

## Preparation & Planning

| Check | Steps   | Where Action Takes Place  | Timeframe  |
|-------|---|---|--|
|       | Reflect on interests, career aspirations, guest speakers from class that were interesting, leverage current networks for opportunities  | In class, in readings, through networking, researching organizations online, through discussions with your faculty practice advisor, graduate director, Zach Jenkins, etc.  | First Spring Semester - Middle of second Fall semester |
|       | Identify Faculty Practice Experience Advisor  | <b>EPID:</b> Often this is also your academic advisor<br><b>ENHS:</b> Contact graduate director<br><b>EXSC:</b> Graduate director will serve this role unless otherwise negotiated (during EXSC 797 in 2 <sup>nd</sup> Fall semester)<br><b>HPEB:</b> Browse the faculty on HPEB's web page to identify faculty that have expertise that align with your practice experience.<br><b>HSPM:</b> MPH Program Director will serve this role unless otherwise negotiated |  |
|       | Identify public health practice setting   | In class, in readings, through networking, researching organizations online, through discussions with your faculty practice advisor, graduate director, Zach Jenkins, etc. (For PAPH students this is completed during EXSC 797 in 2 <sup>nd</sup> Fall semester)   |  |
|       | Identify Preceptor within practice setting  | In class, in readings, through networking, researching organizations online, through discussions with your faculty practice advisor, graduate director, Zach Jenkins, etc. (For PAPH students this is completed during EXSC 797 in 2 <sup>nd</sup> Fall semester)   |  |
|       | Identify current public health-related projects and initiatives at the organization   | In discussions with preceptor at organization   |  |
|       | Provide preceptor with overview of responsibilities and expectations  | In discussions with preceptor at organization, through email, through resources on <a href="#">Practice Experience website</a>  |  |
|       | Check if the <a href="#">Practice Experience web page</a> to see if a Memorandum of Agreement (MOA) already exists. If no, email workforce Development Coordinator to set up MOU (must be in place before contact hours begins) | Follow hyperlink to check past experience sites. Email Zach Jenkins with additional questions   |  |

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|  | Identify two work products that will be created through experience  | Through conversations based on student interests, site needs, degree requirements and faculty input  | Middle of second Fall semester - End of Fall |
|  | Identify the competencies (minimum of five) that will be demonstrated through products. A minimum of three competencies must be foundational MPH competencies; Two additional competencies will be selected by the student which may be foundational or concentration specific. | Through conversations based on student interests, site needs, degree requirements and faculty input. Please discuss in detail with your practice experience advisor (PAPH students requires 1-2 concentration specific competencies) |  |
|  | Write practice experience proposal with input from preceptor and faculty advisor  | Word document  |  |
|  | Revise proposal based on feedback   | Through email, f2f discussions, and other feedback mechanisms  |  |
|  | Upload revised proposal into APEX   | APEX website   |  |
|  | Obtain signatures in APEX   | APEX website   |  |
|  | Register for practice experience course (based on department requirements)  | Through Self-Service Carolina, once advised by graduate director (PAPH students will take a 1 credit hour course during the 2 <sup>nd</sup> Fall semester called EXSC 797 before the fieldwork takes place)                          |  |

## Fieldwork

| Check | Steps                                      | Where Action Takes Place                            | Timeframe  |
|-------|--|---|--|
|       | Carry out practice experience proposal     | On site, remotely                                   | During semester when student is registered for the practice experience |
|       | Obtain feedback from preceptor and advisor | Through email, f2f discussions, feedback mechanisms |  |
|       | Adjust products and competencies if needed | APEX website  |  |

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|  | Complete agreed upon terms as agreed to in practice experience proposal | On site, remotely   |  |
|  | Schedule Practice Experience Presentation                               | Contact departmental coordinator to schedule a room or use a virtual medium (Microsoft Teams, etc.)<br><br>Note: not required for HSPM students |  |

## Final Report & Presentation

| Check | Steps   | Where Action Takes Place                                | Timeframe  |
|-------|---|---|--|
|       | Upload complete work products and supporting documents  | APEX website  | Two weeks before the end of fieldwork as agreed upon in the practice experience proposal<br><br>Students must complete in time to meet graduation requirements |
|       | Let others (students, faculty, colleagues at the public health practice site, etc.) know about your presentation! Make sure to advertise at least one week in advance | Via listservs, flyers, word of mouth, etc.              |  |
|       | Complete final presentation to faculty practice experience advisor and preceptor  | Zoom call or in person (not required for HSPM students) |  |
|       | Participate in Practice experience podcast (optional)   | Zoom call or in person                                  |  |

## Evaluation

| Check | Steps | Where Action Takes Place | Timeframe |
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|  | Participate in evaluation | Through course evaluation | Before the end of the semester |
|--|---------------------------|---------------------------|--------------------------------|