



Marshfield Clinic[®]
Research Institute

Student Research Internship Program (SRIP)

Intern Handbook

2024

Example. Subject to Change.

This program is supported almost entirely through philanthropy.

Welcome to Marshfield Clinic Research Institute!

This *Handbook* is designed as a resource for the Marshfield Clinic Research Institute's Student Research Internship Program (SRIP). It provides an overview of the program and information about the policies and procedures related to the internship.

We look forward to spending this summer with you!

Sincerely,

Jeff VanWormer
SRIP Director
VANWORMER.JEFFREY@marshfieldresearch.org

Seth Langreck
SRIP Administrator
langreck.seth@marshfieldclinic.org

Example. Subject to Change.

Table of Contents

Overview of the Marshfield Clinic Health System	5
About the Research Institute	6
Our Mission, Vision, and Values	6
Our History	7
Our Present	8
MCRI Organizational Structure	9
MCRI Centers	9
MCRI Shared Support Services Offices	11
Program overview	12
The research experience	12
Expectations for students	12
Internship Resources	14
Before the Internship Begins	15
Background check, drug screening, and physical health assessment	15
International Students	15
Housing	15
Getting to MCHS	16
Dress Code	16
Professional Portrait	17
Orientation Schedule	17
While you are here	17
Time Commitment and Work Schedule	17
Salary	18
Timecards and Payroll	18
Lunch Breaks	18
Corporate Policies	19
Use of Computers and Email	19
Getting Around	20
Campus Maps	20
At the end of the program	20
Research Data	20

Security Badge	20
Exit Survey.....	20
Publications.....	21
Frequently asked questions	22
APPENDICES	23
Appendix A - Projected Summer Calendar	23
Appendix B - Summary of SRIP student publications	23
Appendix C – Dress Code	28
Appendix D – Campus Maps	30
Appendix E – Acronyms used in this handbook.....	31
Appendix F - Housewares Provided	32
Appendix G - Summer Events	33
Signed Acknowledgement	36

Example. Subject to Change.

Overview of the Marshfield Clinic Health System

Marshfield Clinic Health System (MCHS) is an integrated health system serving Wisconsin with more than 12,000 employees and more than 1,200 providers comprising 86 specialties. MCHS primary operations include Marshfield Clinic, Marshfield Medical Center in Marshfield, Marshfield Medical Center – Eau Claire, Marshfield Medical Center - Rice Lake, Marshfield Children's Hospital, Marshfield Clinic Research Institute, Security Health Plan and Marshfield Clinic Health System Foundation. MCHS serves nearly 350,000 unique patients annually.

The mission of MCHS is to enrich lives through accessible, affordable compassionate health care. With more than 50 locations in 34 Wisconsin communities in northern, central and western Wisconsin, MCHS provides easy-access to healthcare for much of the state's rural population. In addition, dental services under the auspices of the Family Health Center of Marshfield, Inc. are offered with MCHS providers.

MCHS Strategic Plan

OUR MISSION: We enrich lives to create healthy communities through accessible, affordable, compassionate health care.

OUR VISION: We will innovate and define the future of health care for generations. We will be the consumer's first choice for health care.

OUR VALUES: Patient-centered • Trust • Teamwork • Excellence • Affordability

OUR BRAND PROMISE: Simplifying the path to health care, delivered where, when and how you want it.

MARSHFIELD PROMISE: Motivated by our mission to enrich lives, we use common values to ensure those we serve feel supported in their health care journey, and staff and providers are actively engaged with one another. Together through our actions, we promise to deliver compassionate, safe and expert care to everyone.



22494-004

About the Research Institute

The largest private not-for-profit research organization in Wisconsin, Marshfield Clinic Research Institute (MCRI) offers a rich and unique environment for clinicians and scientists to collaborate to continue the search for knowledge that will reduce the burden of disease and disability and improve the quality of life for people all over the world.

Our Mission, Vision, and Values

Mission

We enrich lives through discovery, translation and application of scientific knowledge that improves health and wellbeing.

Vision

We will innovate and define the future of health care for generations. Our research will be the source of innovation for the future of disease and injury prevention and integrated health care locally and globally.

Values

Discovery – Will be the foundation of the overall activities of the research group.

Translation – A major effort will be made to apply our discoveries in the health care setting.

Dissemination – Results of work done will be distributed broadly on a timely basis.

Teamwork – Will be a hallmark of the research group.

Excellence – Will be the standard for all research and program activities.

Collaboration – Partnerships, both internal and external, will be sought and encouraged.

Our History

The quest for biomedical knowledge discovery and innovation has been ingrained in the fabric of Marshfield Clinic, the parent organization of MCRI, since its inception in 1916. Marshfield Clinic founders hosted scientific meetings for substantial numbers of other doctors, a tradition that was to endure and further shape the Clinic's character. By 1924, Marshfield Clinic had become a formal part of the University of Wisconsin's first medical preceptor program. The commitment to medical research and education would only increase.



Stephen Epstein, M.D., established the roots of today's MCRI. In the 1940s, he initiated dermatology research with a meager \$400 provided by his Clinic colleagues. He championed the cause for a formal program, which the Board established in 1959 to promote research and education. By that time, the Marshfield Clinic had established formal medical education programs with the University of Wisconsin in internal medicine, dermatology, pathology, otolaryngology and surgery.

MCRI received its first National Institutes of Health (NIH) grant in 1960 to study farmer's lung disease, a debilitating and sometimes fatal disease among farm workers. The research led to the development of a blood test to detect exposure to the microbes that cause the disease and ultimately helped thousands of farmers. Research on farm health and safety continued into the 1970s, and in 1981, MCRI established the National Farm Medicine Center (NFMC). It is one of the longest-running and most successful agricultural health and safety research centers in the country.

Marshfield Clinic became recognized internationally in the early 1990s with the discovery of short tandem repeat polymorphisms, which revolutionized the study of human genetics. The Center for Medical Genetics (CMG), founded in 1994, focused its initial research on discovering the structure of the human genome. Marshfield Maps became, and remain today, among the most reliable and widely used maps of the human genome. The CMG also began the Mammalian Genotyping Service (MGS) for the National Heart, Lung and Blood Institute at that time. The MGS has since contributed to more than 200 genetic research projects nationally and internationally.

As programs grew, the need for additional space increased. The Research Institute's first home was a former residential property. It was organized as a 501(c) (3) charitable entity, which not only furthered the Marshfield Clinic's mission to foster research and education, but also contributed to the Clinic's subsequent recognition as a charitable trust in 1987.

The Research Institute later moved to a building across the street from the former Saint Joseph's Hospital (re-named Marshfield Medical Center). In 1989, Marshfield Clinic and the Research Institute merged. Two new structures adjacent to Marshfield Clinic were built in the 1990s to accommodate the increased need for space. The first building was named in honor of Ben R. Lawton, M.D., a Clinic thoracic surgeon and researcher, and the second in honor of former Congressman and Defense Secretary Melvin R. Laird, a Marshfield native and benefactor.

Our Present

Today, MCRI consists of research centers in clinical research, oncology, agricultural health and safety, epidemiology, precision medicine, and oral health. It also provides a range of support services for physician and scientist investigators, including biostatistics, protocol and grant preparation, research publication, data management, and core laboratory support. More than 800 research projects are active at any one time. Our investigators publish extensively in peer-reviewed medical and scientific journals addressing a wide range of diseases.

