Instructions for Preparing your Public Health Field Experience Application

The purpose of our College of Public Health field experience is to provide you the unique opportunity to apply, in a practice setting, the essential competencies and skills you have acquired through both your core and concentration courses. This field experience serves as the culmination of the B.S. and MPH public health degree programs of study.

MPH students must have successfully completed the MPH Comprehensive Examination and achieved candidacy prior to beginning their field experience. MPH students may take one course concurrently with the field experience.

**Application Paperwork:** Please complete and return

1. Academic Advisor’s approval for the Field Experience/Practicum.
2. Information page completed and signed by you, the student.
3. Your current/updated resume.
4. Current ETSU transcript (unofficial copy is acceptable).

**Deadline for Submitting your Approved Application**

- **Second Friday in March** for following semester
- **Second Friday in October** for following semester
- **Second Friday in February** for following Summer

Failure to complete this approval process by these deadlines may delay your field experience and in turn your graduation by one semester.
Check if student intents to complete an alternative field experience (MPH only)

Academic Advisor’s approval for the Field Experience/Practicum
This page completed and signed by the student’s faculty advisor.

For Undergraduate course 4850
For MPH course 5850
For Dr.PH course 6850

Undergraduate students must have completed all other academic courses prior to beginning their field experience (4850) course. In rare cases and upon documented agreement by ALL of the following: 1. the undergraduate student advisor, 2. the student’s respective department chair and 3. the instructor for Public Health Practice, one additional course may be approved to be taken concurrently with the 4850 field experience course.

MPH students must have successfully completed the MPH Comprehensive Examination and achieved candidacy prior to beginning their field experience. MPH students may take one course concurrently with the field experience.

DrPH students may take their DrPH practicum course following completion of 24 credit hours in their DrPH degree program.

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Student name: (please print): _______________

This student has met the prerequisites and may be permitted to register for the following course:

___ 4850 (undergraduate)  ___ 5850 (MPH)  ___ 6850 (Dr.PH)

OR

This student needs to complete the following courses prior to receiving a permit to register for their field experience course:

__________________  ______________  ______________.

_____________________________  __________
(Faculty Advisory Signature) Date approved

If this is a MPH student application please assure the student has successfully completed the comprehensive examination and if they have, please initial here as well: _______.

MPH Faculty Advisors
MPH Field Experience Student Information
this page to be completed and signed by the student

Student’s Name _____________________ Student ID # _________________ GPA ______

Mailing address: __________________________________________________

Home Phone: _______________ work or cell phone: _________________

ETSU email address: ____________@goldmail.etsu.edu

Field Experience semester:       Fall 20___ Spring 20___ Summer 20___

Your College of Public Health Concentration:

___ Community and Behavioral Health     ___ Health Services Management and Policy
___ Epidemiology          ___ Biostatistics      ___ Environmental Health

Indicate two areas of interest for your upcoming field experience. If you are currently pursuing a specific
location, please provide the following information, if not, indicate general categories.

1st. Choice: ______________________________________________________________________

Location name

Address

Contact person

Phone number

2nd. Choice: ______________________________________________________________________

Location name

Address

Contact person

Phone number

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I understand it is my responsibility to locate and secure a firm field experience/practicum commitment relevant to my public health
concentration that is approved by my faculty advisor (in the case of a MPH or DrPH students) or the Assistant Dean for Public Health Practice (in the case of undergraduate students). I also understand that a valid ETSU Internship Affiliation Agreement must be fully executed by the Office of Public Health Practice before I will be permitted to begin my field experience/practicum course.

Student’s signature: _____________________ Date_____________

Please return the entire application including your transcript and resume to the Office of Public Health Practice - suite 42-Lamb Hall no later than the submission deadlines listed on the application instruction page.
Checklist for planning your Public Health Field Experience

☐ Prepare the Field Experience Application including the required attachments (your resume and current ETSU transcript). Application due dates are: second Friday in February for summer semester, second Friday in March for fall semester, second Friday in October for spring semester.

☐ Meet with your academic advisor to verify that you are eligible to enroll in the field experience course. If you are eligible, your advisor will sign your Field Experience Application.

☐ Submit your signed Field Experience Application to the Office of Public Health Practice no later than the due dates mentioned above.

☐ Carefully review the MPH Field Experience Guidelines. You can get your copy via the College of Public Health website.

☐ Graduate students are expected to identify a field experience in consultation with their faculty advisor. See the MPH Field Experience Guidelines for affiliate organization and preceptor criteria.

☐ Make sure a valid ETSU Internship Affiliation Agreement has been fully executed by the Office of Public Health Practice with your intended field experience organization. Remember, you cannot begin your field experience until this agreement is finalized and completing a new agreement takes a minimum of four weeks.

☐ If you are seeking a Global Public Health Field Experience scholarship or an ASPIRE Appalachia field experience scholarship, a separate application must be submitted to the Office of Public Health Practice no later than ninety days before the field experience is to start. Field experience scholarship applications are found on the bulletin boards in the student lounge and in the hallway on the G-1 level of Lamb Hall and on line through the College of Public Health website www.etsu.edu/cph