attach a list of the scholarly materials you’ll use in developing an analysis of your data. This will likely include articles and/or books from some of the courses you’ve taken and other research projects you’ve done on the project topic.
APPLIED ETHICS AND THE PROFESSIONS – Biomedical and Health Ethics

APPLIED PROJECT EXAMPLES

Your applied project will be a summative experience that gives you hands-on learning experience. You will apply your skills and abilities with identifying, analyzing, and resolving ethical issues within a professional context. Applied projects often consist of two or more of the following: internship, research, development of educational activities, shadowing, and formal or informal writing. All students must complete six (6) credits of AEP 593: Applied Project.

To assist you in developing a proposal for a six-credit applied project, the following are examples of elements and how much credit they would be worth. The table below is intended to inspire rather than constrain projects. You may propose project elements not listed below.

<table>
<thead>
<tr>
<th>Activity</th>
<th>Amount</th>
<th>Credit hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Policy white paper(s) or legal analysis</td>
<td>20-30 pages formal writing includes working with scholarly literature as appropriate to analyze data. Does not include data collection. Should also include a 2-page policy brief.</td>
<td>3</td>
</tr>
<tr>
<td>Bioethics paper(s)</td>
<td>20-30 pages formal writing, includes data analysis but not data collection.</td>
<td>3</td>
</tr>
<tr>
<td>Organize conference</td>
<td>135 hours of effort (before and during conference) and written products such conference poster, program, etc.</td>
<td>3</td>
</tr>
<tr>
<td>Internship hours*</td>
<td>135 contact hours and 25 pages of informal writing, journal or other internship-specific deliverables</td>
<td>3</td>
</tr>
<tr>
<td>Annotated bibliography</td>
<td>Annotated bibliographies state the argument and significant contribution (not just the contents) of each entry. Good annotations take 1-2 paragraphs. A typical bibliography would discuss scholarly articles and books to equal about 30 articles (1 book = 3 articles).</td>
<td>3</td>
</tr>
<tr>
<td>Public education materials (e.g. pamphlet, web site, poster, presentation)</td>
<td>Develop materials, find and organize places to make presentations, make three 1-hour presentations. Does not include research to develop presentation.</td>
<td>1</td>
</tr>
<tr>
<td>Research</td>
<td>135 hrs. Data collection by a wide range of social science or humanities methods.</td>
<td>3</td>
</tr>
</tbody>
</table>

*The Arizona Board of Regents specifies the academic credit earned for time spent on internship activities. To earn each unit of academic credit, you must spend 45 hours at an approved site working on tasks directly associated with the internship.

For comparison, here are some typical projects and the credit associated with them.

<table>
<thead>
<tr>
<th>Activity</th>
<th>Amount</th>
<th>Credit hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bio &amp; Society undergraduate capstone project</td>
<td>Prospectus, research, 5 pg. write up, and poster. Two classroom courses (6 credits) and 3 credits of independent research.</td>
<td>9</td>
</tr>
<tr>
<td>Undergraduate Honors thesis</td>
<td>Research, writing, bibliography, 30-60 pages. One research component, situate in literature from courses</td>
<td>6</td>
</tr>
<tr>
<td>MS thesis</td>
<td>Research, writing, bibliography, 30-50 pgs. Two research components or one research component and a short literature review essay to situate.</td>
<td>12</td>
</tr>
<tr>
<td>Graduate seminar</td>
<td>1 book per week, 15 pgs. Informal writing, 20 pages formal writing</td>
<td>3</td>
</tr>
</tbody>
</table>
APPLIED ETHICS AND THE PROFESSIONS – Biomedical and Health Ethics

INTRODUCTION TO INTERNSHIPS

Academic standing
You must be in good academic standing with both a graduate coursework GPA and Plan of Study (iPOS) GPA of 3.0 or better to participate in an internship.

Hours
The Arizona Board of Regents specifies the academic credit earned for time spent in internship activities. For example, to earn the three units of academic credits, you must spend 135 hours at an approved site working on tasks directly associated with the internship.

<table>
<thead>
<tr>
<th>Academic Credit</th>
<th>Required Contact Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 unit</td>
<td>45 hours</td>
</tr>
<tr>
<td>2 units</td>
<td>90 hours</td>
</tr>
<tr>
<td>3 units</td>
<td>135 hours</td>
</tr>
</tbody>
</table>

Attendance
You must be at the work site regularly. With your supervisor’s approval, you may at times work on your projects remotely. You will record hours on an “Internship Work Hours Log” and your supervisor will verify the hours. If you fail to work the minimum number of hours, you will not receive credit for the internship.