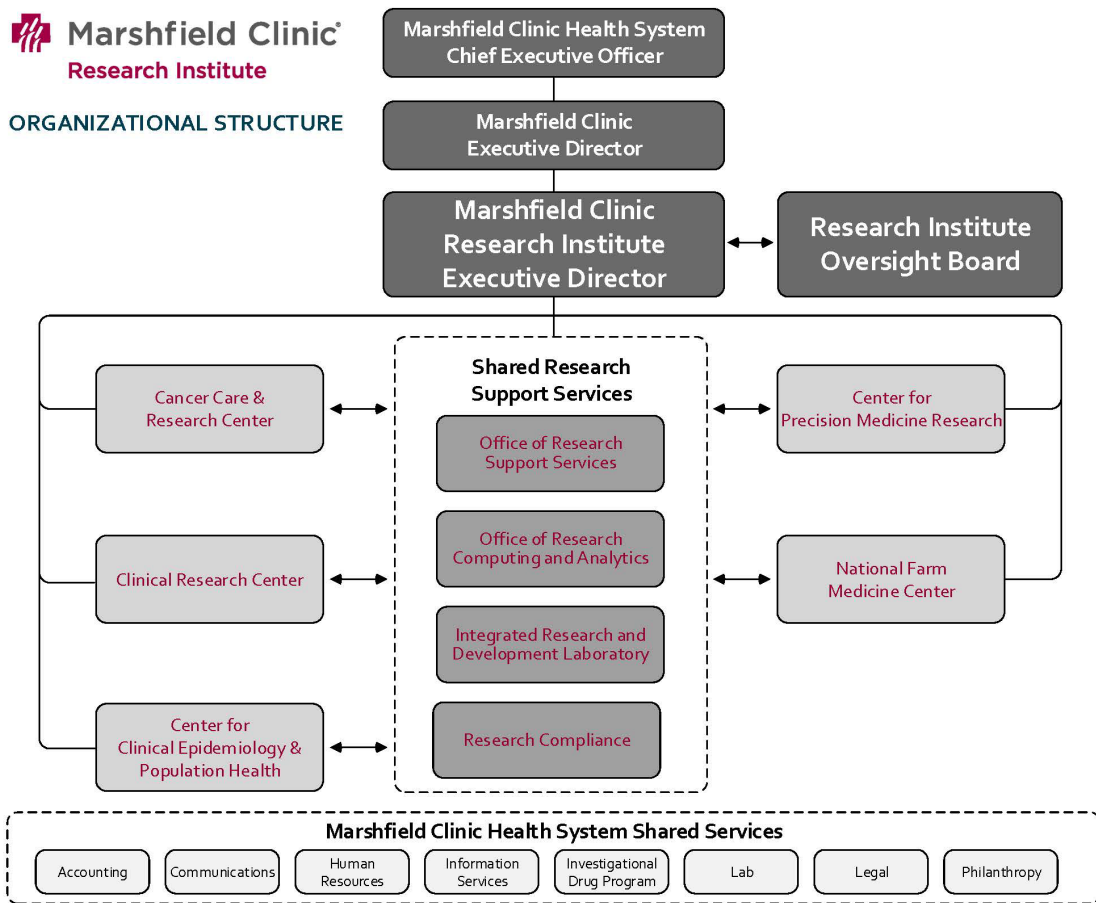
MCRI publishes *Clinical Medicine & Research* and the *Journal of Agromedicine*, both of which are nationally indexed professional journals.

Included among MCRI's unique resources:

- The Marshfield Clinic Health System's Electronic Health Record (EHR) is one of the oldest and most comprehensive in the country, containing coded diagnoses data back to 1960, with other coded data and digital documents back to the mid-1980s. Marshfield Clinic records over 3.8 million patient encounters annually and reports over 380,000 unique patients in the health system. Additionally, the Clinic operates several dental clinics with more than 40,000 unique patients.
- The Marshfield Epidemiologic Study Area (MESA), a geographic area including 24 zip codes in central and northern Wisconsin that serves as a unique resource for population-based health research. In this area, a great majority of residents choose to receive medical care at a Marshfield Clinic center or MCHS owned or affiliated hospitals. The high capture and stability of the population allows researchers to track the health of the community over time. Since its inception in 1991, the dynamic cohort includes individual follow-up time on more than 185,000 people.
- The Personalized Medicine Research Project (PMRP), launched in September 2002, is a 20,000 participant population-based bio-bank consisting of biological samples and health information. PMRP has contributed to discoveries in the structure of the human genome, the genetic basis of complex disease, genetic epidemiology, pharmacogenetics, and population genetics.

The Research Institute also has clinical research offices in Eau Claire, Minocqua, Rice Lake, Stevens Point, and Weston to better serve patients in those areas who may benefit from clinical trials.

MCRI Organizational Structure



MCRI Centers

Cancer Care & Research

The [Cancer Care and Research Center](#) (CCRC) was officially established in 2018. However, formal Cancer Research at the Marshfield Clinic dates back the 1970's. In 1983, the Marshfield Clinic was the recipient of a National Cancer Institute Community Clinical Oncology Program (CCOP) grant. This grant along with generous donations has provided continuous support for the Marshfield Clinic Cancer Care and Research Center. Today the Cancer Care and Research Center provides Marshfield Clinic patients access to over 100 state of the art treatment, cancer control and precision oncology clinical trials at most Marshfield Medical Center Locations.

Clinical Research Center

The mission of the [Clinical Research Center \(CRC\)](#) is to support basic and translational biomedical research to improve human health by continually advancing disease knowledge as well as availability of new therapies. The CRC supports and oversees clinical trials of drugs, devices, and biotechnology conducted at the Marshfield campus and at Marshfield Clinic's regional centers. Led by a physician Director the center is staffed with research nurses, study coordinators, and technical support staff.

Dedicated teams are nationally certified by the Association of Clinical Research Professionals (ACRP), the Society of Clinical Research Associates (SoCRA), and/or Oncology Certified Nurse (OCN).

Center for Clinical Epidemiology and Population Health

The [Center for Clinical Epidemiology & Population Health](#) (CCEPH) conducts independent and collaborative research on disease occurrence, risk factors, prevention, and treatment. Its mission is to improve population health and clinical outcomes by leading consequential epidemiology research. We serve a largely rural population, providing opportunities to examine the unique health issues affecting smaller communities and rural residents, along with intervention and outcome questions that apply to larger populations. CCEPH research addresses a broad range of health issues, including cancer care and outcomes, vaccine safety and effectiveness, viral respiratory infections, obesity, diabetes, cardiovascular diseases, and many others. CCEPH research teams include PhD and MD investigators, programmer/analysts, masters-prepared epidemiologists, project managers, research coordinators and interviewers. Funding agencies include the Centers for Disease Control and Prevention (CDC), National Institutes of Health (NIH), Food and Drug Administration (FDA), Patient-Centered Outcomes Research Institute (PCORI), and industry sponsors.

Center for Precision Medicine Research

The mission of the [Center for Precision Medicine Research](#) (CPMR) is to conduct translational research in medical genetics that substantially improves patient care. The Center, formerly named the Center for Human Genetics, was established in 2004. It combined two of Marshfield Clinic's internationally known research assets: the Center for Medical Genetics, founded in 1994, and the Personalized Medicine Research Center, started in 2001. The Center for Precision Medicine Research focuses its research on discovering the structure of the human genome and the hunt for genes that influence human health disorders. The discovery at Marshfield in 1989 of short tandem repeat polymorphisms revolutionized the study of human genetics, and Marshfield maps are among the most reliable and widely used maps of the human genome in the world.

National Farm Medicine Center

Established in 1981 in response to occupational health problems seen in farm patients coming to Marshfield Clinic, the [National Farm Medicine Center](#) (NFMC) has focused on evolving issues in agricultural health and safety encompassing behavioral, laboratory and clinical research. Its mission is to be a national resource, conducting high-quality research, developing and delivering health and safety information, exploring innovative service models and effecting broad change to improve human health and safety associated with rural and agricultural work, life and environments. Since 1997, the National Children's Center for Rural and Agricultural Health and Safety within the National Farm Medicine Center has been one of eight Centers for Agricultural Disease and Injury Research, Education and Prevention funded by the National Institute for Occupational Safety and Health, Centers for Disease Control and Prevention. The National Children's Center for Rural and Agricultural Health and Safety strives to enhance the health and safety of all children exposed to hazards associated with agricultural work and rural environments.

MCRI Shared Support Services Offices

Office of Research Support Services

Established as one of the three shared service offices for MCRI, the [Office of Research and Sponsored Programs](#) (ORSP) provides the basis of research administration and research support helping those engaged in health sciences and community outreach. Furnishing key support areas such as Sponsored Programs, the Institutional Review Board/Human Subjects Protection, Scientific Writing, Publications, Research Navigation and Project Management, the essence of Research Support Services is providing and promoting connectivity, collaboration and communication to enhance our research mission.

Office of Research Computing and Analytics

[Office of Research Computing and Analytics](#) (ORCA) provides and supports a scalable, scientific computational infrastructure to researchers as well as technical consulting for various projects. ORCA staff members are subdivided into two major groups that provide support over the entire lifecycle of a project. Data analysts are specialized in data abstraction and analysis to assess study feasibility, generate preliminary data for projects, and develop REDCap research databases for data entry by research coordinators and other MCRI staff. Biostatisticians perform power analysis to determine the appropriate sample size for research projects, assist in project development with respect to experimental design, data collection methods, and statistical analysis, perform statistical analyses on research data, and assist in interpretation of experimental results for publication.

