“Providing Graduates of Choice for the Health Professions”

Note: Due to the recent changes, any reference to the PUBH course prefix should be interpreted as either COBH (Community and Behavioral Health) or HSMP (Health Services Management and Policy) as is applicable to your Public Health concentration.
Congratulations.
You are about to begin a unique and rewarding adventure.

This document provides information relevant to your Public Health field experience course. The field experience course (4850) is the culminating achievement in your quest for your B.S. Public Health degree and is intended to challenge you to observe and practically apply the knowledge and skills presented in your previous public health courses in a practice based setting. This opportunity is made possible through the cooperative efforts of the university, the College of Public Health and a broad array of public and private health and related organizations.

You are about to enter the “real world” of health practice and make the transition from student to health professional. This is a unique opportunity for you, but you will only realize the full potential of your field experience if you put forth your utmost initiative and inquisitiveness. The way to make the most of your field experience is to “get involved and share your public health voice” by seeking every opportunity to demonstrate your competence and refine your skills for your future endeavors. Former graduates consistently say, “What you get from your field experience is what you reach out and embrace”. This is your opportunity to accrue actual work experience in your profession that will serve you after you graduate and beyond.

All of us at the ETSU College of Public Health offer you our best wishes for a highly successful field internship experience. Please go forth and make the most of the adventures you are about to begin. I hope to have an opportunity to visit you during the semester but in the meantime, please do not hesitate to contact me if I can be of assistance in any way.

J. Mikki Johnson-Maczka & Colin G. Chesley

J. Mikki Johnson-Maczka & Colin G. Chesley
423-439-4776 & 423-439-4483
Room 305 & 42B Lamb Hall
johnsonmaczk@etsu.edu
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CHECKLIST FOR PUBLIC HEALTH FIELD EXPERIENCE:

- Prepare the Field Experience Application form including the required attachments (your resume and current ETSU transcript) on time as specified in the Field Experience Application instructions (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). See pages 25-27.

- Meet with your academic or faculty advisor verify you are eligible to enroll for your field experience course. If you are eligible, your advisor will sign your Field Experience Application.

- Submit your signed Field Experience Application to Colin G. Chesley at the Office of Field Internship Coordinator no later than the due dates mentioned above.

- Get, read and understand the Undergraduate Field Experience Guidelines. You can get your copy via the College of Public Health website (look for Public Health Practice/Field Experience).

- Now it is YOUR responsibility to locate and secure an appropriate field experience opportunity. Again, see the Undergraduate or Graduate Field Experience Guidelines, as appropriate, for affiliate organization and preceptor criteria.

- Make sure a valid ETSU Internship Affiliation Agreement has been fully executed by the Office of Field Internship Coordinator 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 either a Global Public Health Field Experience scholarship or an ASPIRE Appalachia field experience scholarship, a separate application for either of these must be submitted to the Office of Field Internship Coordinator 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.
**COBH and HSMP 4850 FIELD EXPERIENCE**

**Syllabus**

**Course Credits:** 12 Hours

**Instructors:** J. Mikki Johnson-Maczka & Colin G. Chesley

**Office Phone:** 423-439-4776 & 423-439-4483

**Email:** johnsonmaczk@etsu.edu & chesley@etsu.edu

**Fax:** 423-439-6710

**Office Location:** Ms. Johnson-Maczka – Lamb Hall, Room 305

Mr. Chesley - Lamb Hall, Room 42B (G-1 level)

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**Catalog Description:** The 4850 Field Experience is a mandatory twelve credit hour course that must be successfully completed to qualify for graduation. This course is to be taken the final semester before your graduation and is offered during fall, spring and summer semesters of each academic year it is conducted under the supervision of the course instructor along with qualified professionals at an approved affiliate organization. These individuals are referred to as our “preceptors”.

**Course prerequisites**

1. You must be an officially declared public health major.

2. You must have completed **all** courses required for completion of your degree plan. Additional courses are **not** to be taken during your field experience.

3. Advance written approval to enroll in the course from both your undergraduate advisor and the Field Internship Coordinator. **A course enrollment permit is required.**

4. Your field experience must have a primary focus on public health.

5. Your field experience must be a new learning experience (not your current employment)

6. You must have a designated supervisor (preceptor) within the host organization that is approved by the Field Internship Coordinator.

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**IMPORTANT:** The field experience application process is to be completed the semester prior to your intended field experience start. **The due date for completed applications are found on the first page of the Field Experience Application.**
COURSE PURPOSE AND REQUIREMENTS

Primary course participants:
- You (student)
- J. Mikki Johnson-Maczka & Colin G. Chesley (course instructors)
- Your site-based preceptor(s)

Course Purpose
Under the joint supervision of College of Public Health faculty and an approved field preceptor, this course is designed to provide practice based learning experiences that validate your mastery of essential public health competencies that were presented throughout your prior curriculum courses. Completion of this course will also provide you with documented public health work experience.