Evaluations
You must schedule regular meetings with your supervisor to monitor your progress and complete our formal evaluation.

Grades
Your grade is based on attendance, supervisor evaluations, successfully meeting deadlines, project success, and the timely submission of your documents and reports. Internships and applied projects are typically graded Y (passing) or E (failing).

Compensation
Internships can be paid or unpaid. For-profit private sector employers must follow the guidelines established in “U.S. Department of Labor Fact Sheet #71” on whether to pay interns. See also the “Test for Unpaid Interns.”

Current employer
You may be able to arrange an internship with your current employer. You and your employer must define a new project that differs from your everyday job requirements. Before starting the internship, submit the following paperwork:
- Internship Work Variance Form
- All required attachments
- Approval from the program before starting the internship

International students
If you hold an F1 visa, you are eligible to work an unpaid internship that qualifies as a trainee experience under the U.S. Fair Labor Standards Act (FLSA). To be eligible to work in a paid internship, you must hold an F1 visa, apply for Curricular Practical Training (CPT), and receive approval prior to starting the internship. For CPT application assistance, work with the International Students and Scholars Office (https://students.asu.edu/international/support/f1cpt).

Forms
Before you begin your internship hours you must submit the following forms:
- Internship Application
- Information Release Consent
- Applied Project Contract
- Test for Unpaid Interns
- Internship Liability Release
- Internship Work Variance Form (if needed)

When you complete the internship, you will submit:
- Internship Work Hours Log
- Internship journal
- Midterm Evaluation by Site Supervisor
- Final Evaluation by Site Supervisor
- Student Evaluation of the Internship
Fact Sheet #71: Internship Programs Under The Fair Labor Standards Act

This fact sheet provides general information to help determine whether interns must be paid the minimum wage and overtime under the Fair Labor Standards Act for the services that they provide to “for-profit” private sector employers.

**Background**

The Fair Labor Standards Act (FLSA) defines the term “employ” very broadly as including to “suffer or permit to work.” Covered and non-exempt individuals who are “suffered or permitted” to work must be compensated under the law for the services they perform for an employer. Internships in the “for-profit” private sector will most often be viewed as employment, unless the test described below relating to trainees is met. Interns in the “for-profit” private sector who qualify as employees rather than trainees typically must be paid at least the minimum wage and overtime compensation for hours worked over forty in a workweek.

**The Test For Unpaid Interns**

There are some circumstances under which individuals who participate in “for-profit” private sector internships or training programs may do so without compensation. The Supreme Court has held that the term "suffer or permit to work" cannot be interpreted so as to make a person whose work serves only his or her own interest an employee of another who provides aid or instruction. This may apply to interns who receive training for their own educational benefit if the training meets certain criteria. The determination of whether an internship or training program meets this exclusion depends upon all of the facts and circumstances of each such program.

The following six criteria must be applied when making this determination:

1. The internship, even though it includes actual operation of the facilities of the employer, is similar to training which would be given in an educational environment;

2. The internship experience is for the benefit of the intern;

3. The intern does not displace regular employees, but works under close supervision of existing staff;

4. The employer that provides the training derives no immediate advantage from the activities of the intern; and on occasion its operations may actually be impeded;

5. The intern is not necessarily entitled to a job at the conclusion of the internship; and

6. The employer and the intern understand that the intern is not entitled to wages for the time spent in the internship.

If all of the factors listed above are met, an employment relationship does not exist under the FLSA, and the Act’s minimum wage and overtime provisions do not apply to the intern. This exclusion from the definition of employment is necessarily quite narrow because the FLSA’s definition of “employ” is very broad. Some of the most commonly discussed factors for “for-profit” private sector internship programs are considered below.
Similar To An Education Environment And The Primary Beneficiary Of The Activity
In general, the more an internship program is structured around a classroom or academic experience as opposed to the employer’s actual operations, the more likely the internship will be viewed as an extension of the individual’s educational experience (this often occurs where a college or university exercises oversight over the internship program and provides educational credit). The more the internship provides the individual with skills that can be used in multiple employment settings, as opposed to skills particular to one employer’s operation, the more likely the intern would be viewed as receiving training. Under these circumstances the intern does not perform the routine work of the business on a regular and recurring basis, and the business is not dependent upon the work of the intern. On the other hand, if the interns are engaged in the operations of the employer or are performing productive work (for example, filing, performing other clerical work, or assisting customers), then the fact that they may be receiving some benefits in the form of a new skill or improved work habits will not exclude them from the FLSA’s minimum wage and overtime requirements because the employer benefits from the interns’ work.

