East Tennessee State University
College of Public Health

DRPH FIELD EXPERIENCE GUIDELINES AND FORMS

2014-2015
Congratulations.
You are about to begin a unique and rewarding adventure.

These guidelines provide important information relevant to your Public Health field experience course (6850). This practical application experience is a crucial element of your doctoral degree in Public Health (DrPH) and is intended to challenge you to practically observe and apply the knowledge, competencies and skills presented throughout your previous courses. This opportunity to learn while at the same time gaining public health work experience is made possible through the cooperative efforts of a broad array of public and private health related affiliate organizations.

As you complete this “real world” experience, you will maximize its benefits if you put forth your utmost effort and take initiative. It may sound cliché but the truth is, those who realize the most value from their field experience are those who put the most into it. Dive in, be inquisitive and show initiative in seeking out opportunities to “astound and amaze” by demonstrating your competence and skills. Likewise, use this opportunity to develop a professional network that will be invaluable to you as you pursue your professional goals both short term and for years to come.

All of us at the ETSU College of Public Health offer you our best wishes for a highly successful field internship experience. Make the most of the adventures you are about to encounter and do not hesitate to call on me and/or your academic advisor if we can be of assistance in any way. Go get ‘em.
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**Overview**

The purpose of the DrPH Public Health Field Experience is to provide an opportunity for you to apply in a practice setting the competencies, knowledge, and skills you have acquired through your public health courses. It requires that you integrate and synthesize your knowledge and skills through the application of public health theories and principles to the development and implementation of one or more special projects in professional public health practice. You are expected to complete your field experience in Summer I, or after completing a minimum of twelve credit hours in the DrPH curriculum and with the approval of your academic advisor.

Students selecting the field experience option will enroll in COBH/EPID 6850 (Public Health Program Field Experience) for 6 credit hours. You should select a facet of public health practice that is of particular interest to you and appropriate to your program of study and professional goals. You, in concert with your academic advisor and affiliate preceptor (field supervisor) will develop a set of competency based field experience learning objectives to be achieved during your field experience (more detail below). Competencies relevant to your public health curriculum are provided in the Appendix.

Students with at least 4 years of full-time public health practice experience (at the time of application for the Alternate Field Experience) may be eligible for an Alternate Field Experience, which substitutes 170 of the contact hours with additional integrative learning activities that build on their past public health experience.

**Course Approval:**

Your field experience process begins with approval from your academic advisor to take the field experience course.

**Application timeline for the DrPH (6850) field experience course:**

*To be considered for the graduate field experience the following must be submitted to BOTH your academic advisor and the Field Internship Coordinator no later than:*

- **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.

**Required Documents:**

1. Your Approval for Field Experience form (see Appendix)
2. Your Student Information form (see Appendix)
3. Your current and complete resume and ETSU transcript

**NOTE:** Failure to meet these deadlines may result in delaying your field experience (and in turn your graduation) by one semester. Do not procrastinate. See application form in Appendix.
All students, regardless of their Concentration, are expected to integrate these DrPH Core Competencies into their field experience project(s) and final report:

**Advocacy**
- Articulate lucid, coherent, and balanced positions on public health issues.

**Communication**
- Create informational and persuasive communications for lay, professional, and policy audiences.

**Community and Culture**
- Demonstrate ability to engage communities in the implementation of evidence-based, culturally appropriate policies, programs, and services.
- Design action plans to assess and address community, population, and environmental health needs.

**Critical Analysis**
- Apply theoretical and evidence-based constructs from multiple disciplines in the design and delivery of public health programs, policies, and systems.
- Evaluate the performance and impact of public health programs, policies, organizations, and systems.

**Leadership**
- Communicate an organization’s mission, vision and values to stakeholders.

**Management**
- Utilize principles of consensus-building, negotiation, conflict resolution and crisis management.

**Professionalism and Ethics**
- Demonstrate a commitment to personal and professional integrity.
- Discriminate administrative, legal, ethical, and quality assurance approaches used in public health research and practice.
- Employ methods that protect the rights and welfare of individuals and communities involved in health research and practice.
COBH 6850 addresses the following DrPH Community Health Concentration competencies. The competencies are numbered, and the associated learning objectives are student-specific.

