



Arnold School of Public Health

UNIVERSITY OF SOUTH CAROLINA

Preceptor Responsibilities and Expectations

Applied Practice Experience

The applied practice experience (APE) is an opportunity for students to demonstrate public health competencies within a practice setting to gain practical and applicable skills. All students must demonstrate at least 5 competencies during their APE, 3 of which will be foundational and 2 (or more) will be selected by the student. Students will demonstrate competency attainment using a portfolio approach in which they work with a practice setting to develop at least two products that will be mutually beneficial to the student and organization. Students will complete a Memorandum of Agreement (MOA) and create a written proposal that the preceptor and advisor will review including the following:

Memorandum of Agreement (MOA)

This written document will describe the cooperative relationship between two parties wishing to collaborate on a project. The MOA serves as a legal document describing the terms of the partnership. The MOA must be established between the organization and the Arnold School before the experience begins. Please fill and sign the template below

https://www.sc.edu/study/colleges_schools/public_health/internal/documents/moa_template.pdf

Email the completed template to Brittany Sutton btsutton@email.sc.edu

Work Products

Examples of work products include but are not limited to project plans, grant proposals, training manuals or lesson plans, surveys, memos, videos, podcasts, presentations, spreadsheets, websites, dashboards, photos (with accompanying explanatory text), evaluation reports, needs assessments, interview guides, infographics, logic models, quality improvement plans, community health assessments, SWOT analyses or other digital artifacts of learning. Completed work products will be submitted to APEX.

Timeline/Commitment

The APE fieldwork is typically completed over the course of an academic semester (Spring, Summer or Fall) and ranges from 120-250 contact hours over 8-15 weeks. Time spent at the site, completing work products, and supporting the organization will be discussed between the student and preceptor. Check-in meetings and timeline completion will best help to address concerns.

Preceptor Role

As a supervisor and mentor, you will guide the student as they support your organization and gain field experience while applying practical knowledge. This opportunity enables the student to develop professionally and creatively while enabling a stronger relationship between the university and the organization. The preceptor will be responsible for effectively guiding the student and mentoring throughout the experience. Listed are a few expectations from the preceptor.

- A. Assist in identifying potential work products to complete
 - a. Preceptor will describe any current initiatives at organization and will offer suggestions for deliverables
- B. Provide feedback on students' APE proposal
 - a. Review agreement proposal for any conflicts or edits that should be made regarding commitments
- C. Provide mentorship to the MPH student throughout the process
 - a. The student may lean on you for support and advice. It is anticipated that you will be able to offer a diverse perspective on working knowledge and being in the field
- D. Orient MPH student to the practice setting
 - a. Explain the goal/mission of the organization and be sure the student understands the organization's purpose
- E. Provide timely feedback on MPH student performance
 - a. Arrange a meeting time with you & the student to stay on track of their progress and to address any gaps
- F. Communicate across key players throughout the experience
 - a. Connect the student with practitioners and professionals to expand perspective and innovativeness
- G. Complete APE preceptor evaluation
 - a. Thoroughly reflect on the experience from your angle
- H. Attend students' final presentation
 - a. Enjoy the hard work and effort your student has put in and the impact you left with them

If you would like to set up a consultation with the Office of Public Health Practice about setting up an Applied Practice Experience Opportunity with an MPH student, please contact Zach Jenkins (jenki275@mailbox.sc.edu)