Displacement And Supervision Issues
If an employer uses interns as substitutes for regular workers or to augment its existing workforce during specific time periods, these interns should be paid at least the minimum wage and overtime compensation for hours worked over forty in a workweek. If the employer would have hired additional employees or required existing staff to work additional hours had the interns not performed the work, then the interns will be viewed as employees and entitled compensation under the FLSA. Conversely, if the employer is providing job shadowing opportunities that allow an intern to learn certain functions under the close and constant supervision of regular employees, but the intern performs no or minimal work, the activity is more likely to be viewed as a bona fide education experience. On the other hand, if the intern receives the same level of supervision as the employer’s regular workforce, this would suggest an employment relationship, rather than training.

Job Entitlement
The internship should be of a fixed duration, established prior to the outset of the internship. Further, unpaid internships generally should not be used by the employer as a trial period for individuals seeking employment at the conclusion of the internship period. If an intern is placed with the employer for a trial period with the expectation that he or she will then be hired on a permanent basis, that individual generally would be considered an employee under the FLSA.

Where to Obtain Additional Information
This publication is for general information and is not to be considered in the same light as official statements of position contained in the regulations.

For additional information, visit our Wage and Hour Division Website: http://www.wagehour.dol.gov and/or call our toll-free information and helpline, available 8 a.m. to 5 p.m. in your time zone, 1-866-4USWAGE (1-866-487-9243).

U.S. Department of Labor
Frances Perkins Building
200 Constitution Avenue, NW
Washington, DC 20210

1-866-4-USWAGE
TTY: 1-866-487-9243
http://www.dol.gov/whd/contact_us.htm

• The FLSA makes a special exception under certain circumstances for individuals who volunteer to perform services for a state or local government agency and for individuals who volunteer for humanitarian purposes for private non-profit food banks. WHD also recognizes an exception for individuals who volunteer their time, freely and without anticipation of compensation for religious, charitable, civic, or humanitarian purposes to non-profit organizations. Unpaid internships in the public sector and for non-profit charitable organizations, where the intern volunteers without expectation of compensation, are generally permissible. WHD is reviewing the need for additional guidance on internships in the public and non-profit sectors.
Submit completed form to the SFIS Graduate Program Advisor in Interdisciplinary B, Room 366.

THE TEST FOR UNPAID INTERNS - Based on Fact Sheet #71 from the U.S. Department of Labor and information from the National Association of Colleges and Employers

Student Name (Last, First, MI):
Internship Site:
Site Supervisor:

Is the intern a paid “employee” or an unpaid “trainee”? Here are some considerations to review to help determine if the intern meets the criteria set forth by the Fair Labor Standards Act.

Is the internship site a non-profit entity? ☐ YES ☐ NO
If YES, the internship can be UNPAID.
If NO, answer the questions below:

Please circle YES or NO for all the following statements:
YES NO The work is an integral part of the student's course of study.
YES NO The student will receive credit for the work or the work is required for graduation.
YES NO The student must prepare a report of his/her experience and submit it to a faculty supervisor.
YES NO The employer has received a letter or some other form of written documentation from the school stating that it sponsors or approves the internship and that the internship is educationally relevant.
YES NO Learning objectives are clearly defined.
YES NO The student does not perform work that other employees perform.
YES NO The student is in a shadowing/learning mode.
YES NO The employer provides an opportunity for the student to learn a skill, process, or other business function, or to learn how to operate equipment.
YES NO There is educational value to the work performed, i.e. it is related to the courses the student is taking in school.
YES NO The student is supervised by a staff member.
YES NO The student does not provide benefit to the employer more than 50 percent of the time.
YES NO The employer did not guarantee a job to the student upon completion of the training or completion of the schooling.

If the internship site is for-profit and if all the circled responses are YES, the internship can be UNPAID.

If the internship site is for-profit and if one of more of the circled responses is NO, the internship must be a PAID internship. If you have questions or need more information, please contact the SFIS Office at 480-727-9498.

Student Signature ____________________________________________ Date ____________________

Site Supervisor Signature ____________________________________ Date ____________________
Submit completed form to the SFIS Graduate Program Advisor in Interdisciplinary B, Room 366.

Date (00/00/0000):
Student Name (Last, First, MI):

I am signing this Release so that I can participate in the Internship activities listed below that will be associated with my enrollment in coursework as part of my degree program.