1. Assess health needs, interests, capacities, and disparities of communities and special populations using principles and practices of community-based participatory research.
2. Interpret the significance of public health surveillance data for various priority populations.
3. Translate community and behavioral research into population-based programs and policies.
4. Employ the basic concepts of evidence-based decision making to select and design effective and culturally appropriate community-based intervention strategies.
5. Collaborate with community partners and policy makers to address identified public health needs and priorities.
6. Collaboratively develop capacity-building strategies at the individual, organizational, and community levels.

COBH 6850 ASSESSMENT

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<td>Oral Presentation</td>
<td>COBH Concentration Competencies, Integration of DrPH Core Competencies</td>
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<td>Final Oral Examination</td>
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<td>Final Written Report</td>
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EPID 6850 COMPETENCIES AND LEARNING OBJECTIVES

EPID 6850 addresses the following DrPH Epidemiology Concentration competencies. The competencies are numbered, and the associated learning objectives are student-specific.

1. Identify appropriate data sources and selects the best variables to address specific public health problems.
2. Employ appropriate methods to construct questionnaires and to gather accurate data for primary data collection.
3. Discuss the strengths and weaknesses of both primary and secondary data analysis for providing health information.
4. Review and accurately present the current status of published scientific knowledge on a specific public health topic.
5. Explain how ethical, social, political, and scientific aspects must all be considered when addressing a public health problem.

EPID 6850 ASSESSMENT

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Developing Competency Based Field Experience Objectives

Once your academic advisor approval has been granted, course objectives must be established and an appropriate field experience affiliate site identified and/or established. You and your academic advisor meet to develop a set of specific objectives for your field experience. These objectives must be curriculum competency based; in other words, these learning objectives should assure that essential competencies are addressed and utilized (“road tested”) during your field experience.

Additionally, consideration should be given to one or more special projects to be completed during your field experience, again, that utilize prior learned knowledge and skills, of interest to you and that add value to the affiliate organization. Hopefully, the scope of your projects will represent professional “experience” that may enhance your resume.

You are expected to demonstrate your ability to select and utilize appropriate core public health tools and concepts during your field experience. Specifically, you are expected to demonstrate knowledge of core public health tools, and be able to apply and integrate relevant tools, as appropriate to your field experience. Depending on the nature of your field experience, you may utilize a range of theories and approaches covered in your core course curriculum, including those addressed in the epidemiology, biostatistics, social and behavioral sciences, environmental health, and health policy and management core courses.

Establishing the Field Experience location: “Internship Affiliation Agreement”:  

Once your learning objectives and project goals have been drafted, you, under the guidance of your academic advisor and/or the Field Internship Coordinator develop a list of potential “field experience affiliate organizations including a suitable field preceptor (supervisor).

**Note:** the organization where you will do your field experience is called an “Affiliate Organization”. The individual(s) who will be your on-site supervisor(s) are called “preceptors”

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 Assistant Deal for Public Health Practice and is also available to your academic advisor.

Any graduate field experience site (affiliate organization) must be:  
1. approved by the DrPH Coordinator and  
2. have a current Internship Affiliation Agreement (between ETSU and the respective organization) on file in the Office of Field Internship Coordinator.

Because you cannot start a field experience without a properly executed Internship Affiliation Agreement in place, it is critical that your academic advisor and you begin the process of arranging the field experience early in the semester before your experience is to occur.

The timeline is described above. Failure to start early enough may postpone this course and may potentially impact your graduation date.

If a non-affiliated organization is desired, an Internship Affiliation Agreement must be prepared and processed. This typically takes six weeks. The Office of Field Internship Coordinator can assist with this process.
Doctor of Public Health
Alternate Field Experience Application Requirements

Students with at least 4 years of full-time public health practice experience (at the time of application for the Alternate Field Experience) may be eligible for an Alternate Field Experience, which substitutes 170 of the 340 contact hours with additional integrative learning activities that build on their past public health experience. Educational opportunities as part of a formalized course/program will not be counted toward the full-time public health practice requirement. Post-degree experience, however, will be applied.

The Alternate Field Experience is comprised of: 1) a minimum of 170 service learning hours, and 2) an independent study project equivalent to 3-credit hours that builds upon the student’s previous public health experience as determined by the academic advisor. The syllabus will be developed in consultation with the student’s academic advisor. Similar to the 340 contact hour Field Experience, students pursuing the Alternate Field Experience will develop competency-based field objectives to guide their experience, submit an integrative final report, and present a seminar. Field preceptor evaluations of the student performance are also required. Refer to the Field Experience Guidelines for details.