Course Objectives:
1. Provide mentored practical observation and hands-on application opportunities for you to apply and reinforce learned competencies, knowledge and skills taught in the classroom.

2. Give you practical experience as you complete multiple ‘value-added’ projects and assignments within one or more selected areas within a professional public health practice setting.

3. Reinforce an understanding of the importance and reward of community service.

4. Provide an element of exposure to aid in career advancement.

5. Set the stage for an agenda of lifetime learning.

6. Help you successfully pursue your post-graduation career and/or educational goals.

Specific Course Requirements

Personal and Professional Expectations:

1. Absences: If for any reason, you find it necessary to be absent from your field experience (i.e., sickness, etc.) you must let your preceptor/supervisor know immediately and when possible, in advance. Failure to do so is unprofessional and therefore unacceptable and may negatively affect your performance evaluation.

2. Change in address, phone number or name: immediately notify both your preceptor/supervisor and instructor. It is imperative that we are able to contact you without undue delay should the need arise.
3. **Other issues or problems:** Contact J. Mikki Johnson-Maczka or Colin G. Chesley at 423-439-4776 or 423-439-4483 or by e-mail johnsonmaczk@etsu.edu or chesley@etsu.edu and/or your preceptor/supervisor as appropriate.

4. If you plan to graduate at the end of the semester, you are completing your field experience and have not taken the **Academic Profile exam** (“exit exam”) you must do so. This is required by the Tennessee Board of Regents. Call the University Testing Center at 423-439-7842 to schedule a time.

5. Always remember you are representing the College of Public Health and East Tennessee State University and conduct yourself professionally. You are a guest of the affiliate organization and must abide by all their personnel policies (i.e., drug testing, dress code, absenteeism, etc.) If you have questions, concerns, etc. please discuss the situation(s) with your preceptor/supervisor.

**Work Ethic and Professionalism**

- You are expected to accept all assignments graciously and complete each in a professional, competent and timely manner.

- When possible, seek out opportunities to display your creativity and abilities.

- Display initiative by managing your work, solving problems, finding information and displaying creativity without continually asking your preceptor or supervisor for detailed guidance.

- Seek opportunities to make meaningful contributions that add value to your organization and also benefit you in terms of gaining “work experience”.

**Time Requirement and Schedule**

A **minimum of 400 cumulative clock/work hours are required to complete the field experience semester.**

Individual “work” schedules may be arranged between you and your preceptor. However, you are expected to dedicate whatever amount of time is requested by your preceptor/supervisor and realize that occasionally you may be asked to work on weekends or evenings.

You will observe the official ETSU Class Schedule and will observe University holidays and scheduled breaks. **It is important, however, that you inform your host preceptor well in advance as a professional courtesy.**
PERFORMANCE ASSESSMENT AND COURSE ASSIGNMENTS

There are two primary components in assessing your performance during the field experience.

1. **Preceptor assessment of student**

   The preceptor/supervisor completes two evaluations of the student:
   
   (a) Mid Term Evaluation of Student
   
   (b) Final Evaluations of Student

   The preceptor evaluation includes both open-ended and closed-ended questions relating to the objectives of the field experience. Emphasis is on student’s ability to apply essential competencies of public health/health administration and individual professionalism.

2. **Course instructor’s assessment of student**

   This portion of the assessment process is based on the academic aspects of the course as well as the instructor’s subjective evaluation of the student’s individual professionalism. Emphasis is on the following:

   a. Quality and timeliness in completing course requirements
   b. Professionalism
   c. General attitude and enthusiasm
   d. Attention to detail
   e. Creativity
   f. Site visit, if conducted

**About the course assignments:**

1. **Your individual professional mission, vision and goals statement** stating:
   
   a. Why you chose your educational path in public health.
   b. What you want/hope to contribute long term as a public health professional.
   c. What your future plans, vision and goals are upon receiving your B.S. Public Health degree.

   *This is submitted as a component of your Public Health Practice e-portfolio.*

2. **Confidentiality Statement and Field Experience Objectives:**

   Due second week of semester (check D2L calendar for specific dates). See pages 24 and 28. This is submitted via D2L drop box.

3. **Bi-weekly Field Report Entries:** Beginning the second Friday of your field experience, your initial Field Report entry (on D2L) is due. Additional entries are to be made approximately *every two weeks* (see course calendar for actual dates) thereafter by no later than 11:59 pm on Friday of the following week. These are reviewed by your
instructor and are a graded component of the course. [Each written assignment, including the Field Report entries are to be written in accordance with proper grammar, spelling and composition skills].

