



## **Information Needed for Student Interview Requests**

Submit the following information to [vinson@msutexas.edu](mailto:vinson@msutexas.edu). This information will help us in matching a knowledgeable staff member that is willing to be interviewed with your schedule.

1. **Name and student ID number** (i.e., John Doe (ID # 12345678))
2. **Phone number** (i.e. 123-456-7890)
3. **Email address** (i.e. johndoe@mwsu.edu)
4. **Brief description of assignment.** If you need to speak with a specific type of person (i.e. Nurse, pharmacist, doctor, administrator, etc.) please specify that in the description. (i.e. "Interview with doctor about flu" or "Speak with someone about services available at the Health Center")
5. **Date and time assignment was given** by faculty member or editor. (i.e. 9/3/18 at 4:30pm)
6. **Sample questions you want answered.** This is especially important if you have a study you are reviewing, need statistics on specific conditions or have specific health questions you need answered. Sometimes medical providers need to read the specific article you are talking about, or research a topic to ensure they have current information. We also sometimes have to generate a report to gather the statistical information you may want. (i.e., How can students prevent getting the flu? How many flu cases have been seen at the Health Center in x time period?)
7. **What days and times you are available to meet. Please note, that we need at least 3 business days advance notice for interviews with clinical providers.** These will assist us with finding time on schedules of medical providers who normally have a full patient load. (i.e. Available Monday or Wednesday 2-5pm)
8. **Deadline to have interview completed** (i.e. 12/5/18 by 3pm)
9. **Do you need any pictures or video for the assignment?** If so, please specify what you need, as detailed as possible. (i.e. video of nurse giving flu shot to a student) Please be aware that because of patient privacy, filming in the clinic is restricted. If you need pictures of patients, we will do our best to accommodate your request, within allowed privacy guidelines.

*The Outreach staff will respond to requests within 2 business days.* If your request is not answered within 2 business days, please contact the Vinson Health Center at 940-397-4231.