It is recommended that the student submit the Alternate Field Experience Application to their Academic Advisor by the end of the spring semester of the first year in the DrPH program. The application must include:

1. A current resume.
2. Relevant official job descriptions.
3. A 2-4 page analytical self-assessment of how your work experience relates to:
   a. The core Public Health competencies and
   b. Your concentration competencies

This document should not be a repetition of job descriptions, but an analysis of how past and current experiences help fulfill the core and concentration competencies.

The student’s Academic Advisor will review the application and write a letter of recommendation regarding the request. The Academic Advisor will then forward the application packet to the DrPH Coordinator for consideration by the DrPH Operations Committee. The DrPH Operations Committee’s decision will be communicated to the Academic Advisor.
**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.
AFFILIATE ORGANIZATION AND PRECEPTOR CRITERIA

**Affiliate organization criteria:**

1. Provide one or more health or health-related services;
2. Consider participation in field training to be a professional commitment;
3. Offer one or more ongoing programs, which can provide the student with meaningful learning opportunities, including operational experience;
4. Have competent staff who are interested in ensuring the student learns as much as possible while in the agency and can provide assistance and guidance whenever appropriate; and
5. Provide necessary resources and support to the student to facilitate completion of any projects or tasks assigned as part of his/her field experience.

**Preceptor/field supervisor criteria:**

1. Capacity to assign duties and provide necessary resources to the student;
2. Ability to facilitate interaction and communication with others in the organization, as appropriate;
3. Professional qualifications to fulfill the learning needs of the student;
4. Consider the preceptor's role as a professional obligation and embraces it as an opportunity to teach;
5. Be able and willing to devote sufficient time to field training activities-including planning, supervision and evaluation;
6. Is amenable to working and interacting with the university coordinator and other faculty.

*Note: Upon recommendation by the DrPH program coordinator and subsequent approval by the Dean of the College of Public Health, affiliate site preceptors may be granted adjunct faculty status.*

**Student interview process:**

Once an approved affiliate site(s) has been identified you will arrange an interview appointment with prospective preceptor(s) to discuss your drafted field experience and project objectives. This is, in effect, an “interview” for the opportunity.

**Finalizing your field experience and project objectives:**
Once accepted, a final set of field experience objectives and proposed special projects will be developed in concert with your field preceptor and presented to the academic advisor for approval. A copy of the “Approval of Competency-Based Field Experience Objectives” (see Appendix) is placed in the student’s permanent record. A final version of your field experience and project objectives must be completed and submitted to your academic advisor no later than the end of the second week of the semester.

**Shared Expectations:**

The College of Public Health graduate program 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.
- participate in the development of specific objectives, including objectives related to the special project(s), mentor you toward achieving those objectives. Your academic advisor and affiliate preceptor will approve objectives using the Competency Based Field Experience Objectives form (attached)
- provide mid-term and final evaluations of your performance on forms provided by your academic advisor or the Field Internship Coordinator.
  - If problems arise, your preceptor is encouraged to contact your academic advisor or the Field Internship Coordinator (423-439-4483) for assistance as appropriate.

**The Student (you) Will:**
- represent the College of Public Health, the graduate Program 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.
- undertake and complete a special project according to the approved objectives, in consultation with your preceptor and your academic advisor.
- complete all requirements for your field experience option as described in a thorough and timely manner.
- maintain ongoing contact with your academic advisor during the term of your field experience.

**The College of Public Health Graduate 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 300 cumulative hours during the semester. This averages twenty 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 you faculty advisor along with both your mid-term student evaluation and your final student evaluation. You will find the timesheet template 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

**IMPORTANT:** Student Mid-Term and Final Term Evaluations of Field Experience are located in the Appendix. Department specific, competency based Preceptor Evaluation Forms are also located in the Appendix.

**Additional Monitoring and Reporting:**

In addition to the above evaluations and timesheets, be sure to ask your academic advisor if there are any additional reports or concurrent/routine documentation they require and how frequently and in what format it is to be provided.
You will produce an analytical academic product for presentation to the leadership of your affiliate organization, to your colleagues and faculty and/or for publication.