The length of each Field Report entry is expected to be approximately the equivalent of a full typed page and the content should include, at minimum:

a. A thorough description of the key experiences you have had during the reporting period
b. An explanation of the specific knowledge and skills (not simply course names) from your prior public health education you have applied during the reporting period and how you used them.
c. Detail where you currently are and what you are currently doing, what led you to this point, where you plan on going and what you plan on doing. (Detail where you have been, where you are, and where you are going).

4. **Student’s Mid-Term Evaluation of Field Experience:** See course calendar for actual due date. To be completed by the student. See page 29 in the Appendix. This is submitted via D2L drop box.

5. **Student’s Final Evaluation of Field Experience:** See course calendar for actual due date. See page 30 in the Appendix. This is submitted via D2L drop box.

   **Must be received by due date before a final course grade can be awarded.**

6. **Concentration Paper:** The intent of this assignment is to display YOUR individual expertise in a topic or area directly related to your field experience and your public health concentration. This is submitted as a distinct assignment and is also a component of your Public Health Practice ePortfolio. It is also a key component toward fulfilling the writing intensive element of your 4850 course.

   **Guidelines for your concentration paper (adherence to these guidelines will be evaluated):**

   **Topic:** You have the flexibility to determine the topic of your paper but it must be a topic of current relevance to the public health professions and your field experience.

   **Initial proposal:** You will submit a one page typed “proposal” to your instructor for approval of your topic. This will be **due no later than the fourth Friday** of the field experience. Your proposal should answer:

   - What is the topic you’ve chosen?
   - Why this topic is worth addressing?
   - Why this topic interests you?
   - Why this topic would be of interest to others?

   **Length of your paper:** This is to be a 6 – 8 page, double spaced, 12 font paper to be written and referenced in APA format. Chart and graphics are additional pages and should be included in an “Appendix”.

   **Format:** APA formatting

   Include a one page “executive summary” at the start of the paper.
Citing research sources: Reference materials must be from professionally respected sources (not Wikipedia for example). APA formatting is expected.

Original work: Pay attention to unauthorized use of published material. Plagiarism in any form will result in failing this assignment, and quite possibly the entire course.

Grammar, spelling, composition skills: Your paper will be evaluated on your use of proper composition, grammar and spelling skills. The degree to which your paper is logically organized, easy to read and comprehend and displays professional (but not unduly formal) style is important. It should be a document you, yourself, would find interesting and worth reading.

Submit completed paper via D2L drop box no later than prescribed due date (check the drop box for this due date). Keep a copy for your Public Health ePortfolio.

Tips for preparing your best work: Start early - do not attempt to complete this assignment in a few days or in one sitting. Done properly, it should take several iterations over several weeks to complete.

- Your personal interpretation, critical analysis and comments related to the topic and research are the most important elements of this paper. Do not simply submit the research materials you have used, even in your own words.
- Prepare several drafts of your paper and have someone you respect proof read each draft and offer their suggestions.
- Once you think the paper is complete, set it aside for a week or so and then revisit it with “fresh eyes”. Make any modifications you feel would improve your final work product.
- In addition, your concentration paper may come in handy if down the road you are asked, “In what area do you consider yourself an expert?” Approach this as if you are writing for submission to a respected professional journal or publication.
- Once again, the most important objective is to display what you personally have to offer on your chosen topic, not simply restating the “research” information you have assembled.

7. Three Project Reports
You will prepare three individual project reports related to your area of public health concentration (Community & Behavioral Health or Health Services Management & Policy).

>These must be reports related to practical application projects you complete during the field experience.

TIP: These do not include research papers; they are about “practical application” work you’ve done. The intent is to display practical experience.

Grammar, spelling, composition skills: Here again, your reports will be evaluated on your use of proper composition, grammar and spelling skills. The degree to which your
paper is logically organized, easy to read and comprehend and displays professionalism will be evaluated.

**Length** is not specified, however, each report should thoroughly convey an understanding of

1. the objective of the project,
2. the methodologies applied,
3. outcomes realized or anticipated and
4. conclusions and recommendations.

These reports will be submitted through the appropriate D2L dropbox, feedback will be given, students are expected to make revisions and reports are to be included in your Public Health Practice ePortfolio.