Integrated Research and Development Laboratory

[Integrated Research and Development Laboratory](#) (IRDL) staff expertise covers a broad range of specialized disciplines, including molecular biology, genetics, virology, microbiology and immunology. The IRDL team is comprised of a Director, a Project Scientist, a Laboratory Operations Manager, 12 Senior Research Associates and 5 Research Associates. Senior Staff have an average of nearly 20 years of experience. IRDL offers laboratory facilities to investigators, such as clinicians or physicians who do not have access to dedicated laboratory space. IRDL's staff can be assigned to, or otherwise augment, research projects when it is not feasible to hire additional staff due to a project's limited duration or limited personnel requirements. The lab makes available offer scientific equipment to support a multitude of studies by different organizations and investigators. We provide equipment otherwise unattainable by a single center. IRDL collaborates with local, national and international scientists in industry and academia as well as a number of research centers within MCRI.

Program overview

The MCRI has offered summer research internship opportunities to students since 1974. The primary goal of the program is to provide a mentored, hands-on research experience for college undergraduate, graduate, dental, and medical students considering a career in research. Historically, the program has targeted undergraduate students who have completed their sophomore or junior years and have a firm science background. However, in recent years, an increasing number of undergraduate students in other areas, including the social sciences, and graduate students pursuing either a masters or doctoral degree have participated in the program. The program typically starts late May and ends mid-August.

Since 1978, over 270 students have participated in the program. The number of students who participate each summer has ranged from 3 in the early years to 11 in more recent years. Students have come from 70 different Universities across the US (Figure 1).

The program is supported primarily through philanthropy.



Figure 1. Location of Universities where SRIP interns come from

The research experience

Students work with a research scientist and his/her team on an independent project that is part of a larger research endeavor. The research projects are chosen by the research scientist and are tailored to the skill level of the student and related to the scientist's ongoing research program. The student participates in a learning experience that incorporates all aspects of the research process. The student learns the project's background by reviewing the scientific literature, helps with the study design or planning the project, collects and analyzes the data, and learns the skills necessary for successful project completion. Throughout this process, the students meet regularly with their mentor to discuss findings and plan new approaches if needed. The students will meet with SRIP staff members for discussions and presentations. Additionally, the students attend an IRB meeting, lead a journal club discussion, and have opportunities to attend scientific seminars, journal clubs, medical Grand Rounds, and other educational opportunities.

At the end of the summer, students prepare an abstract describing their summer research and present orally at the Research Symposium. Although it is not expected, some of the student's work will lead to a publication in a scientific journal.

Expectations for students

SRIP is a learning experience for the interns. It is expected that each student will have their own project, which can be completed during the internship. Students are not summer help. Time should be spent doing educational activities as much as possible.

There are a number of activities required for SRIP participation, which are listed below:

1. Draft concept proposal

Due to SRIP director 2 weeks after start of internship

Students are required to draft and submit a 3-4 page concept proposal describing their project and **their role** on the project during the first 2 weeks of the program. A timeline should also be included. The purpose of the proposal is to ensure the student and mentors have a clear idea of the research plan and expectations (procedures and job duties) for the student. The SRIP director uses the concept proposal to gauge project progress throughout the summer.

2. Attend weekly SRIP meetings

Weekly 1 hour meetings with SRIP director and administrators

Students are required to attend weekly SRIP meetings with SRIP staff (in-person or virtually). The content of the meetings vary, but provide an opportunity for interns to update the SRIP director regarding activities/progress, learn about different aspects of MCRI, and how to prepare the abstract and symposium presentation. It also provides an opportunity for cohort-building by learning about each other's projects and experiences. Additional training sessions will be assigned during these meetings. See the **Appendix A: Tentative Summer** Calendar for additional details.

3. Attend weekly mentor meetings

Students are required to attend weekly meetings with mentors (in-person or virtually). These conversations will provide insight about project development, opportunities for students to ask questions, and develop rapport.

4. Attend weekly SRIP administrator meetings

Students are required to attend weekly meetings with a SRIP administrator (in-person or virtually). These conversations will allow mentees to ask about services/tools that are available to them, provide feedback about their experiences, evaluate intern's project progress, and develop rapport. These meetings are in a small group and will be scheduled during the orientation process.

5. Attend an IRB meeting

A 1.5 hour meeting during the first or second month (exact dates will vary for each intern)

Since most research conducted at MCRI (and potentially in the future for interns) will involve human subjects, the opportunity to observe an IRB meeting is important for students to familiarize themselves with the IRB process and see how a study is reviewed. All IRB meetings are held virtually.

6. Lead a proposal description and journal club discussion

Prepare ~10-15 minute presentation for proposal description to facilitate peer feedback

Prepare ~20 minute presentation for journal club to facilitate discussion

Leading a journal club discussion provides practice for journal review and promotes critical thinking skills, two competencies essential for research. To further develop speaking skills, students will lead a proposal description presentation to other interns and SRIP staff. In addition, the presentation and/or discussion provide practice for the interns in giving oral presentations in

a casual environment, before they are expected to present at the research symposium. We recommend students consider topics of interest to them and that will generate conversation. We also recommend selecting recent original research, and avoid reviews and meta-analyses. Students are advised to consult with their primary mentor on selection of the article and preparation for discussion.

7. Various educational sessions and workshops

Students will be assigned various educational sessions and workshops throughout the internship. These sessions may range from developing written materials to attending presentations by MCHS or MCRI staff about their experience in a hospital system (see **Appendix A** for additional details). Additionally, intern feedback is a critical part of SRIP's continuous improvement; several surveys will be given throughout the program.

8. Draft scientific abstract

Final Abstracts due 1 week before the research symposium

Students are required to draft a structured abstract describing their research project (300-word limit). Students learn how to concisely summarize their research for the lay person, a skill invaluable for dissemination of research findings.

9. Prepare and deliver oral presentation

Multiple practice sessions with SRIP director and administrators during week before symposium

The culmination of the experience is a presentation during the Summer Research Symposium in August. This is an opportunity for the student to showcase their summer achievements through preparing and delivering a clear, concise presentation of the summer work and main findings. Students will have the opportunity to practice and receive feedback from their peers and SRIP staff. Mentors are encouraged to schedule separate sessions for their interns to practice their presentation and receive feedback from members of the study team and/or research center.

Mentors and SRIP staff may suggest additional learning opportunities (e.g., Grand Rounds, study team meetings or conference calls, Scientific Seminars, etc.).

Internship Resources

While at MCRI, you will have access to a number of people to assist you during your internship.

SRIP Mentor

The relationship that forms between a student and a mentor is what makes the experience most worthwhile. Good mentors are knowledgeable about the research project, enthusiastic, available, and patient. SRIP mentors will guide you in the following activities:

1. Help you evaluate future career goals;
2. Interact with you on a regular and consistent basis;
3. Advise you through all stages of the project;
4. Allow you to take primary responsibility for project;
5. Ensure that experimental procedures are properly performed and results are meticulously analyzed;

6. Assume primary responsibility for ensuring that timelines are observed and goals are achieved;
7. Encourage you to attend scientific seminars;
8. Review your final presentation and abstract;
9. Provide introduction and attend your presentation at the Symposium.

SRIP Director

The program director provides oversight for the structure of the summer internship program. During your internship, the director will provide additional guidance and educational instruction for research activities as they relate to the final deliverables of an abstract and symposium presentation. The SRIP Director is available to discuss concerns or feedback relating to the intern's research experience or the internship program.

SRIP Administrator

The program administrator coordinates administrative activities for hiring, orientation, timecards/payroll, educational outreach, and the symposium. A SRIP Administrator is available for concerns the interns wish to discuss over the course of the summer.

Research Administrators, Assistant Managers, and Secretaries

Administrators, assistant managers, and secretaries in your research center will assist with workstation setup, center-specific orientation, and coordination of department meetings/events. The Center staff may help address software or data access needs in coordination with a SRIP Administrator.

Before the Internship Begins

Background check, drug screening, and physical health assessment

At the time of your internship employment offer, the Marshfield Clinic Health System Human Resources office will contact you to schedule a drug screening and physical health assessment, which is mandatory for all Marshfield Clinic employees. Human Resources will also request completion of a form to conduct a background check. These screening activities must be 'passed' prior to your start of employment. Any candidates who are deemed ineligible for employment based on the results from these screening activities will have their internship offer rescinded. Interns will work with a SRIP Administrator and Employee Health prior to start date to complete these assessments.

International Students

SRIP Administrators will work with you and Human Resources to ensure the appropriate paperwork is filed with your university prior to starting the internship. Please contact the SRIP Administrators to begin the appropriate process as soon as the employment offer is made. You will not be able to start your internship without the required paperwork in place.