List of activities (include all activities associated with your internship):

1. 
2. 
3. 
4. 
5. 

I agree to assume the risk that unexpected events may occur and result in harm, injury or illness to me while I am participating in these Activities or in connection with transportation to and from the destinations or any associated food or lodging. I agree to indemnify ASU and not to sue ASU for any harm or damage associated with my participation if the harm or damage is not due to the negligence or fault of ASU.

☐ I DO carry health insurance coverage for myself through:
   Health Insurance Provider:
   Insurance ID Number:
   Insurance Group Number:
   Health Insurance Provider Phone Number :

☐ I DO NOT have health insurance coverage for myself.

If I require emergency medical treatment, please contact:
   Name of Emergency Contact Person:
   Is this Emergency Contact Person a family member, or friend?
   If this Emergency Contact Person is a family member, please enter the relationship:
   Emergency Contact Home Phone:   Emergency Contact Cell Phone: 
   Emergency Contact Work Phone: 
   Name of Doctor:   Doctor Phone: 

If the Emergency Contact Person nor my Doctor are available at these phone numbers, I consent to the provision of emergency medical treatment to the extent that the treatment is necessary in the medical opinion of the doctor rendering the treatment. In this agreement, “ASU” means Arizona State University, the Arizona Board of Regents, the State of Arizona and their employees and agents.

Signature of Student __________________________________________ Date _____________
Submit completed form to the SFIS Graduate Program Advisor in Interdisciplinary B, Room 366.

Request to Utilize Current Employer for Internship Credit

Submit to the Internship Coordinator in the School for the Future of Innovation in Society, Interdisciplinary B Room 366, at least four weeks BEFORE the internship begins.

Date (00/00/0000):

Student Name (Last, First, MI): 

ASU 10 Digit ID:

Current Position: 

Hours Per Week:

Dates of Employment:

Employer Name:

Supervisor Name:

Employer Address:

Line 1: 

Line 2: 

City: State: Zip Code:

Employer Phone Number:

Internship Semester: 

☐ Fall ☐ Spring ☐ Summer ☐ Summer Year:

REQUIRED MATERIALS FOR VARIANCE APPROVAL:

- This Request to Utilize Current Employer for Internship Credit form (Work Variance Form)
- A letter from the student, requesting approval and briefly describing the project and task that are different from the student’s employment.
- A current job description.
- A letter from the current supervisor which clearly states that the student’s internship requirements will be allowed by the employer.

ACTION TAKEN:

☐ Approved ☐ Denied

Brief Description of Reason for Denial:

_________________________________________________________________

_________________________________________________________________

Degree Program Chair Name:

Degree Program Chair Signature ___________________________ Date _____________
**INTERNSHIP WORK HOURS LOG**

**APPLIED ETHICS & THE PROFESSIONS**

**Biomedical & Health Ethics**

Submit completed form to the SFIS Graduate Program Advisor in Interdisciplinary B, Room 366.

Student Name (Last, First, MI:)

ASU 10 Digit ID:

Internship Site:

<table>
<thead>
<tr>
<th>WEEK DATES 00/00/0000 to 00/00/0000</th>
<th>Sun</th>
<th>Mon</th>
<th>Tues</th>
<th>Wed</th>
<th>Thurs</th>
<th>Fri</th>
<th>Sat</th>
<th>TOTAL For Week</th>
</tr>
</thead>
<tbody>
<tr>
<td>to</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>to</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>to</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>to</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>to</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>to</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>to</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>to</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>to</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>TOTALS</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**TOTAL HOURS for INTERNSHIP:**

Student Signature _____________________________________________________ Date _____________________

Site Supervisor Signature _______________________________________________ Date _____________________
Submit completed form to the SFIS Graduate Program Advisor in Interdisciplinary B, Room 366.

Date:  
Student Name (Last, First, MI):  
Internship Site:  
Supervisor:  

### Evaluation Rating Scale

<table>
<thead>
<tr>
<th>Rating</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>5</td>
<td>Outstanding: This is the highest rating. The intern’s performance consistently excels beyond expectations in all aspects of the internship.</td>
</tr>
<tr>
<td>4</td>
<td>Strongly meets expectations: Performance is above what is expected. The intern is proficient in all aspects of the internship and excels beyond expectations in some aspects of the internship.</td>
</tr>
<tr>
<td>3</td>
<td>Meets Expectations: Intern is proficient in all aspects of this component/position.</td>
</tr>
<tr>
<td>2</td>
<td>Partially meets expectations: The intern’s performance is proficient in most aspects of the internship, but he or she has immediate development needs in at least one area.</td>
</tr>
<tr>
<td>1</td>
<td>Does not meet expectations: The intern’s performance does not meet the minimal expectations of performance for the internship. Immediate improvement is needed.</td>
</tr>
</tbody>
</table>

Please use the evaluation rating scale above and mark the number that best corresponds to how you rate the performance of the intern in each of the categories listed below. Share this with the student to help them identify their areas of strengths and opportunities for growth.