You will complete the following grading rubric/survey for every Project Report that you complete. Fill out the survey and include it with each report that you turn in. This will be used as the rubric to grade your reports.
To: (Instructor)
From: (Student)
Subject: HSMP/COBH 4850: Project Report and Concentration Paper
Date:

Practical Application Selected:

Person/group addressed in this project:

Please verify that you have done the following by marking an “X” beside each item:

___ I have checked the spelling in this paper.
___ I have checked the punctuation in this paper.
___ I have checked the grammar in this paper.
___ I have thoroughly addressed the project that I completed

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*The above rubric will be used to evaluate your paper/report.*
8. **Major Field Test (MFT)** - “Field” refers to the field of public health.
This is a written test consisting of approximately 120 multiple choice questions covering the essential elements of the B.S. Public Health curriculum. A study guide will be provided.

*Successful completion of the MFT is mandatory for every graduating BS Public Health student.*

The MFT will be administered online during the second half of the semester- the time will be announced in advance and a study outline will be provided prior to administration of this test.

The test is 120 multiple choice questions over the core public health courses. It is conducted online and you will immediately be notified of your score. The minimum passing grade is 70%.

9. **Your Public Health ePortfolio:**

Several references have been made to your “Public Health Practice ePortfolio”. This is a collection of evidence intended to document your readiness to graduate as a competent health professional.

*To summarize, the contents of your ePortfolio must include:*:

1. Table of respective content within the portfolio itself.
2. Your individual professional mission, vision and goals statement (a few paragraphs) stating
   - Why you choose your educational path in public health.
   - What you want/hope to contribute long term as a public health professional.
   - What your future plans, vision and goals are upon receiving your B.S. Public Health degree.
3. Current version of your *professional resume*.
4. A copy of your *Concentration Paper*.
5. Copies of your three *Project Reports*.
6. Copies of your Mid-term and Final *Course Evaluation documents*. (you can delete this from your personal copy of the portfolio)
7. Copy of your field experience final presentation.

*Format:* You are to create your Public Health ePortfolio using any online format that you choose. There are several free sites to create ePortfolios, and some that are paid. Some suggestions might be Google Sites, LiveBinder, etc.

Student Goldlink accounts are Gmail accounts so you can login with your ETSU email to access Google Sites (NOTE: Google Sites are not user-friendly; many students prefer using another platform for ePortfolios). **Remember to remove any login requirements** (e.g., make your portfolio “public”) so anyone with the link can access and view the site. Faculty will not be able to access your site unless it is made public. Include the link to your ePortfolio in the dropbox.
The intent of the ePortfolio is to assist you when you are seeking employment and I can see you giving this link to prospective employers just as others would submit a resume (of course your resume will be one of the items on your ePortfolio).

*Note- You also must email all of the above documents to Mr. Chesley at the time the ePortfolio is due, even though you have turned it in the dropbox, etc. This is for accreditation purposes for the College of Public Health.

10. Preceptor’s Assessment/Evaluation of performance See pages 30-35 in the Appendix for forms

Preceptor’s *Mid-Term Evaluation of Student:* To be completed by your preceptor/supervisor. Remember to remind your preceptor and provide the proper format a week before the due date.

Preceptor’s *Final Evaluation of Student:* Check the course calendar for the due date. To be completed by the preceptor supervisor and e-mailed or faxed directly to Colin Chesley (423-439-6710, chesley@etsu.edu).

This must be received by the due date in order to allow for final grades to be calculated.

11. Final Oral Presentation (20 minutes in length)

*Here are the basic guidelines*

1. *Introduction (Two-three minutes)*
   - Introduce yourself- Your name, public health concentration, your Academic Advisor, and a brief overview of your host organization/agency
   - Your preceptor’s name and position/role in your host organization

2. *Highlight the activities, tasks, activities and exposures you experienced. (This is the most important part, allow 10-15 minutes)*
   - Summarize your contributions and accomplishments – things you did, projects you completed.
   - Offer recommendations for students who are planning for work, further academic preparation, skills development.
   - What were the most beneficial aspects of your field study experience? In what ways are you better prepared now than before this experience?
   - What contributions did you make to the host organization? Describe the value your work represents – not necessarily in financial terms.
3. **Five to ten minutes**: Candidly assess the overall effectiveness of your field experience. Offer insights about how we might improve the public health curriculum and/or program to better prepare students for the field experience and beyond.

4. **Final minute**: Tell the audience what you plan to do upon graduation (school, if you have a job share where you will be working and what you will be doing.

**Tip**: Utilize presentation software, graphics, charts, tables and other materials that support and enhance your presentation and can be displayed on our College of Public Health web site.