Near the end of the semester, in concert with your academic advisor you will schedule a one hour oral presentation and examination at least one week before the end of the semester. Two weeks prior to the presentation your academic advisor or you will notify departmental faculty and fellow students of the date, time, and location of your formal presentation.

The oral presentation consists of a professional report in which you integrate your field experience goals and objectives with the public health knowledge base acquired in your program of study. Your formal presentation should generally follow the outline of your written report and last approximately thirty minutes, followed by a period of questions and answers. Your presentation should be supported with PowerPoint slides and/or other audiovisual materials, as appropriate (see Oral Presentation guidelines below).

Following your presentation guests and fellow students will be asked to leave, and graduate faculty including your academic advisor will examine you to assure you understand the theoretical basis for the applied work and can synthesize knowledge applicable to the solution of public health problems. Upon successful completion of the oral examination, you will make any required corrections to your final written report and deliver it in electronic format to your academic advisor.

**Oral Presentation: Guidelines (30 minutes)**

During your final oral report, focus on emphasizing your experiences, your contributions and what you gained from your field experience rather than talking at length about the affiliate organization.

At minimum, your presentation should consist of the following four components:

1. **Introduction (2-3 minutes)**
   - Student Name
   - Brief description of your affiliate organization
   - Preceptor: name, position, credentials
   - Why you chose to do your field experience there.

2. **Highlight the major activities, tasks, projects and exposures you experienced (18-20 minutes)** *This is the “heart” of your presentation.*
   - Explain your challenges, contributions and accomplishments (especially related to your projects).
   - Describe your project(s) in depth
   - State the initial assignment/problem and objectives
   - Present your solution(s)
   - Explain the skills and techniques you applied including core public health concepts, theories, and tools, as well as concentration-specific methods and approaches. Be sure to reflect on the linkages among core public health competencies and their relationship to your field objectives.
   - Describe the outcomes and benefits of your work.

3. **Your candid assessment: (5-7 minutes)**
   - Share the 3 or 4 most beneficial aspects of your field experience.
   - In what ways are you better prepared for your future endeavors as the result of your field experience?
   - Candidly assess the overall effectiveness of your field experience.
   - Offer your insights and recommendations about how we might improve the program in public health to better prepare students for the field experience and subsequent employment. This is particularly important.
4. **Your future plans:**
   - Tell the audience what you plan to do upon graduation (if you are currently employed or have a job lined up, 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.

**Final Oral Examination:**

Your oral presentation will be followed by a thirty minute examination question and answer session.

Guests and fellow students will be excused and graduate faculty members including your academic advisor will orally examine you to determine your understanding of the theoretical basis for your applied work and your ability to synthesize knowledge applicable to the solution of public health problems.

Upon successful completion of the oral examination, you will make required corrections to your formal written report and deliver the revised document, in electronic format, to your academic advisor.

Your academic advisor then signs the “*Results of Examination, Report, and/or Culminating Experience*” form (see Appendix) which is then given to the DrPH Program Coordinator for signature and filing with the School of Graduate Studies. Copies are made for you and appropriate faculty members.

**Final Written Report**

In your formal final written report you will present a detailed description and evaluation of your field experience and projects. Your report should be a professionally written document prepared in Microsoft Word, 12 point-Arial font, double spaced. **Your written report must be submitted electronically to your advisor no less than seven working days prior to your oral presentation and examination.**

Your written report should not exceed 20 pages, including appendices, and should contain the following sections:

1. **Title page**
   - Your name
   - Course Identification (including semester and year)
   - Date of submittal
   - Academic advisor signature line

2. **Acknowledgments**

3. **Table of contents**
   - With corresponding numbered pages in your written document

4. **Background and introduction (1-2 pages Overview)**
   - Include the rationale for your field affiliate selection and an overview of the goals and objectives of your field experience.

5. **Description of the affiliate organization (a brief 2-3 page segment)**
   - Mission, structure, policies, operating procedures, job requirements and other background information on your field experience site which will help the reader understand the full nature of the affiliate organization and your role while with the organization.
6. **Your educational and professional goals and field experience objectives** *(This and the Special Project sections should constitute the bulk of your written report)*
   - A description of the goals, learning objectives and tasks established for your field experience. Discuss specific core and concentration course competencies in the context of how each was utilized/practiced in the field experience and special project(s).