<table>
<thead>
<tr>
<th>Category</th>
<th>Rating</th>
<th>5</th>
<th>4</th>
<th>3</th>
<th>2</th>
<th>1</th>
<th>N/A</th>
</tr>
</thead>
<tbody>
<tr>
<td>Is punctual</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Is willing to assume all tasks</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Completes tasks with little supervision</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Completes tasks with few or no mistakes</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Assumes responsibility once a routine task has been done</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Shows outstanding preparation</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Applies academic knowledge to real work situations</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Displays initiative and good judgment</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Overall performance</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Page 1 of 2
APPLIED ETHICS AND THE PROFESSIONS – Biomedical and Health Ethics

INTERNSHIP MIDTERM EVALUATION

Please answer the following questions:

What aspects of the Intern’s performance were most positive?

What aspects of the Intern’s performance need improvement?

Additional Comments:

SIGNATURES
Signature of Student ____________________________________________ Date ______________
Signature of Internship Supervisor _______________________________ Date ______________
Submit completed form to the SFIS Graduate Program Advisor in Interdisciplinary B, Room 366.

Date: 
Student Name (Last, First, MI): 
Internship Site: 
Supervisor: 

Evaluation Rating Scale

<table>
<thead>
<tr>
<th>Rating</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>5</td>
<td>Outstanding: This is the highest rating. The intern’s performance consistently excels beyond expectations in all aspects of the internship.</td>
</tr>
<tr>
<td>4</td>
<td>Strongly meets expectations: Performance is above what is expected. The intern is proficient in all aspects of the internship and excels beyond expectations in some aspects of the internship.</td>
</tr>
<tr>
<td>3</td>
<td>Meets Expectations: Intern is proficient in all aspects of this component/position.</td>
</tr>
<tr>
<td>2</td>
<td>Partially meets expectations: The intern’s performance is proficient in most aspects of the internship, but he or she has immediate development needs in at least one area.</td>
</tr>
<tr>
<td>1</td>
<td>Does not meet expectations: The intern’s performance does not meet the minimal expectations of performance for the internship. Immediate improvement is needed.</td>
</tr>
</tbody>
</table>

Please use the evaluation rating scale above and mark the number that best corresponds to how you rate the performance of the intern in each of the categories listed below. Share this with the student to help them identify their areas of strengths and opportunities for growth.

<table>
<thead>
<tr>
<th>Category</th>
<th>5</th>
<th>4</th>
<th>3</th>
<th>2</th>
<th>1</th>
</tr>
</thead>
<tbody>
<tr>
<td>Professionalism/Work Ethic</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Teamwork/Collaboration</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Critical Thinking/Problem Solving</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Leadership</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Communication Skills – Written</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Communication Skills – Verbal</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Self-Direction</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Creativity/Innovation</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Overall Performance</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
INTERNSHIP FINAL EVALUATION

Please answer the following questions:

Was the Intern academically prepared for the internship?

What aspects of the Intern’s performance were most positive?

What aspects of the Intern’s performance need improvement?

Did the Intern successfully complete the objectives specified in the contract?

Additional Comments:

SIGNATURES
Signature of Student ____________________________________________ Date _____________
Signature of Internship Supervisor ______________________________ Date _____________
Submit completed form to the SFIS Graduate Program Advisor in Interdisciplinary B, Room 366.