**A MUST**: Provide a copy of your presentation materials on your Public Health ePortfolio. This represents 25% of the presentation grade.
CRITERIA FOR EVALUATION OF THE FINAL PRESENTATION

Field Experience presentation by: __________________________

Presenter’s Public Health Concentration: (HSMP or COBH)

To the left of each of the following statements please write a number from 1 to 5, with 5 signifying strong agreement and 1 signifying strong disagreement. Thank you.

Organization and Content

( ) In the introduction, the student explained the main points he or she wanted to make in the presentation.

( ) The student used appropriate, sufficient and accurate quantifiable (data based) content to describe their field experience projects.

( ) The flow of the presentation was logical and the information presented was easy to understand.

( ) The student effectively described “What I gained from my internship experience”.

( ) The student effectively presented “What I contributed to the internship organization”

( ) The student related specific skills and knowledge from their public health education to complete the work they performed.

( ) The student candidly and constructively gave their assessment of their public health education and offered recommendations.

( ) In the conclusion, the student summarized the main points effectively.

( ) In the conclusion, the student thanked the audience for their courtesy in listening.

Verbal and Delivery Skills

( ) The student used interesting, clear language to get the points across.

( ) The student used clear and distinct enunciation.

( ) The student spoke without constantly reading from slides or notes.

( ) The student seemed relaxed and poised.

( ) The student engaged the audience.

( ) The student exhibited no distracting vocal or physical mannerisms.

( ) The student seemed enthusiastic throughout the presentation.
**GRADING METHODOLOGY**

The final course grade will be assigned by the course instructor based on these criteria and weights:

- **Preceptor/Supervisor Evaluations (25%)** 125 points
- **Concentration paper (20%)** 100 points
- **Final Oral Presentation (15%)** 75 points
- **Public Health Portfolio (10%)** 50 points
- **Major field Test (MFT) (10%)** 50 points
- **(*) Instructor’s overall assessment (20%)** 100 points

This concludes the 4850 course syllabus. Following are your Field Experience Guidelines.
Undergraduate Field Experience Guidelines
(More detail to guide you through the course)

Locating your field experience opportunity

You are not simply “placed” in your field experience. Securing a field experience opportunity is your responsibility and is a valuable learning experience. The techniques, skills and dedication involved in seeking, evaluating and securing a viable field experience opportunity is very much the same as when seeking employment.

You are not restricted to the list of approved affiliate organizations. You may also identify a new organization that is not on the list. If this is the case, notify the Field Internship Coordinator at least four weeks before you commit to that new organization because a formal ETSU Intern Affiliation Agreement must be completed before a field experience can begin.

Some suggestions to help you get started:

1. Learn about your organization in advance:
   a. do research about the organization
   b. request an interview if possible
   c. ask if a tour of the organization/facility would be possible

2. Arrange “shadowing” opportunities with one or more organizations in advance of selecting a field experience location.

3. Talk with students currently completing their field experience, or have previously completed a field experience.

4. Attend field experience oral presentations. These are conducted at the end of each semester. A presentation schedule is posted throughout the college.

AFFILIATE ORGANIZATION AND PRECEPTOR CRITERIA

Affiliate Organization and Preceptor criteria:

Preceptors and affiliated organizations are established on the basis of recommendations from faculty, students, and other public health/health services professionals. A current listing of approved affiliate organizations is maintained by the Field Internship Coordinator and is also available to your academic advisor.

Affiliate organization criteria:
The following criteria sever as the basis of review and selection of field experience organizations

1. Is established and provides one or more health or health-related services;

2. Considers participation in field training a professional commitment;
3. Offers one or more ongoing programs, which can provide the student with varied learning opportunities, including operational experience;

4. Have competent staff that are interested in ensuring the student learns as much as possible while at the organization and can provide assistance and guidance whenever appropriate.

5. Will provide necessary support and resources to facilitate the completion of any tasks which the student might be assigned as part of the field experience.

**Methods for Approving Preceptors:**

Students identify a qualified preceptor at their field experience organization in consultation with and approval of their faculty advisor. The preceptor is a working professional with sufficient professional experience to train students in public health practice and to evaluate their ability to apply the competencies of their respective degree program. It is expected that preceptors have two or more years of public health related experience and are recognized by their organization to provide the required level of training for public health students.

Within the field experience organization, preceptors are approved based on the following criteria:

1. Ability to facilitate interaction and communication with others in the organization;
2. Professional qualifications to fulfill the learning needs of the student as described above; belief in the professional obligation of preceptors and interest in teaching;
3. Capacity to assign duties and provide necessary resources to the student;
4. Willingness to devote time to field activities including planning and supervision;
5. Commitment to evaluating the student’s performance relative to the program competencies; and
6. Interest in working with the college faculty.

