

MPH FIELD EXPERIENCE – Checklist and Expectations

FIELD EXPERIENCE STUDENT CHECKLIST

- Attend **required** Fall and Spring Semester 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.
- Discuss Learning Agreement and IRB (if needed) with faculty advisor.
- Submit completed and signed Learning Agreement to the Community Engagement Coordinator/Course Instructor by email, in person, or through mail no later than.
- Register for PH 790.
- Complete CITI Online Training by ; <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
- 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 and to Faculty Advisor and Course Instructor on course Canvas site.
- Submit required course documents in Canvas:
 - Final Report
 - Cumulative Daily Activity Log
 - Student Evaluation Form
 - Draft Thank You Letter
- Complete Online PH 790 Course Evaluation Form.

MPH Handbook (Field Experience Description pg. 32)

<https://uwm.edu/publichealth/wp-content/uploads/sites/254/2020/09/2020-2021-Student-Handbook-1-1.pdf>

CONTACTS

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DURING THE FIELD EXPERIENCE:

<p>Expectations of the Student:</p> <ul style="list-style-type: none"> • 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 <u>monthly</u> 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. 	<p>Expectations of the Site Preceptor:</p> <ul style="list-style-type: none"> • 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.
<p>Expectations of the Faculty Advisor:</p> <ul style="list-style-type: none"> • Work with the student and site preceptor to develop the Learning Agreement, and review any modification. • 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. <p>Provide/recommend a grade to the Course Instructor.</p>	<p>Expectations of the Course Instructor:</p> <ul style="list-style-type: none"> • Maintain Canvas 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. • Review students’ products and required documents. • Coordinate grades with faculty advisors. • Submit final grades in PAWS.
<p>Expectations of the Community Engagement Coordinator:</p> <ul style="list-style-type: none"> • Serve as initial point of contact for, Preceptor luncheon, and Site visits, etc. • Review Resumes • Coordinate learning agreement finalization • Respond to questions from students and preceptors • Review Thank You letters and coordinate mailing 	