

Building a Successful Student Team

1. Prepare

- Determine supervision and hiring mechanisms



- Secure office space and equipment

- Gather funds to pay students

2. Train

Train students for high quality, consistent work with:



Suggested topics:

- Jurisdictional structure, processes, and protocols
- Databases and electronic systems
- Tips, tricks, and techniques
- Privacy rules and confidentiality

3. Manage

- Coordinate schedules between students to ensure coverage
- Schedule team meetings and supervise students



- Engage students in additional activities depending on your needs and their availability

4. Evaluate

- Evaluate both the students and management to facilitate process improvement and ongoing success



- Take note of opportunities students accept when leaving the team



**U.S. Department of
Health and Human Services**
Centers for Disease
Control and Prevention