FIELD EXPERIENCE STUDENT CHECKLIST

- Attend **two required** Fall and Spring Semester Field Experience Workshops.
- Update resume and send to CE Office; include a list of completed and enrolled graduate level courses.
- Discuss interests and possible placement sites/projects **early** with:
  - Faculty Advisor,
  - Community Engagement Coordinator, and
  - Course Instructor; participate in meetings with prospective preceptor(s).
- Finalize Field Experience placement site by **3/6/20**.
- Review draft Learning Agreement and IRB Form (if needed) with faculty advisor by **3/27/20**.
- Submit IRB Form/Proposal for approval (if needed) by **4/3/20**; [http://uwm.edu/irb/submission](http://uwm.edu/irb/submission).
- Submit completed and signed Learning Agreement to the Community Engagement Coordinator/Course Instructor by email or in person no later than **4/10/20**.
- Complete online MPH Interim Competency Self-Assessment by specified date.
- Register for PH 790.
- Attend all **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 and to Faculty Advisor and Course Instructor on course Canvas site.
- Submit required course documents in Canvas: Final Report | Monthly Activity Log | Student Evaluation | Draft Thank You Letter
- Complete Online PH 790 Course Evaluation Form.

FIELD EXPERIENCE HANDBOOK


CONTACTS
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## Expectations of the Student:
- Be professional in appearance and conduct in accordance with the site’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. (products, scope of work, etc.)
- 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.
- Submit the Daily Activity Log 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:
- Finalize plan and timeline with the student.
- Communicate organizational policies relevant to success in the organization.
- Provide regular supervision to include at least one weekly one-on-one meeting.
- Provide performance feedback in a reasonable time frame to correct any problems.
- Assign work that aligns with project goals in keeping with 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 by established deadline.
- Submit evaluation to the Faculty Advisor and Course Instructor by established deadline.

## Expectations of the Faculty Advisor:
- Work with the student and site preceptor to develop the Learning Agreement and review any modifications.
- Work with the student to complete IRB documents as necessary.
- Respond to emails from student or site preceptor in a timely manner (ideally within 48 hours).
- Review student products.
- Provide a grade to the Course Instructor.

## Expectations of the Course Instructor:
- Maintain Canvas course site (upload syllabus and materials, post assignments).
- 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.
- Review students’ products and required documents.
- Coordinate grades with faculty advisors.
- Submit final grades in PAWS.

## Expectations of the Community Engagement Coordinator:
- Serve as initial point of contact for student questions about Learning Agreement and course requirements.
- Respond to questions from students, faculty advisors and preceptors.
- Serve as initial point of contact for Preceptor luncheon and site visits, and related activities.
- Review Thank You letters and coordinate mailing.