Housing

Interns are offered shared, furnished housing for the duration of the program (at no cost). In the past few years, students have been housed at The Villas near the UW- Stevens Point (Marshfield Campus). Visitors (e.g., significant other, spouse) **are not** allowed to stay overnight in program provided housing. Pets are not allowed in the apartments at any time. Smoking is not allowed in any of the apartments. (A

\$200 fine will be issued to violators.) Occupants are held financially responsible for damages done to walls, carpets, woodwork or furniture. Do not paint, wallpaper, change locks, or make any other alterations. Room assignments and changes may only be made by MCRI staff and is dependent on the amount of interns being housed. Room assignments will be emailed to interns.

Typically, interns are able to move into their apartment the weekend before the start of the program and move out the weekend after the end of the internship. A list of items supplied to each apartment can be found in **Appendix F**.

Office hours at The Villas are typically Monday – Friday, 9:00am - 5:00 pm. On-site laundry facilities are available. Washers are \$1.75 and Dryers are \$1.75 (subject to change).

Getting Here

Marshfield is a small, rural town of approximately 19,000 people. It does not have its own public transportation and is not conveniently located near national transportation hubs. Plan your mode for arrival in advance. Although Uber and Lyft services are available in theory, in actuality there can be delays of up to an hour for a driver to arrive within Marshfield.

Marshfield has contracted with Running Inc. for needs of public transportation within city limits. This ride share service is prone to delays.

The closest airport is [Central Wisconsin Airport \(CWA\)](#) in Mosinee, WI that services most major airline carriers. Mosinee is approximately a 45-minute drive to Marshfield. The airport offers access to car rental services, including Enterprise that has an office in Marshfield for rental returns. There is no shuttle service from CWA to Marshfield. Taxi service is available and the fare is *approximately* \$80-\$135 (subject to change). Taxi providers have been Northwoods Cab LLC and Uber/Lyft services.

There are bus routes with drop off points near Marshfield, such as Greyhound and Coach USA. There is no public transportation service between these drop off points and Marshfield. There is no direct line to Marshfield.

We encourage the interns to coordinate arrival and departure travel with each other whenever possible. Contact information for your cohort will be shared as soon as available.

Travel costs to-and-from MCHS/MCRI will not be covered for housed interns. This includes an interns initial travel to Marshfield before and after the program starts/ends.

Costs associated with travel to and from Marshfield are subject to policy/procedures, work arrangements, available funds, and review of SRIP Administrator and Director.

Dress Code

All interns must follow the MCHS Personal Appearance (Dress Code) policy included in the Appendices of this handbook. Please plan to wear appropriate attire for your internship. Although virtual interns are not expected to be on campus, the dress code applies in an event if an intern is on campus or presenting during a virtual public speaking event. Those deemed not following the dress code may be sent home without pay.

List of examples (but not limited to) that are **never acceptable** (unless approved by management and at off-site non-patient care entity):

- a. Flip flops/beach footwear.
- b. No open toe shoes in any patient care area.
- c. Clothing with potentially offensive graphics or words.
- d. Sweats, workout clothes or jogging suits, or shorts.
- e. Blue jeans unless it is a designated jean day.
- f. Sleepwear.
- g. Hats or caps, unless medically necessary.
- h. Halter tops, sheer or revealing clothing (e.g., bare midriffs, short miniskirts/skirt/dress, tube tops.
- i. Spaghetti-strap tops or dresses unless covered by a jacket or sweater.
- j. Leggings that are sheer. Or leggings worn with shirts that are shorter than mid-thigh.

Professional Portrait

A professional portrait will be taken of both the group and individuals for use during your time at MCRI. If an intern is part of a virtual internship, he/she/they will provide a photograph to SRIP Administrators. **Professional attire is required** for these photographs (for men, a suit or dress shirt and tie; for women a dressy blouse or blazer). Please stay away from bright colors and busy patterns (like stripes).

Your portrait is important. It may be prominently featured in Marshfield Clinic Health System public websites, advertising, news releases, print publications and profile pages. Ensuring it's a quality photo representing you and the organization is essential.

In addition to your attire, please take your grooming into consideration as well. For men, be aware of your hair and five o'clock shadow; for women, be aware of your hair, makeup and jewelry.

Educational Sessions

Interns will take part in educational sessions as well as have opportunities to access educational resources through MCHS. Sessions will include guest researchers and workshops. See **Appendix A** for examples.

Orientation Schedule

A SRIP Administrator will email your orientation schedule several weeks in advance of your arrival. Orientation activities will utilize the majority of your time the first several days of the internship.

Completion of the Collaborative Institutional Training Initiative (CITI) program is included as part of your orientation activities. If you have completed CITI training within the last two years, please notify a SRIP Administrator and update your profile to include affiliation with MCRI.

While you work here

Time Commitment and Work Schedule

Students are expected to work full-time 5 days per week (40 hours/week) for the duration of the program, with absences not to exceed two consecutive days without documentation from a healthcare provider. If students require time off, they need approval from their mentor and SRIP administrators. This will be unpaid leave and missed hours cannot be recovered by working extended hours on other workdays.

Time off should be requested and submitted to a SRIP administrator no less than **one week in advance**. Absences without prior notification may result in disciplinary action.

SRIP interns are expected to work a set schedule, approved by their mentor and SRIP administrators. At the beginning of the internship, the student and mentor will set a work schedule that will remain consistent, not to exceed 8 hours a day and to include at least a 30-minute unpaid break for lunch (for example, 8:00a-5:00p). This schedule should be provided to a SRIP Administrator once determined. Work hours must occur between 7am to 6pm, Monday through Friday. Students are not permitted to work weekends or holidays. As hourly employees, interns are not permitted to work from home or “donate” their time during off hours—outside the conditions of the Remote Work policy if their status is remote. The program is not budgeted to pay overtime or shift differentials and students are expected to manage their time appropriately.

Under rare circumstances, students may be asked, at the request of a mentor, to exceed the set daily hours to attend an enrichment event (e.g., a virtual research conference, Scientific Seminar, Grand Rounds, etc.) or to conduct an aspect of the research only possible after hours (e.g., participant focus groups). Prior notice from the mentor, at least one week in advance, must be provided to a SRIP Administrator for these activities. In such cases, the student will be required to adjust the hours of their remaining workdays as to not exceed the 40 hours/week limitation.

Typically, interns do not work the day(s) after the symposium event; however, it is permissible if the mentor deems appropriate work remains and approval is given by the SRIP Director and Administrator. For example, remote interns may need to complete travel reimbursement forms to cover expenses for the Research Symposium. They may need to complete those forms the day after the event.

Holidays occurring during the internship (Memorial Day, Fourth of July) are unpaid. Hours during these weeks cannot be ‘made up’ by working longer hours on the remaining days.

Salary

Interns receive an hourly wage of \$16-18/hour, based on experience. Costs associated with travel to and from Marshfield are subject to policy/procedures, work arrangements, available funds, and review of SRIP Administrator and Director.

Timecards and Payroll

As hourly employees, interns must use the electronic clocking system (UKG) to record their time daily. Lunch breaks must be recorded in the clocking system. Instructions on clocking procedures can be found here about using UKG:

https://marshfieldclinic.csod.com/clientimg/marshfieldclinic/MaterialSource/95282013-6eb2-409a-a4e2-874bf58ad97d_UKGDimensionsClockingandTimecardEmployees4.pdf

If a duplicate time punch is recorded, please complete a TACS slip online through UKG.

Interns are responsible for monitoring their time to avoid exceeding the 40 hour/week limit. Timecards cover a two-week period. All hours must be entered in UKG and error-free by 9am the Monday after the end of the timecard period to avoid payroll delays.

Payroll issues direct deposit payments every two weeks on Fridays. Information for establishing your direct deposit will be provided by Human Resources while you are on-boarded as an employee. Your first paycheck will occur the Friday after the end of your first timecard period. For example, if the first timecard period ends Friday, May 31 then your first deposit will occur Friday, June 7.

To view your paystub, please access Workday which can be found in the MCRI Hub. From the Workday home page, click on the “Pay” icon. Select “View” and “Payslips” or select a pay period from the list of “Recent Payslips”.

Lunch Breaks

Interns are expected to take, at minimum, one 30-minute unpaid lunch break each workday. An hour lunch is permissible as long as the 8-hour time worked is maintained (i.e., working 8am-5pm with an hour lunch).