7. **Description of your project(s)**
   - A complete description of your special project(s) including but not limited to:
     - statement of purpose or issue to be addressed
     - supporting data, data analyses and data interpretation
     - resources required and utilized
     - overview of project/solution design
     - production or action steps
     - implementation
     - outcome(s)
     - recommendations

8. **Personal Evaluation of the Experience**
   - Describe how effectively your field experience met the established goals and objectives.
   - Which were met?
   - Which were not met? Offer a candid assessment of problems or obstacles encountered in meeting the objectives. How were these barriers addressed?
   - Describe the strengths of your field experience course.
   - Likewise, discuss could this course and/or the field experience process could be improved.

9. **Citations/References** as you consider appropriate.

10. **Appendices**
    - Products or materials that resulted from the experience such as work plans, reports, budgets, educational materials, policies developed, grant proposals, and so forth. These may appear in formats other than MSWord, and may be scanned into the report. Abbreviated products may be accepted, as appropriate. *[Be sure you honor the confidentiality guidelines of your affiliate organization]*

**Course Grading Criteria:**

Your final grade for the field experience course is calculated as follows:
- Your preceptor’s evaluation of your performance 40%
- Your final written report 40%
- Your oral presentation and examination 20%

**Summary of the Graduate Field Experience Process:**

1. The student meets the prerequisites for enrollment in COBH/ EPID 6850 and has signed approval from their designated academic advisor in accordance with the timeline outlined above. *(forms in Appendix)*

2. The student develops field experience objectives based on concentration course competencies and individual professional goals. This is done in consultation with their academic advisor (form below). The field experience objectives should identify **core** public health concepts and tools that are relevant to and expected to be utilized during the field experience.
3. The student and their academic advisor identify an appropriate field experience (affiliate) site, in consultation with the Field Internship Coordinator.

4. The Field Internship Coordinator assures a current contractual affiliation agreement between ETSU and the proposed field (affiliate) organization is in effect.

5. Final field experience objectives and project parameters are refined by the student’s academic advisor, the affiliate site preceptor and the student.

7. The student and affiliate preceptor complete and submit midterm and final evaluations within the prescribed format and timeframe.

8. The student sets the date for his/her final presentation and oral examination according to required schedule; the academic advisor announces the date and posts departmental notification.

    A. The student submits their final report electronically to their academic advisor no less than seven working days before their oral presentation and examination.

    B. The academic advisor signs and submits “Results of Examination, Report, and/or Culminating Experience.”

    C. To complete field experience successfully the student must be in good academic standing per ETSU graduate school requirements.
Appendix
CHECKLIST FOR DRPH 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).

☐ 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 the Office of Field Internship Coordinator Lamb Hall Suite 42) no later than the due dates mentioned above.

☐ Get, read and understand the DrPH Field Experience Guidelines. You can get your copy via the College of Public Health website (click on the Field Experience located in the sidebar).

☐ It is YOUR responsibility to locate and secure an appropriate field experience opportunity. Again, see the DrPH Field Experience Guidelines, as appropriate, for affiliate organization and preceptor criteria. Graduate students are expected to identify a field experience in consultation with their faculty advisor.

☐ 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
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.

**DrPH students** may take their DrPH practicum course following completion of 12 credit hours in their DrPH degree program and with the approval of the student’s advisor.

**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.

DrPH students may take their DrPH practicum course following completion of 12 credit hours in their DrPH degree program and with the approval of the student’s advisor.

--------------------------------------------------------------------------------------------------------------------

Student name: (please print): ______________________________

This student has met the prerequisites and may be permitted to register for ____ 6850 (DrPH)

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

Check if student intents to complete an alternative field experience ____
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   ___ Epidemiology

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.
Approval of Competency Based Field Experience Objectives
(Jointly prepared by student, field preceptor and academic advisor)

Date: _______________________ Semester/Year: _______________/_______________

Student Name: ________________________________

Concentration: ________________________________

Affiliate Organization: ________________________________

Preceptor Address: _________________________________________________________

Beginning Date: ____________________ Ending Date: _______________________

Learning Objectives should:

• Relate primarily to the student’s DrPH Concentration Competencies
• Integrate the DrPH Core Competencies
• Relate to professional goals of the student
• Be specific, measurable, challenging, but realistic

Attach additional page(s) itemizing individual objectives

Signature: ______________________________  Date: _________________
(Field Preceptor)

Signature: ______________________________  Date: _________________
(Student)

Signature: ______________________________  Date: _________________
(Academic Advisor)

Return to you Academic Advisor
**Student’s Mid-term Evaluation of their Field Experience**
(Prepared by student submitted to their academic advisor)

<table>
<thead>
<tr>
<th>Student: _____________________________</th>
<th>Date Submitted: ____________________</th>
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<tr>
<td>Affiliate organization: _______________</td>
<td>Preceptor: __________________________</td>
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The purpose of your mid-term evaluation is for you to assess how effectively you are achieving your field experience objectives. This is an excellent opportunity to consider any mid-term “course adjustments” you and your faculty advisor wish to make during the second half of your field experience.

Prepare your evaluation in an essay style.

**Attach additional pages to adequately assess your field experience to date.**

The quality of your content and professional writing skills will be evaluated.

Be sure you sign this cover page and attach your mid-term student evaluation essay and timesheet. Then submit all three to your faculty advisor.

<table>
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<tr>
<th>Student’s Signature: _________________________________</th>
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24
Student’s Final Evaluation of their Field Experience
(Prepared by student and submitted to their academic advisor AND the DrPH Program Coordinator)

Student: _______________________________  Date Submitted: __________________

Affiliate organization: ____________________  Preceptor: ______________________

In a 3-4 page essay candidly address the following:

1. Describe in depth the strengths and weakness of your public health field experience as an opportunity to “road test” skills learned in your prior course work.

2. Tell us what you have found lacking in your prior course preparation that could have better prepared you for your goals following graduation?

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

4. Do you feel well prepared for the next phase of your education or career plan?

5. How might the College of Public Health improve the practical learning aspect(s) of our DrPH program?

6. Include anything else you want to share- your insights are very beneficial in helping us assure our program remains state-of-the art.

Student’s Signature: ____________________________

Date Submitted: ______________________________

Be sure you sign this cover page and attach your essay in which you address the six topics above. Don’t forget your timesheet
Field Experience Student Time Sheet
Mid Term ____  Final ____

Student: _______________________________     Organization: ___________________________________________

Total hours worked in current month: _______________

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Total Hours Worked: _______________

Student signature: ________________________________ Date: ________________

Preceptor signature: ________________________________ Date: ________________

Students:
Attach and submit your completed timesheet to your written mid-term and final evaluations.
East Tennessee State University  
College of Public Health  
Department of Community and Behavioral Health

Doctoral Field Experience: Community Health

PRECEPTOR'S EVALUATION: [ ] Mid-Term or [ ] Final

Thank you for your commitment to the ETSU College of Public Health and for your support of our students. Your evaluation of the following individual will provide insights instrumental in assuring the state-of-the-art quality of our educational programs and the preparation of competent future public health professionals.

Student's Name: ___________________________________________ Date prepared: ______________________

Host Organization & Unit:   ________________________________________________________________________________________________

Preceptor: __________________________ Phone and e-mail: __________________________

Using a scale of 1 (weakest) to 5 (strongest) please rate this student on each of the following competencies or accomplishments as observed by you or another member of your organization asked to supervise this student. Enter N/A for items not applicable to this field experience. Add brief comments next to your ratings, if desired. Use the back of the form for longer comments.

<table>
<thead>
<tr>
<th>COMPETENCE AS A PUBLIC HEALTH PROFESSIONAL: Community Health Competencies</th>
<th>RATING</th>
<th>COMMENT</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Assess health needs, interests, capacities, and disparities of communities and special populations using principles and practices of community-based participatory research</td>
<td>( )</td>
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<tr>
<td>2. Interpret the significance of public health surveillance data for various priority populations.</td>
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<tr>
<td>3. Translate community and behavioral research into population-based programs and policies.</td>
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<tr>
<td>4. Employ the basic concepts of evidence-based decision making to select and design effective and culturally appropriate community-based intervention strategies.</td>
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<tr>
<td>5. Collaborate with community partners and policy makers to address identified public health needs and priorities.</td>
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<tr>
<td>6. Collaboratively develop capacity-building strategies at the individual, organizational, and community levels.</td>
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</table>
Doctoral Field Experience: Community Health