**Shared Expectations:**

The College of Public Health views the field experience as a joint venture with community organizations and agencies that are involved in a public health mission. As part of the agreement to collaborate on the education of future public health professionals, our program and your affiliate site agree to fulfill the following expectations:

**The Affiliate Organization will:**

- provide supervised opportunities for you to think and act as a public health professional.
- provide an opportunity for you to pursue and complete a special project with practical relevance to the organization.
- provide mid-term and final evaluations of your performance on forms provided by your course instructor.
- If problems arise, your preceptor is encouraged to contact your course instructor or the Field Internship Coordinator (423-439-4482) for assistance as appropriate.
The student (you) will:

- represent the College of Public Health and the University in a professional manner at all times.
- complete the mutually agreed upon set of objectives by applying, evaluating, and integrating knowledge and skills attained in the classroom. The student should use the objectives to guide and evaluate daily field placement activities.
- complete all requirements for your field experience option as described in the syllabus in a thorough and timely manner.
- maintain ongoing contact with your course instructor during the term of your field experience.

The College of Public Health undergraduate program will:

- provide guidance for your special project as deemed appropriate by the preceptor.
- maintain contact with you and your affiliate site, and when possible, visit the affiliate at least once during your field experience.
- provide support to your field affiliate organization and preceptor as requested.

Field Experience Start Date:

Your field experience begins the first day of classes for the respective semester and ends when your final paper, presentation and exam are accepted by your academic advisor.

Work hours:

You are expected to work at the affiliate organization for a minimum of 400 cumulative hours during the semester. This averages twenty-seven hours per week during a 15 week semester and specific schedules may be arranged between you and your preceptor. You are, however, expected to dedicate whatever amount of time is requested by your preceptor/supervisor and realize that occasionally you may be asked to work on weekends or evenings.

You will observe the official ETSU Class Schedule including university holidays and scheduled breaks. It is important, however that you inform your preceptor of “days off” well in advance as a professional courtesy.

Timesheet Preparation and submission:

You are to maintain a time sheet (of clock hours “worked”) and submit it to your course instructor along with both your mid-term student evaluation and your final student evaluation. You will find the timesheet template along with the mid-term and final student evaluations in the Appendix of these guidelines.

Student and Preceptor Evaluations:

- Student Mid-Term Evaluation of the Field Experience
- Student Final Term Evaluation of the Field Experience
- Preceptor Mid-Term Evaluation of the Student
- Preceptor Final Evaluation of the Student
**POLICY STATEMENT ON DRUG SCREENS, CRIMINAL AND SEX OFFENDER BACKGROUND CHECKS**

**Drug Screens:** It is the policy of this university that the unlawful manufacture, distribution, possession, use of alcohol and illicit drugs on the ETSU campus in the workplace (on or off campus), on property owned or controlled by ETSU, or as part of any activity of ETSU is strictly prohibited. All employees and students are subject to applicable federal, state and local laws related to this matter. Additionally, any violation of this policy will result in disciplinary action.

Therefore, the use of alcohol and/or the use of illegal drugs by public health students while engaged in their field experience are strictly prohibited. As this policy refers to positive drug/alcohol screen procedures, the following definitions of “positive” will be used:

1. Screen results indicating use of an illegal drug;
2. Screen results indicating non-therapeutic drug level of prescribed or non-prescribed drugs; and
3. Screen results indicating presence of alcohol in blood.

**Criminal Background checks:** If an affiliate organization requires or requests a criminal background check as a condition of the field experience or other opportunity, our students are required to comply at their personal expense.

**Sex Offender checks:** If an affiliate organization requires or requests a sex offender registry check (in the context of children, adult or elderly sexual abuse) as a condition of a field experience or other opportunity, our students are required to comply at their personal expense.

**What does this mean to you?**
An affiliate organization can require and conduct drug screening during a public health field experience without cause if such screenings are the policy for employees of that organization or affiliate.

Should an affiliate organization request/require a prospective student intern undergo a criminal and/or sex offender background check the student will be required to provide that check at your personal expense. There are many background checking agencies and the expense is fairly minimal and many background checking services can provide criminal and sex offender checks simultaneously. You can ask the affiliate organization who they use or you can locate several via the Internet.

An unsatisfactory criminal background and/or sex offender check might preclude students from fulfilling their mandatory field experience/practicum requirement, which in turn could preclude meeting graduation requirements.
Here’s a useful tip for a successful field experience.

**Ask your preceptor:**

“Are there projects you just have not had the time to get to that I might do for you?”