Corporate Policies

As MCRI employees, interns are expected to follow the same policies as permanent staff. Your review of the following policies are required before the end of orientation week. Please refer back to each as necessary:

- Personal Appearance (Dress Code)
- Standard Precautions
- Education Concerning False Claims Liability, Anti-Retaliation Protections, and Detecting & Responding to Fraud, Waste, and Abuse
- [Equal Employment Opportunity/Affirmative Action/Reasonable Accommodation](#)
- [Limited English Proficiency](#)
- [Patient Information Confidentiality](#)
- [Authorization to Use and Disclose Protected Health Information](#)
- [Harassment in the Workplace Awareness](#)
- Behavior and Professionalism Policy
- Accountability and Conduct Policy
- Attendance/Absenteeism/Tardiness Policy
- Use of E-mail, Internet, Electronic Communications Systems, and Social Media Sites Policy
- Just Culture
- AIDET
- SBAR (clinical) and SBAR (non-clinical)
- Remote Work Policy
- Home Workstation Setup Resource Guide
- Travel Policy
- Use of E-mail, Internet, Electronic Communications Systems, and Social Media Sites; Telephone Etiquette; Cellular Issuance and Usage; and Personal Portable Devices Policies

Use of Computers and Email

MCRI computers and email are, as a general rule, to be used only for MCRI-related activities. Computers, internet usage, and email are neither private nor confidential and may be subject to monitoring if abuse is suspected. Interns’ email accounts will be through the Outlook platform. Common issues with Outlook can be addressed through MCHS’s Knowledge Base.

Accessing Computers

MCRI computers will be loaned to the students for the duration of their internships. Interns must work with SRIP Administrators and IS to coordinate equipment delivery (see [MCHS Remote Work Policy](#) and [Home Workstation Setup Resource Guide](#) for guidance).

Accessing Software

Interns may have access to certain software programs as needed for their projects. Interns must work with mentors, SRIP Administrators, and IS to process a software request through the [Helpline](#).

Getting Around

Public Transportation. Marshfield has a local taxi company, [Running Inc. Transit Service](#), provide services. But the service has been reported to be schedule and route dependent . The city does not have other methods of public transportation. We recommend that interns have access to a car or a bike while staying in Marshfield and encourage interns to carpool as a means to assist fellow interns without this access.

Uber and Lyft Services. Although Uber and Lyft services are *available in theory*, we've found in actuality there can be delays of up to an hour for a driver to arrive within Marshfield.

Employee Bike Share Program. Cruisers bikes are available to all MCHS employees to travel between buildings for meetings or to run errands during lunch break. The bikes are located at four locations across the Marshfield Campus (Marshfield Clinic, Marshfield Medical Center, Marshfield Clinic Information Systems, and Security Health Plan). Bikes are available on a first come first served basis during typical business hours from spring until fall. For safety reasons, bikes are only available for use from 5:00 am until 7:00 pm, Monday through Friday. Bike helmets are required (and are not provided) when using a MCHS bike and cyclists must follow the rules of the road. See [Bike Share Website](#) for updates.

Car Rental. Enterprise car rental offers a Marshfield Clinic employee discount for personal rentals. The discount amount varies by vehicle size. Use code XZ44D12 when making a reservation either by phone or online. In Marshfield, Enterprise is located at 900 South Central Avenue.

Campus Maps

Please refer to **Appendix D - Campus Maps** to assist with locating departments on the Marshfield Campus. These maps also indicate employee parking lots. Be advised - cars may be ticketed with a parking fine if found parked in areas designated for patients/visitors.

Summer Events

Although a small town, there are many summer activities available to interns in Marshfield and we encourage you to explore all the city and Wisconsin have to offer! The **Appendix G** for a list of events previous interns have enjoyed.

At the end of the program

Research Data

Interns may continue work with their mentor to finalize a draft manuscript; however, interns are not allowed to take data with them to continue or refine analysis. In rare cases where a mentor wishes to share data, a Data and Material Transfer Agreement must be in place with the student's educational institution. Please notify the SRIP director if your mentor wishes to share data.

Returning Computers

Interns will work with SRIP Administrators and IS to return MCHS computers through FedEx. Interns will direct mail related questions to SRIP Administrators. All MCHS equipment must be delivered to the nearest MCHS center (if within 50 miles) or mailed to this following address below. See [Home Workstation Setup Resource Guide](#) for additional details.

Marshfield Clinic Health System
1701 North Fig Avenue
Marshfield, WI 54449

Security Badge

On the last day of employment, all interns are required to return their ID badge to the SRIP Administrator. Badges may not be kept as souvenirs.

Exit Survey

Interns will receive a link to a confidential program survey during the last week of the internship. We ask that you complete the survey in order to help us improve the Summer Research Internship Program for future students.

Publications

Occasionally, an intern's work will lead to a publication in a scientific journal. Because the program is funded almost entirely by donors, we ask that mentors acknowledge this support in any publication resulting from work by SRIP interns. Suggested text:

"This work was supported by XXXX and in part through philanthropic support of Marshfield Clinic Research Institute's Summer Research Internship Program."

Please also notify SRIP staff of the publication as we would like to track and highlight publications on the SRIP website for promotion and recruitment of the program. A summary of SRIP student publications are available in the **Appendix B**.

Frequently asked questions

1. Can I work past the end date of the program?

SRIP will only cover the costs for the SRIP intern during the program dates. Interns who wish to extend their work past the end date of the program can do so provided that funding is available from the mentor to cover the costs of the intern and the funding is within MCHS policy. However, housing may not be available after the program end date.

2. Is IRB approval of my project needed?

IRB approval should be sought for all studies involving humans subjects following Marshfield Clinic's IRB policies. We request that IRB approval, if needed, is obtained prior to the start of the internship program. Interns do not need to be added as investigators on the project.

3. What if I finish my project ahead of the timeline? Are smaller side projects allowed in addition to the main research project?

It is not unusual for SRIP interns to work on multiple projects or complete work ahead of schedule. We encourage students to take advantage of all potential learning opportunities as time allows during their time at Marshfield Clinic. This would include involvement or work on other projects that may not be related to their main project. That said, we recommend tasks or activities on other projects provide additional learning opportunities rather than 'busy work.' Please let mentors know if you do not have enough work to do.

4. Can I begin work on my project before the start of the program?

SRIP interns are paid employees of Marshfield Clinic. Thus, their work for Marshfield Clinic cannot start until they arrive in Marshfield and have officially started the program.

5. How would I recognize MCHS personnel for outstanding work?

MCHS uses Wambi, Shining Star, and DAISY to recognize employees for outstanding work. Please contact an SRIP Administrator for if you have questions about accessing these platforms.

6. Where would locate information about policy, procedures, and/or general lab references?

MCHS houses all system wide policies through a searchable database, [Document Control](#). All lab manuals can be found through [Marshfield Labs](#) database. Additionally, interns also have access to [Lippincott](#).

7. What collaborative tools will used during the program?

Interns, mentors, and SRIP personnel will collaborate via TEAMS and WebEx primary. The SRIP SharePoint pages serve as area for interns to find collaborative resources and materials. Contact SRIP administrators if you have questions about collaborative tools

8. I am looking for MCHS employee's contact information. Where would I find their business contact information?

Employee's business contact information can be found via [SmartWeb](#). SRIP related phone calls should be processed through Jabber.

APPENDICES

Appendix A – 2024 SRIP Calendar (subject to change; please follow the SRIP Teams Calendar as summer progresses)

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
May 29 - 31			Orientation: Onboarding Trainings and Assigned Tasks (see Orientation Week Calendar)	Orientation: Onboarding Trainings and Assigned Tasks (see Orientation Week Calendar) Literature Review Session Day 1 (1:30-2:30p)	Orientation: Onboarding Trainings and Assigned Tasks (see Orientation Week Calendar)
WEEK 1					

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
June 3-7	Weekly Meeting (9-9:45am): Updates and Concept Proposal (confirmed)	Weekly Meeting with Intern and Mentor (time TBA)	Weekly Meeting with Intern and SRIP Admin (time TBA)	Workday Public Speaking Toolbox w/ Seth Langreck (9:00a)	Workday Concept Proposal and Bio Due
WEEK 2	Literature Review Session Day 2 (1:30-2:30p)				

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
June 10-14	Weekly Meeting (11-11:45a): What ICTR Offers MCHS w/ Palmquist (TBA)	Weekly Meeting with Intern and Mentor (time TBA)	Presentation: Noel Weber MD on Health Disparities and One's Professional Trajectory (10-10:50a)	Presentation: MCHS IRB w/ Melissa Hubing (10-10:45a)	Proposal Description: (2-3p Intern TBA) Workday
WEEK 3					

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
June 17-21	Weekly Meeting (9-9:45a): TBA	Weekly Meeting with Intern and Mentor (time TBA) IRB Meeting (12-1:30p confirmed)	Weekly Meeting with Intern and SRIP Admin (time TBA)	Workday Presentation w/ Dr Bruce Krawtitz on health and climate change (1-2p)	Journal Club Presentation (11a – 12p Interns TBA) Proposal Description: (2-3 p Intern TBA)
WEEK 4					