PRECEPTOR'S EVALUATION, CONTINUED: [ ] Mid-Term or [ ] Final

<table>
<thead>
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<th>COMPETENCE AS A PUBLIC HEALTH PROFESSIONAL: DrPH Core Competencies</th>
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<tr>
<td>7. Articulate lucid, coherent, and balanced positions on public health issues.</td>
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<td>8. Create informational and persuasive communications for lay, professional, and policy audiences.</td>
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<td>9. Demonstrate ability to engage communities in the implementation of evidence-based, culturally appropriate policies, programs, and services.</td>
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<td>10. Design action plans to assess and address community, population, and environmental health needs.</td>
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<td>11. Apply theoretical and evidence-based constructs from multiple disciplines in the design and delivery of public health programs, policies, and systems.</td>
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<td>12. Evaluate the performance and impact of public health programs, policies, organizations, and systems.</td>
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<td>14. Utilize principles of consensus-building, negotiation, conflict resolution and crisis management.</td>
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<td>16. Discriminate administrative, legal, ethical, and quality assurance approaches used in public health research and practice.</td>
<td>( )</td>
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<tr>
<td>17. Employ methods that protect the rights and welfare of individuals and communities involved in health research and practice.</td>
<td>( )</td>
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</table>
**ACCOMPLISHMENT OF REQUIREMENTS**

18. Participated appropriately in life of organization

19. Achieved general internship goals and objectives

20. Achieved project-related goals and objectives

21. Met expectations of host supervisor(s)

22. Fulfilled minimum 340 clock hour requirement

Signature of Preceptor: __________________________________________________________

*Please e-mail or fax to:*
Colin Chesley  
East Tennessee State University  
College of Public Health  
Box 70264  
Johnson City, TN 37614  
Fax: 423-439-6710  
chesley@mail.etsu.edu
Thank you for your commitment to the ETSU College of Public Health and for your support of our students. Your evaluation of the following individual will provide insights instrumental in assuring the state-of-the-art quality of our educational programs and the preparation of competent future public health professionals.

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<tbody>
<tr>
<td>1. Identify appropriate data sources and select the best variables to address specific public health problems.</td>
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<tr>
<td>2. Employ appropriate methods to construct questionnaires and to gather accurate data for primary data collection.</td>
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<tr>
<td>3. Discuss the strengths and weaknesses of both primary and secondary data analysis for providing health information.</td>
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<tr>
<td>4. Review and accurately present the current status of published scientific knowledge on a specific public health topic.</td>
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<tr>
<td>5. Explain how ethical, social, political, and scientific aspects must all be considered when addressing a public health problem.</td>
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**Doctoral Field Experience: Epidemiology**

**PRECEPTOR'S EVALUATION, CONTINUED: [ ] Mid-Term or [ ] Final**

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<td>21. Fulfilled minimum 340 clock hour requirement</td>
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**Signature of Preceptor:** ________________________________
EAST TENNESSEE STATE UNIVERSITY
COLLEGE OF PUBLIC HEALTH

RESULTS OF EXAMINATION, REPORT, AND/OR CULMINATING EXPERIENCE

Student Name ______________________________________________________  E#_________________

Field of Study ______________________________________________________________________________________

Concentration _____________________________________________  Degree __________________________

The above candidate has completed the required examination(s) as checked below:

### Master of Public Health Degree

<table>
<thead>
<tr>
<th>Date Held</th>
<th>Passed</th>
<th>Failed</th>
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<tbody>
<tr>
<td>1. Written Comprehensive Examination</td>
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<td>2. Final Report of Culminating Experience</td>
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<td>3. Oral Examination</td>
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### Doctor of Public Health Degree

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<td>2. Written and Oral Comprehensive Examination</td>
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<td>3. Dissertation Prospectus Defense</td>
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<td>4. Dissertation Defense</td>
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Signatures of Examining Committee

Chair, Advisory Committee __________________________________________
Committee Member __________________________________________
Committee Member __________________________________________
Committee Member __________________________________________
Committee Member __________________________________________

Remarks or Conditions

Return Original to School of Graduate Studies