*Then do the very best job you can.*
Appendix

Field Experience Forms
Confidentiality Statement

I, ________________________________________, do hereby acknowledge that the

(Print student name)

privacy and confidentiality of patients and/or persons that I meet and observe

completing field experience for the ETSU College of Public Health will be

respected and followed. I hereby acknowledge my responsibility to respect the

professional confidences and standards during my field experience and after it

concludes.


(Student Intern Signature and Date)


Colin G. Chesley
(Instructor)


(Preceptor/Supervisor Signature and Date)


Return to the Course Instructor
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.

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.

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 the following fall semester.
- **Second Friday in October** for the following spring semester.
- **Second Friday in February** for the following summer semester.

Failure to complete this approval process by these deadlines may delay your field experience and in turn your graduation by one semester.
This page completed and signed by the student’s faculty advisor.

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.

Student name: (please print):   ________________________________

This student has met the prerequisites and may be permitted to register for ___ 4850 (BSPH)

OR

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

__________________   _____________  ____________.

________________________   ____________

Faculty Advisor signature   Date approved
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 Administration

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

I understand it is my responsibility to locate and secure a firm field experience commitment relevant to my public health concentration that is approved by my faculty advisor. I also understand that a valid ETSU Internship Affiliation Agreement must be fully executed by the Office of the Field Internship Coordinator before I will be permitted to begin my field experience course.

Student’s signature: ____________________________     Date ________________

Please return the entire application including your transcript and resume to the Office of the Field Internship Coordinator - suite 42-Lamb Hall no later than the submission deadlines listed on the application instruction page.
**COMPETENCY BASED FIELD EXPERIENCE OBJECTIVES**  
*(Drafted by student then refined jointly by student, site preceptor and course instructor)*

Date ________________________________ Semester/Year _________/___

Student Name ________________________ Public Health Concentration __

Affiliate Organization: _________________ Preceptor: ________________

Preceptor e-mail address: _________________ Phone Number: ___

---

**Tips on developing your field experience objectives.**

1. There should be at least five objectives.

2. As appropriate, they need to relate to the competencies listed on the Preceptor Mid-term Evaluation form. (refer to this form in your handbook)

3. The objectives should require you to apply key skills and knowledge from your prior ETSU courses (this will help you be prepared to write your progress reports).

4. Each objective needs to include an action plan explaining how that objective will be addressed (achieved) including a practical application which is where your skill and knowledge come to play.

5. We want one of the objectives to assure that you spend time (from a day to a week) in a variety of areas at your affiliate organization. This is so you get a more rounded perspective of your professional options. Ask your preceptor to help arrange these opportunities for you. It is important that let your preceptor know what areas/functions you want to see/experience.

If your preceptor has questions regarding designing your field experience, please encourage her/him to give Colin Chesley a call at (423-439-4483).

Note: Student is required to show evidence of fulfilling these objectives.

[Attach additional page(s) itemizing each objective with related action plans describing how each objective will be achieved. You may consider using the form on page 36 at the end of the syllabus]

Signatures:

(Preceptor/ Site Supervisor)  
Student)

Submit both this cover page with signatures and the attached objectives and action step descriptions to the Course Instructor
STUDENT’S MID-TERM EVALUATION OF THE FIELD EXPERIENCE
(Prepared by Student)

Student: _____________________ Date submitted: ______________________________

Affiliate organization_________________ Preceptor: _____________________

Type your work on additional pages to allow you to submit a comprehensive evaluation.

1. Describe which of our original goals and objectives are being met thus far in your field experience.

2. What modifications or additions to your field experience do you feel could further advance your learning and future goals? Have you discussed these with your supervisor/preceptor?

3. What have you learned or observed so far that have been “eye openers” (surprised you)?

Student’s Signature: ________________ Date prepared: ____________________

Submit to the Course Instructor
The emphasis here is for you to assess your public health program (the curriculum, the courses, the methods of instruction etc.) in terms of having prepared you for the field experiences you have encountered and also for your future professional goals.

This is the cover page, attach this to your written evaluation

Your name: ______________________ Date Submitted: ______________________

Affiliate organization: ______________________________________________________

Preceptor Name and title: ______________________________________________________

In writing your assessment, please address the following:

1. Describe in depth the strengths and weakness of your public health undergraduate educational experience in terms of preparing you for both the field experience and setting the stage for your future professional goals.

2. Also tell us what you have found lacking in your course preparation (curriculum and/or course specific) that could have better prepared you for your goals following graduation?

3. Share your suggestions and recommendations.

4. Would you recommend your host organization and/or preceptor to future students?

5. Include anything else you want to share.

Signature: ______________________ Date submitted: ________________

Submit to the Course Instructor
**Undergraduate Field Experience**  
**Preceptor's Midterm Evaluation of the student performance**

Prepared and submitted by the Affiliate Organization preceptor

Thank you for your support and commitment to our students. Please be candid in your evaluation as your insights are instrumental in assuring state-of-the-art quality of our public health programs.