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
<u>June 24-28</u>	Weekly Meeting (10:15-11a): TBA	Weekly Meeting with Intern and Mentor (time TBA)	Dr. Goel (MCW) MD/Professional Programs, Connections, & Rural Health (9-10a)	Workday	Journal Club Presentation (11a – 12p Interns TBA)
WEEK 5			Grant Writing Session Day 1: Basics (2-3p)		Proposal Description: (2-3 p Intern TBA)

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
<u>July 1-5</u>	Weekly Meeting (9-9:45a): TBA	Weekly Meeting with Intern and SRIP Admin (time TBA)	Workday	Off/4 of July	Workday
WEEK 6		Grant Writing Session Day 2 w/ David Puthoff: University Internal Grants (2-3p)			Proposal Description: (may be moved to July 1)

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
<u>July 8-12</u>	Weekly Meeting (11-11:45a): Developing Abstracts Day 1 aka Peer Draft	Weekly Meeting with Intern and Mentor (time TBA)	Weekly Meeting with Intern and SRIP Admin (time TBA)	Workday	Journal Club Presentation (11a – 12p Interns TBA)
WEEK 7			Grant Writing Session Day 3: Scoring Grants (2-3p)		Proposal Description: (2-3 p Intern TBA) Peer Draft Abstracts Due

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
<u>July 15-19</u>	Weekly Meeting (9-9:45a): TBA	Weekly Meeting with Intern and Mentor (time TBA)	Weekly Meeting with Intern and SRIP Admin (time TBA)	Workday	Journal Club Presentation (11a – 12p Interns TBA)
WEEK 8		Presentation: BBS w/ Jeremy Pomeroy (10-10:50a)	Developing Abstracts Day 2 Peer Draft Review (1-2p)	Presentation: Shour from CRC (1-2p)	Proposal Description: (2-3 p Intern TBA) Draft Abstracts for VanWormer Due

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
July 22-26 WEEK 9	Weekly Meeting (10:15-11a): Visual Design and Data	Weekly Meeting with Intern and Mentor (time TBA)	Weekly Meeting with Intern and SRIP Admin (time TBA) Presentation: Bendixsen from NFMCC (2-3p)	Weekly Meeting: Individual feedback on abstracts w/ VanWormer (all staggered times)	Workday Draft Presentations and Final Abstracts due

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
July 29-Aug. 2 WEEK 10	Weekly Meeting (9-9:45a): Research Symposium Review	Weekly Meeting with Intern and Mentor (time TBA)	Weekly Meeting with Intern and SRIP Admin (time TBA)	Symposium practice – Individual Or Group	Symposium practice – Run-through in order

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
Aug. 5-8 WEEK 11	Weekly Meeting (10:15-11a): Symposium Overview and Final Questions Symposium practice – Group	Symposium practice – Group Meet the on-site interns 12-1p The Pod.	Research Symposium	Workday Last Day of Program	

Additional optional seminars

*Details of specific seminar topics will be forwarded to all students as they become available.

[Marshfield Clinic Grand Rounds](#) – Select Fridays, 12-1 pm, Teams or WebEx

[MCRI Scientific Seminar](#) – Select Wednesdays, 12-1 pm, Teams or WebEx

Appendix B - Summary of SRIP student publications

Class	Student	Mentor(s)	Publication
2023	Matt Wieckhorst	Weichelt/VanWormer	VanWormer JJ, Berg RL, Wieckhorst M , Burke RR, Weichelt BP. Medically-attended Suicidality in Youth who live on Farms. Journal of Agromedicine. In press.
2022	Gabriella Alicea	VanWormer/Sundaram	VanWormer JJ, Alicea G , Weichelt BP, Berg RL, Sundaram ME. COVID-19 vaccine coverage disparities in rural and farm children. Vaccine 2022; 41(1):68-75.
2018	Sailee Tambe	VanWormer	VanWormer JJ, Tambe SR , Acharya A. Oral Health Literacy and Outcomes in Rural Wisconsin Adults. J Rural Health. 2019 Jan;35(1):12-21. doi: 10.1111/jrh.12337. Epub 2018 Nov 23. PMID: 30467897
2018	Ciera Danen	Sharma	Danen C , Leschke T, Bassi D, Sharma R. First Report of Retroperitoneal Mucinous Cystadenoma in a Patient with Hirsutism. Clin Med Res. 2019 Oct 3. pii: cmr.2019.1488. doi: 10.3121/cmr.2019.1488. [Epub ahead of print]. PMID: 31582418
2017	Callahan Katrak	Shimpi/Acharya/Glurich	Shimpi N, Glurich I, Schroeder D, Katrak C , Chyou PH, Acharya A. Patient Awareness of Association of Diabetes and Periodontal Disease. Health Promot Pract. 2018 Sep 21:1524839918801909. PMID: 30238811
2017	Trever Koester	Frost/Meece	Koester TM , Meece JK, Fritsche TR, Frost HM. <u>Infectious Mononucleosis and Lyme Disease as Confounding Diagnoses: A Report of 2 Cases</u> . Clin Med Res. 2018 Aug 30. pii: cmr.2018.1419. doi: 10.3121/cmr.2018.1419. [Epub ahead of print]. PMID: 30166498
2017	Fereshteh Bashiri	Tafti	Bashiri FS , LaRose E, Peissig P, Tafti AP. <u>MCIndoor20000: A fully-labeled image dataset to advance indoor objects detection</u> . Data in Brief 2018; 17: 71-5.
2016	Colin Korlesky	McPherson	Korlesky C , McPherson E. Early demise of twins in a cohort of stillbirths and second trimester miscarriages. Am J Med Genet A. 2019 Jan 20. doi: 10.1002/ajmg.a.61014. [Epub ahead of print] PMID: 30663217 [PubMed - as supplied by publisher]
2015	Ahmad Pahlavan Tafti	He	Ye Z, Tafti AP , He KY, Wang K, He MM. SparkText: Biomedical Text Mining on Big Data Framework. PloS one, 2016 Sept 29; 11(9), p.e0162721. PMID: 27685652
2015	Siri Peterson	McLean	McLean HQ, Peterson SH , King JP, Meece JK, Belongia EA. School Absenteeism among School-Aged Children with Medically Attended Acute Viral Respiratory Illness during Three Influenza Seasons, 2012-2013 through 2014-2015. Influenza Other Respir Viruses. 2016 Nov 25. [Epub ahead of print] PMID: 27885805
2015 2014	Dani Schenk Jessica Simich	Bendixsen	Bendixsen C, Barnes K, Kieke B, Schenk D , Simich J , Keifer M. Sorting through the spheres of influence: Using modified pile-sorting to describe who influences dairy farmers' decision-making about safety. J Agromedicine. 2017 Jul 17. PMID: 28715252
2014	Ran Zhao	Hebbring	Liu J, Zhao R , Ye Z, Frey AJ, Schriver ER, Snyder NW, Hebbring SJ. Relationship of SULT1A1 copy number variation with estrogen metabolism and human health. J Steroid Biochem Mol Biol. 2017 Sep 1. pii: S0960-0760(17)30247-9. [Epub ahead of print] PMID: 28867356
2014	Ethan Heinzen	He	He M, Person TN, Hebbring SJ, Heinzen E , Ye Z, Schrodi SJ, McPherson EW, Lin SM, Peissig PL, Brilliant MH, O'Rawe J, Robison RJ, Lyon GJ, Wang K. SeqHBase: a big data toolset for family based sequencing data analysis. J Med Genet. 2015 Apr;52(4):282-8. Epub 2015 Jan 13. PMID: 25587064