To be completed by Student Intern

Date (00/00/0000): 
ASU 10-digit ID: 
Student Name (Last, First, Middle): 
Internship Site: 
Site Supervisor: 

### EVALUATION RATING SCALE

<table>
<thead>
<tr>
<th>Rating</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>5</td>
<td>Excellent</td>
</tr>
<tr>
<td>4</td>
<td>Good</td>
</tr>
<tr>
<td>3</td>
<td>Average</td>
</tr>
<tr>
<td>2</td>
<td>Below Average</td>
</tr>
<tr>
<td>1</td>
<td>Poor</td>
</tr>
<tr>
<td>N/A</td>
<td>Not Applicable</td>
</tr>
</tbody>
</table>

Please use the evaluation rating scale above and check the box which best corresponds to how you rate your internship experience in each of the categories listed below:

<table>
<thead>
<tr>
<th>Category</th>
<th>5</th>
<th>4</th>
<th>3</th>
<th>2</th>
<th>1</th>
<th>N/A</th>
</tr>
</thead>
<tbody>
<tr>
<td>Quality of Projects/Assignments</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Opportunity to Work With Others</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Opportunity to Learn on the Job</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Opportunity to Apply Coursework</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Experience Working with Site Supervisor</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Relevancy of Internship to your Degree Program</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

1. How did you find your Internship?
   - [ ] ASU Staff or Faculty
   - [ ] Referral from Friend or Family
   - [ ] Company Website
   - [ ] Other (please explain)

2. Would you recommend this Internship site to other students in the future?
   - [ ] Yes
   - [ ] No

3. Explain your answer to question #2.

4. How would you improve the internship process for your degree program?

5. Additional Comments:

Signature of Student ____________________________________________ Date ____________
GRADUATION PLANS
APPLIED ETHICS & THE PROFESSIONS
Biomedical & Health Ethics

Submit completed form to the SFIS Graduate Program Advisor in Interdisciplinary B, Room 366.

### STUDENT INFORMATION

<table>
<thead>
<tr>
<th>LAST NAME</th>
<th>FIRST NAME</th>
<th>M.I.</th>
<th>DATE (00/00/0000)</th>
</tr>
</thead>
<tbody>
<tr>
<td>ASU AFFILIATE ID (10-DIGIT)</td>
<td>ASU EMAIL ADDRESS</td>
<td>ALTERNATE EMAIL ADDRESS</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>LOCAL ADDRESS</th>
<th>CITY</th>
<th>STATE</th>
<th>ZIP</th>
</tr>
</thead>
</table>

### DATE PLAN OF STUDY WAS APPROVED

(Approved Plan of Study must be on file with the Graduate College before the student begins AEP 593)

<table>
<thead>
<tr>
<th>GRADUATE COURSEWORK GPA</th>
<th>PLAN OF STUDY GPA</th>
<th>COURSE CREDIT HOURS COMPLETED TOWARDS DEGREE</th>
</tr>
</thead>
</table>

### FACULTY MENTOR INFORMATION

<table>
<thead>
<tr>
<th>LAST NAME</th>
<th>FIRST NAME</th>
<th>EMAIL ADDRESS</th>
</tr>
</thead>
</table>

### APPLIED PROJECT ACTIVITIES

- [ ] Registered for AEP 593  Term(s):
- [ ] Completed  Date:
- [ ] In progress  Anticipated completion date:

### INTERNSHIP (if applicable)

- [ ] Completed  Date:
- [ ] In progress  Anticipated completion date:
- [ ] All internship forms submitted  Date:

### INTENDED GRADUATION

Year:
- [ ] Spring
- [ ] Summer
- [ ] Fall

### SIGNATURES

Student Signature ___________________________  Date ________________________

Faculty Mentor Signature ________________________  Date ____________________
REPORT OF FINAL MASTER’S CULMINATING EXPERIENCE
APPLIED PROJECT – AEP 593
Applied Ethics & the Professions
Biomedical & Health Ethics

NAME OF STUDENT (Last name, first name, middle initial)  10 DIGIT ASU AFFILIATE ID#

MASTER OF  MAJOR
Master of Arts  Applied Ethics and the Professions – Biomedical and Health Ethics

APPLIED PROJECT TITLE  COMPLETION DATE – MM/DD/YYYY

<table>
<thead>
<tr>
<th>AREAS OF PERFORMANCE</th>
<th>5</th>
<th>4</th>
<th>3</th>
<th>2</th>
<th>1</th>
</tr>
</thead>
<tbody>
<tr>
<td>Identification and framing of applied ethics problem</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Research of the applied ethics problem</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Analysis of the applied ethics problem</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Written Communication of Project Results</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Oral Communication of Project Results</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

NAMES OF COMMITTEE as they appear on approved POS  SIGNATURES  PASSED  FAILED  DATE
CHAIR (Faculty Mentor)  □  □
MEMBER (Reader)  □  □

NAME OF HEAD OF ACADEMIC UNIT  SIGNATURE  PASSED  FAILED  DATE
□  □