Student’s Name: ________________ Date prepared: ________________

Preceptor Name: ________________ Phone number or e-mail: ________________

Please rank each on a scale of 1 (weakest) to 5 (strongest)

Displays basic competency in the following: 

<table>
<thead>
<tr>
<th>RATING</th>
<th>Description</th>
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<tbody>
<tr>
<td>( )</td>
<td>a. Demonstrate an understanding of research methods commonly used in health services settings</td>
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<tr>
<td>( )</td>
<td>b. Read with comprehension results of statistical analyses found in health studies and reports</td>
</tr>
<tr>
<td>( )</td>
<td>c. Explain the main components and issues of the organization, financing and delivery of health services in the U.S.</td>
</tr>
<tr>
<td>( )</td>
<td>d. Compare key features of health systems in the U.S. and abroad</td>
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<tr>
<td>( )</td>
<td>e. Identify the legal and ethical basis for health services</td>
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<tr>
<td>( )</td>
<td>f. Apply principles of planning and strategy development in health services settings</td>
</tr>
<tr>
<td>( )</td>
<td>g. Demonstrate an understanding of the key concepts and tools of quality improvement in health care settings</td>
</tr>
<tr>
<td>( )</td>
<td>h. Use information technology to access and interpret health-related data</td>
</tr>
<tr>
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</tbody>
</table>

Professional Characteristics:

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<tr>
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Total points awarded: _____ / _____

Scoring guideline:

5= Outstanding, consistently exceeded expectations
4= Highly acceptable, consistently met expectations
3= Average, occasionally did not meet expectations
2= Frequently did not meet expectations
1= Totally inadequate

Evaluator’s signature: _____________________________

Please e-mail or fax directly to:
Colin G. Chesley,
Instructor
College of Public Health

East Tennessee State University
Box 70264
Johnson City, TN 37614

Fax: 423-439-6710
chesley@etsu.edu
Prepared and submitted by the Affiliate Organization preceptor

Thank you for your support and commitment to our students. Please be candid in your evaluation as your insights are instrumental in assuring state-of-the art quality of our public health programs.

Student’s Name: ____________________________ Date prepared: __________________
Preceptor Name: _________________________ Phone number or e-mail: __________________

Please rank each on a scale of 1 (weakest) to 5 (strongest)
Displays basic competency in the following:

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Please share your assessment of the performance of our student during the course of this field experience. Consider both strengths and weaknesses and please be candid.

**Strengths:**

**Recommendations for further growth:**

If an opportunity were available, would this student meet your expectations as a viable candidate for employment?

Please share your observations, ideas or suggestions that might help improve both the College of Public Health’s preparation of our students and in turn our student’s readiness to launch their professional career. This is extremely valuable to us to assure the currency of our program.

Would you be interested in participating as a classroom lecturer or guest speaker?

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Undergraduate Field Experience
Preceptor’s Midterm Evaluation of the student performance

Prepared and submitted by the Affiliate Organization preceptor

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Student’s Name: __________________________ Date prepared: __________________
Preceptor Name: __________________________ Phone number or e-mail: ______________

Please rank each on a scale of 1 (weakest) to 5 (strongest)
Displays basic competency in the following: RATING
a. Explain how societal, organizational, and individual factors influence and are influenced by public health communications ( )
b. Apply the principles of program planning, development, budgeting, management and evaluation in organizational community interventions ( )
c. Explain communication principles used across different settings and audiences ( )
d. Identify the components of public health programs and strategies responsive to diverse cultural values and traditions of the communities being served ( )
e. Demonstrate the attributes of leadership in public health ( )
f. Employ alternative strategies for collaboration and partnership among organizations focused on public health goals ( )
g. Describe how behavior alters human biology ( )
h. Explain the contribution of social, behavioral, environmental, and biological factors to specific individual and community health outcomes ( )
i. Explain how systems (e.g. individuals, social networks, organizations, and communities) may be viewed as systems within systems in the analysis of public health problems ( )
j. Demonstrate an understanding of the medical, psychological, and social aspects associated with death and bereavement ( )
k. Explain the role of nutrition in improving community health ( )

Professional Characteristics:
 a. Work ethic (initiative, responsiveness) ( )
b. Reliability (timeliness, thoroughness, follow-through) ( )
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## Field Experience Student Time Sheet

**Mid Term ____  Final ____**

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<th>Student: ___________________________</th>
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Students:
Attach and submit your completed timesheet to your written mid-term and final evaluations.