Class	Student	Mentor(s)	Publication
2013	Anna Gajewski	VanWormer	Van Wormer JJ, King JP, Gajewski A , McLean HQ, Belongia EA. Influenza and Workplace Productivity Loss in Working Adults. J Occup Environ Med. 2017 Jul 28. PMID: 28759481
2013	Erica Swenson	McPherson	Swenson E , Schema L, McPherson E. Radiographic evaluation of stillbirth: what does it contribute? Am J Med Genet A. 2014 Sep;164A(9):2270-5. Epub 2014 Jul 10. PMID: 25044692
2013	Amy Callear	Schrodi	Schrodi SJ, Mukherjee S, Shan Y, Tromp G, Sninsky JJ, Callear AP , Carter TC, Ye Z, Haines JL, Brilliant MH, Crane PK, Smelser DT, Elston RC, Weeks DE. Genetic-based prediction of disease traits: prediction is very difficult, especially about the future. Front Genet. 2014 Jun 2;5:162. PMID: 24917882
2012	Michael Jorgensen	McPherson/ Zaleski	Jorgensen M , McPherson E, Zaleski C, Shivaram P, Cold C. Stillbirth: the heart of the matter. Am J Med Genet A. 2014 Mar;164A(3):691-9. Epub 2014 Jan 23. PMID: 24459042
2011	Allen Bateman	Belongia	Bateman AC , Kieke BA, Irving SA, Meece JK, Shay DK, Belongia EA. Effectiveness of monovalent 2009 pandemic influenza A virus subtype H1N1 and 2010-2011 trivalent inactivated influenza vaccines in Wisconsin during the 2010-2011 influenza season. J Infect Dis. 2013 Apr 15;207(8):1262-9. Epub 2013 Jan 22. PMID: 23341536
2011	Bradley Burmeister	McPherson/ Zaleski	Burmeister B , Zaleski C, Cold C, McPherson E. Wisconsin Stillbirth Service Program: analysis of large for gestational age cases. Am J Med Genet A. 2012 Oct;158A(10):2493-8. Epub 2012 Sep 10. PMID: 22965821
2010	Beth VanderWielen	McPherson/ Zaleski	VanderWielen B , Zaleski C, Cold C, McPherson E. Wisconsin stillbirth services program: a multifocal approach to stillbirth analysis. Am J Med Genet A. 2011 May;155A(5):1073-80. Epub 2011 Apr 7. PMID: 21480484

Appendix C – Dress Code

Personal Appearance (Dress Code) Policy

Purpose Statement: The personal appearance of MCHS employees convey to our patients the impression of professionalism, competence, commitment to excellence, our sound character, and morale within the organization. Our employees are representing Marshfield Clinic Health System with patients and the public. This policy provides the flexibility to dress in a way that maximizes comfort while maintaining a professional image. Utilize the rule that if you have to question whether a certain piece of clothing should be worn, it is likely best to not wear it. It is expected that all employees follow the policy and be held accountable for their appearance. Management is expected to monitor employee appearance, determine acceptability by following the Personal Appearance Policy, and address any inconsistencies.

3.1. Attire

- a. Choose workplace-appropriate attire that fits your position. Clothing must be clean and in good repair.
- b. Neat and pressed in appearance.
- c. Pants not dragging on the floor.
- d. No cloth covers for stethoscopes. If stethoscopes are worn around the neck, without cloth coverings, they must be wiped off in between patients.
- e. Specified uniforms or a particular color of uniform/scrubs may be required by department.

3.2. Hair and Grooming:

- a. Hair must be kept clean, brushed and well managed. Hair including facial hair must not interfere with work, protective equipment or fall onto the patient.

3.3. Hygiene and Scents

- a. Employees are expected to be free from excessive scents or offensive odors, out of consideration of co-workers and patients with whom they may come in contact.
- b. Nails should be properly maintained and must adhere to the standards in the Hand Hygiene Policy.

3.4. Tattoos and Jewelry

- a. Jewelry or accessories should be kept to a minimum and be conservative to reflect a professional, business-like image. Body piercings may be allowed provided they do not interfere with employee and patient communication, safety, and infection control practices.
- b. Tattoos may be allowed but must not display derogatory or offensive material.

3.5. Safety Risk

- a. When there is a safety risk there may be special dress and grooming codes. The employee's direct manager will notify the employees if there are such provisions.

3.6. Violation

- a. Should the employee fail to follow the Personal Appearance policy the employee may be required to leave work in order to correct their attire or grooming issue. The employee is required to use PTO to cover time away.
- b. Management will determine violations of this policy at their discretion and will follow the Systems Corrective Action Policy in addressing such violations.

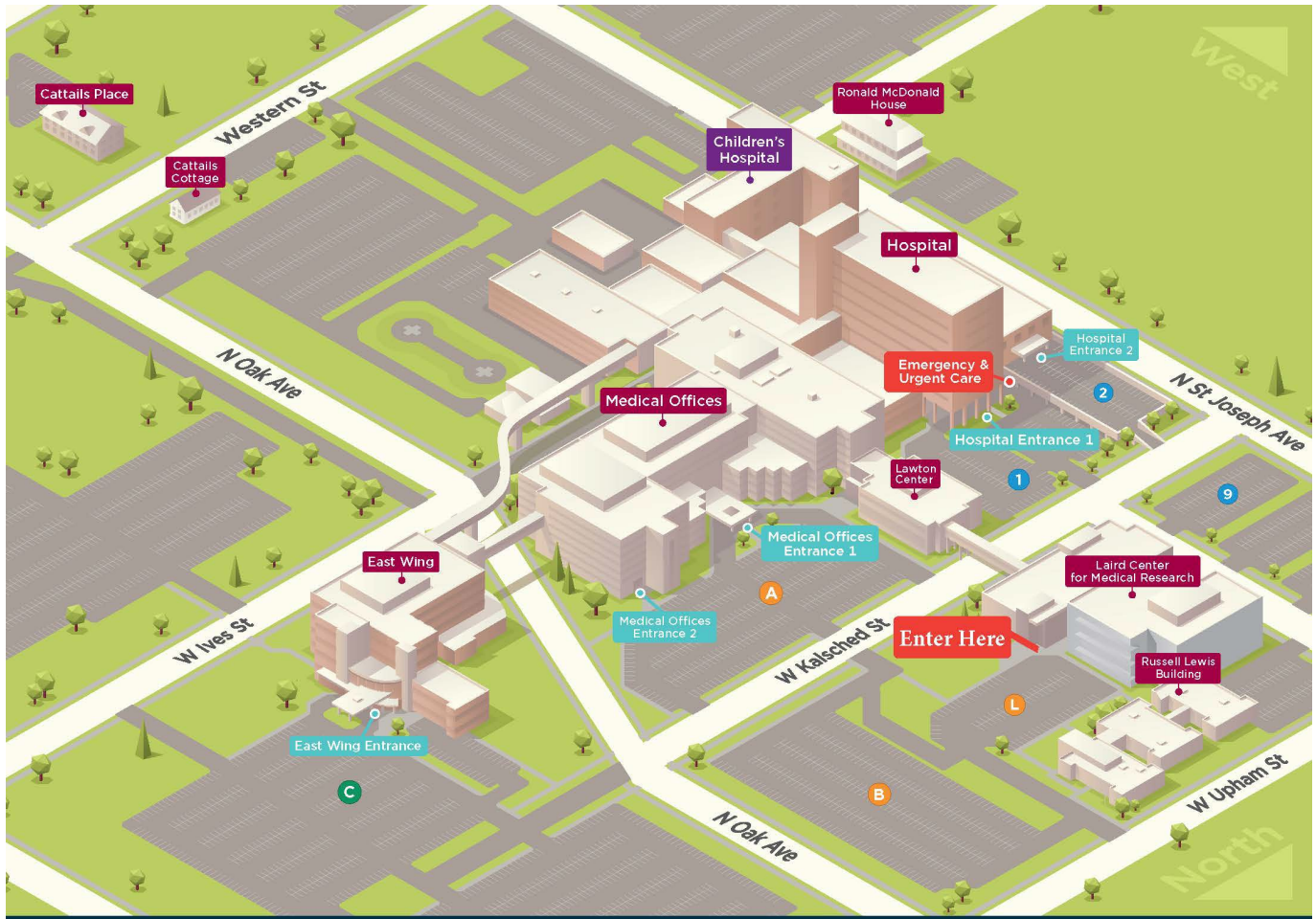
3.7. List of examples (but not limited to) that are never acceptable (except at off-site non-patient care entity and unless approved by management):

- a. Flip flops/beach footwear.
- b. No open toe shoes in any patient care area.
- c. Clothing with potentially offensive graphics or words.
- d. Sweats, workout clothes or jogging suits, or shorts.
- e. Blue jeans unless it is a designated jean day (see definition above).
- f. Loungewear /sleepwear.
- g. Hats or caps, unless medically necessary.
- h. Halter tops, sheer or revealing clothing (e.g., bare midriffs, short miniskirts/skirt/dress, tube tops.
- i. Spaghetti-strap tops or dresses, unless covered by a jacket or sweater.
- j. Leggings that are sheer, or leggings worn with shirts that are shorter than mid-thigh.

3.8. Other

- a. Badge ID visual on shoulder or on a lanyard.
- b. In the event that the above policy causes religious concerns or concerns based upon any legally protected class, please contact the Human Resources Department to discuss an appropriate religious accommodation.

