FIELD EXPERIENCE STUDENT CHECKLIST

- Attend required Field Experience Workshops.
- Update resume; include a list of completed and enrolled graduate level courses.
- Discuss possible placement sites/projects with faculty advisor, Community Engagement Coordinator, and Course Instructor; participate in meetings with prospective preceptor(s).
- Finalize Field Experience placement site by 3/15/19.
- Submit completed and signed Learning Agreement to the Community Engagement Coordinator/Course Instructor by email, in person, or through mail no later than 4/15/19.
- Complete CITI Online Training; http://uwm.edu/irb/training/human-subjects-training-citi/.
- Submit Institutional Review Board application for approval (if needed) http://uwm.edu/irb/submission.
- Complete online MPH Interim Competency Self-Assessment by specified date.
- Register for PH 790.
- Attend required in-class sessions during the Field Experience.
- Submit Daily Activity Log monthly to Faculty Advisor and Course Instructor.
- Submit final products for field experience site to the Site Preceptor, Faculty Advisor and Course Instructor on course D2L site.
- Submit required course documents:
  - Final Report
  - Cumulative Daily Activity Log
  - Student Evaluation Form
  - Draft Thank You Letter
- Complete Online PH 790 Course Evaluation Form.

FIELD EXPERIENCE HANDBOOK


CONTACTS

Elise Papke, Course Instructor | Director, Community Engagement  mepapke@uwm.edu
Katie Cubberley, Graduate Program Manager  cubberl2@uwm.edu
Wendy Welsh, Community Engagement Coordinator  welsh@uwm.edu

(11/6/18)
## Expectations of the Student:
- Be professional in appearance and conduct in accordance with the site placement's organizational policies.
- Adhere to the schedule predetermined with the site preceptor, including regular one-on-one meetings.
- Be punctual and provide reasonable notification to the site preceptor about lateness or absence.
- Be courteous when communicating with clients, colleagues, and others.
- Identify as a student when interacting with others at the site placement.
- Inform the Site Preceptor, Course Instructor, or Community Engagement Coordinator of issues when they arise.
- Practice self-reflection.
- Seek feedback and incorporate suggestions into performance improvements.
- Request additional responsibilities if ready to accept more.
- Participate in required in-class sessions as posted.
- Complete the Daily Activity Log and submit monthly to Faculty Advisor and Course Instructor.
- Produce quality product(s) useful to the organization as agreed upon with the site preceptor.
- Complete all required course materials.

## Expectations of the Site Preceptor:
- Work with student to develop the Learning Agreement, especially through determining a work schedule and plan to complete the project.
- Communicate organizational policies relevant to success in the organization and/or public health-related practice settings more generally.
- Provide regular supervision to include at least one hour of one-on-one meetings per week.
- Provide performance feedback in a reasonable time frame to correct any problems.
- Assign work that aligns with project goals and is of sufficient level to merit a master-level experience.
- Inform the Course Instructor and/or Community Engagement Coordinator of problems or concerns regarding the student’s progress that are not immediately resolved.
- Review all products before established deadline.
- Submit evaluation to the Faculty Advisor and Course Instructor before established deadline.

## Expectations of the Faculty Advisor:
- Work with the student and site preceptor to develop the Learning Agreement, especially through determining the academic integrity of planned activities and appropriateness of work load.
- Work with the student to complete IRB documents as necessary.
- Instruct student on applying skills learned in classroom as they relate to the activities of the Field Experience.
- Respond to emails from student or site preceptor in a timely manner (ideally within 48 hours).
- Review student products.
- Provide/recommend a grade to the Course Instructor.

## Expectations of the Course Instructor:
- Meet with student as requested to finalize plans for the field experience.
- Maintain D2L course site (upload syllabus and materials, post discussion topics).
- Conduct required in-class sessions.
- Maintain contact with students and site preceptors during the semester.
- Host semester lunch for site preceptors with faculty advisors and Academic Affairs staff.
- Keep in touch with faculty advisors during the semester.
- Review students’ products and required documents.
- Coordinate grades with faculty advisors.
- Submit final grades in PAWS.