



## CALIFORNIA EPIDEMIOLOGIC INVESTIGATION SERVICE

### CALENDAR

FY 2008-09

#### **2008**

- July 2                    ***Fellowship starts.*** During the month, Fellow and Preceptor should meet to discuss expectations and plans.
- July 4                    Holiday - Independence Day
- July 12                    General orientation for Fellows, Sacramento. Includes administrative matters, state-county relations, and basic field epidemiology. Orientation via a mailed packet for fellows starting August through October.
- August 15                ***Monthly Activity Report*** for ***July***, and ***Initial Competency Chart*** due from each Fellow.
- September 3            Holiday - Labor Day
- September 13            Quarterly Epidemiology Meeting
- September 15            ***Monthly Activity Report*** for ***August*** due from each Fellow.
- Sept. – Nov.            ***Site Visits:*** Program Staff meets with Fellows and Preceptors.
- October 9                Holiday - Columbus Day
- October 15                ***Monthly Activity Report*** for ***September*** due from each Fellow. ***MAJOR PROJECT for the year should be selected.***
- Oct.-Nov.                CDPH Quarterly Epidemiologists' Meeting
- November 29            Advisory Committee Meeting in Sacramento. Fellows should plan to present 10-minute progress reports.
- November 10            Holiday - Veteran's Day
- November 15            ***Monthly Activity Report*** for ***October*** due from each Fellow.
- November 22-23        Holiday - Thanksgiving

December	Preceptors receive Mid-Year Evaluation Forms for each Fellow.
December 15	<b>Monthly Activity Report</b> for <b>November</b> due from each Fellow.
December 25	Holiday – Christmas
<b><u>2009</u></b>	
January 1	Holiday – New Year’s Day
January 15	<b>Monthly Activity Report</b> for <b>December</b> , and <b>Midyear Competency Charts</b> due from each Fellow.
January 20	Holiday - Martin Luther King, Jr.
Feb – April	<b>Site Visits:</b> Program Staff meets with Fellows and Preceptors.
February 15	<b>Monthly Activity Report</b> for <b>January</b> due from each Fellow.
February 19	Holiday – President’s Day
March 15	<b>Monthly Activity Report</b> for <b>February</b> due from each Fellow.
March 31	Caesar Chavez Holiday.
April 15	<b>Monthly Activity Report</b> for <b>March</b> due from each Fellow.
May 15	<b>Monthly Activity Report</b> for <b>April</b> due from each Fellow.
May 26	Holiday - Memorial Day
June	Preceptors receive Final Evaluation Forms for each Fellow and for the Program. Fellows receive an evaluation form for the Preceptor and the Program.
June 12	Fellowship Program Advisory Committee, Sacramento. Fellows should plan to present 10-minute reports on their major projects. Fellows also present formal evaluation of program to the Fellowship Advisory Committee.
June 15	<b>Monthly Activity Report</b> for <b>May &amp; Final Competency Chart</b> due from each Fellow.
June 30	<b>Fellowship Ends.</b> Four documents due from each Fellow. These four documents must be submitted and must be deemed

satisfactory in order for a Fellow to receive his/her last stipend check and his/her Certificate of Completion.

- ***Final written report on Major Project***
- ***Evaluation of Program.***
- ***Final Activity Report- June***
- ***Final Competency Chart***