Appendix D – Campus Maps



MARSHFIELD MEDICAL CENTER

 Marshfield Clinic Health System

16764-007

Example

Appendix E – Acronyms used in this handbook

There is no shortage of abbreviated titles in the world of research. Here is a reference for acronyms used in this handbook.

CCEPH (pronounced See-sef) - Center for Clinical Epidemiology and Population Health

CCRC – Cancer Care and Research Center

CDC - Centers for Disease Control and Prevention

CITI - Collaborative Institutional Training Initiative

CPMR - Center for Precision Medicine Research (previously CHG – Center for Human Genetics, initially CMG – Center for Medical Genetics)

CRC – Clinical Research Center

CWA – Central Wisconsin Airport

EHR – Electronic Health Record (and Word autocorrect will *always* change it to HER)

FDA - Food and Drug Administration

HR – Human Resources

IRB – Institutional Review Board

IRDL (rhymes with turtle) - Integrated Research and Development Laboratory

MCHS – Marshfield Clinic Health System

MCRI – Marshfield Clinic Research Institute

MESA – Marshfield Epidemiologic Study Area

MGS – Mammalian Genotyping Service

NIH – National Institutes of Health

NFMC – National Farm Medicine Center

ORCA (like the whale) - Office of Research Computing and Analytics

ORSS (like the oars) - Office of Research Support Services

PCORI - Patient-Centered Outcomes Research Institute

PMRP - Personalized Medicine Research Project

REDCap – Research Electronic Data Capture

SRIP – Summer Research Internship Program

UW – University of Wisconsin

Appendix F - Housewares provided

Summer Research Internship Housing/Furnishings		
Items	SRIP will provide for shared use	Intern to bring for their own use
Plates	X	
Bowls	X	
Drinking glasses	X	
Silverware	X	
Sharp knives	X	
Pots/pans	X	
Colander/Strainer	X	
Cooking utensils	X	
Pot holders	X	
Kitchen towels	X	
Kitchen dish rags	X	
Storage containers for food	X	
Baking pans 9x13 or 8x8	X	
Measuring spoons	X	
Measuring cups	X	
Toaster	X	
Coffee maker	X	
Microwave	X	
Television	X	
WiFi router	X	
Iron and Ironing Board	X	
Broom/Dust Pan/Mop	X	
Kitchen and Bathroom Trashcans	X	
Bath towels		X
Bath wash cloths		X
Full-size sheets		X
Full-size comforter		X
Blanket		X
Pillow(s)		X
Cleaning Supplies		X

Appendix G - Highlights of Local Summer Events



Dairyfest

Held the first weekend in June. For nearly 40 years, Marshfield has gathered each June for three delicious days of celebrating dairy, or, as the locals call it, Dairyfest! The celebration includes the Mayors Dairyfest Breakfast, arts & crafts, a downtown parade, an old fashioned picnic and movie in the park, and the Cheese Chase 2k and 5k runs. Visitors from around Wisconsin frequent this event, which has seen as many as 20,000 dairy lovers. The Annual Wisconsin State Cornhole Championship Tournament is also held at the fairgrounds over the weekend, open to all!

A *typical* Dairyfest weekend schedule would be as follows. Check the website for exact times/days:

- Mayor's Breakfast, Friday 5:30 – 9:30am at the Fairgrounds,
- Picnic in the Park, Friday 5:00 – 8:30pm at Columbia Park
- Dairyfest Parade, Saturday 11:00am, Central Avenue starting at 2nd Street
- Pie & Ice Cream Social, Saturday 10am – 3pm at Upham House (hot dogs & brats also available)
- Vox Concert Saturday - 6pm at Columbia Park
- YMCA's Cheese Chase at the Fairgrounds on Saturday – 2 mile run/walk, 5 mile run, and 10 mile run
- Cornhole Tournament, Friday 6:00pm to Saturday 11 pm



Movies in the Park

All movie nights are free and will be shown outdoors on a large inflatable screen. Don't forget a blanket or chair for seating. Concessions will be available on the grounds and benefit various community organizations at each event. Movies may be held sporadically throughout the summer.

Farmer's Markets

Main Street Marshfield's charming downtown hosts local growers and makers Tuesdays 8 a.m. - 1 p.m. from early June 5 – late September.

Festival Foods hosts a Farmers Market every Saturday and Sunday starting in June.

Zoofest

Held in June – Hay Rides, Food, Games, 11 am – 2 pm. Wildwood Park & Zoo, 1800 S. Roddis Avenue.





[Mike's Run](#)

Check website for date in June – Five Mile Run and Two Mile Fun Run/Walk. Marshfield Clinic and the family and friends of Mike Hackman are joining together to speak out about mental illness. Proceeds will benefit mental health services at Marshfield Clinic, including family resources, support groups and new treatment options. Post race activities include: tailgate party and awards presentation, food and beverages.

4th of July Fireworks

Family friendly activities beginning at 4 pm include food, inflatable fun, and a children's entertainer. Fabulous fireworks display at 10 pm at the Marshfield Fairgrounds Park sponsored by Festival Foods.

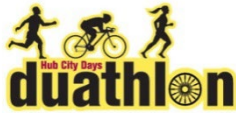
Marshfield Parish Truck & Tractor Pull

July – Marshfield Fairgrounds Park



[Hub City Days](#)

Held the last weekend in July – Downtown Marshfield BrewFest, beer garden, food vendors, arts/craft vendors, live music.



[Annual Hub City Days Duathlon](#)

Held the Saturday of Hub City Days – The duathlon consists of a 2 mile run, 14 mile bike ride, and a 2 mile run performed individually or with a relay team. Proceeds support the Marshfield Clinic's Youth Net Program.



Chaparrals Baseball

An adult summer baseball team that features local talent and college athletes from around the area. Fun family environment to watch America's favorite pastime! Check the website for season schedule. All home games are at **Jack Hackman Field at Steven J. Miller Recreation Area (205 S. Oak Avenue)**.



[Chestnut Center for the Arts](#)

Gallery/Exhibits, performances, and classes.

[Wenzel Family Plaza](#)

The Wenzel Family Plaza is a year-round community square and event hub located on Chestnut Avenue between Second and Third Streets. Events offered include concerts, yoga classes, and a water play area during the summer.



[Marshfield Young Professionals Group](#)

Volunteer and social event opportunities (e.g. sport leagues, wine/beer and cheese tasting events, bowling, brat fry). Monthly socials – usually held during the evening.

Also check out:

- Marshfield Convention & Visitors [Website](#) and [Marshfield Visitors Guide](#) for information on other Marshfield events, restaurants, shops, and attractions.
- Marshfield's Parks & Recreation [website](#) for parks and trails information, lessons (golf), sport leagues, and community programs.
- Marshfield's 3 Disc Golf Courses: Wildwood Park, Braem Park, and North Wood County Park with Discs available at the Sports Den, Walmart and AJ's pawn shop
- Marshfield's YMCA [website](#) for the summer program guide
- UW – Marshfield/Wood County Continuing Education [website](#) – Courses on technology, health and wellness, personal enrichment, and day trips
- Biking and Hiking Trails: [Hamus Nature Preserve Trail](#), [McMillan Marsh Wildlife Area](#), [UW Arboretum Trail](#), among several others.
- Golfing: [Marshfield Country Club](#), and [RiverEdge Gold Course](#).

Signed Acknowledgement

I acknowledge receipt of the Student Research Internship Program (SRIP) Intern Handbook. I have reviewed the material therein and any questions I had about its content have been raised and addressed.

I further acknowledge that I have completed review of the following policies, as required by the end of my first week of employment:

- Personal Appearance (Dress Code)
- Standard Precautions
- Education Concerning False Claims Liability, Anti-Retaliation Protections, and Detecting & Responding to Fraud, Waste, and Abuse
- Equal Employment Opportunity/Affirmative Action/Reasonable Accommodation
- Limited English Proficiency
- Patient Information Confidentiality
- Authorization to Use and Disclose Protected Health Information
- Harassment in the Workplace Awareness
- Behavior and Professionalism Policy
- Accountability and Conduct Policy
- Attendance/Absenteeism/Tardiness Policy
- Use of E-mail, Internet, Electronic Communications Systems, and Social Media Sites Policy
- Just Culture
- AIDET
- SBAR (clinical) and SBAR (non-clinical)
- Remote Work Policy
- Home Workstation Setup Resource Guide
- Travel Policy
- Use of E-mail, Internet, Electronic Communications Systems, and Social Media Sites; Telephone Etiquette; Cellular Issuance and Usage; and Personal Portable Devices (Policies)

Intern Name (Print)

Intern Signature

Date

Please send signed acknowledgement form to **SRIP Administrator** Seth Langreck