

MPH Field Placement Handbook

Medical College of Wisconsin
Institute for Health & Equity
Master of Public Health Program
(414) 955-4510
www.mcw.edu/mph



Table of Contents

	Page
Contact Information.....	3
Purpose.....	4
Objectives.....	4
Action Learning Project.....	4
Credit Hours.....	5
Prerequisites.....	5
Preliminary Planning.....	5
Potential Sites.....	6
Financial Compensation.....	6
Further Planning.....	7
Roles and Responsibilities.....	7
Final Products.....	9
Field Placement Log.....	9
Midpoint Progress Report.....	9
Action Learning Project Summary Report.....	9
PowerPoint Presentation.....	10
Evaluation.....	10
Relationship to Capstone Project.....	11
Appendices.....	12
Appendix A - Timeline of Responsibilities.....	13
Appendix B - Student Responsibilities Checklist.....	14
Appendix C - Field Placement Site Application.....	15
Appendix D - Student Interest Form.....	17
Appendix E - Competency Self-Assessment.....	19
Appendix F - Early Field Placement Request Form.....	22
Appendix G - Field Placement Proposal.....	24
Appendix H - Field Placement Log.....	32
Appendix I - Midpoint Progress Report.....	35
Appendix J - Student Evaluation of Preceptor and Field Placement Experience.....	38
Appendix K - Preceptor Evaluation of Student and Field Placement Experience.....	40
Appendix L - Faculty Advisor Evaluation of Student.....	44

MPH Program Contact Information

MPH Degree Program	Phone: 414-955-4510	Web: www.mcw.edu/mph	Email: mph@mcw.edu
Mailing address: Medical College of Wisconsin Institute for Health & Equity MPH Program 8701 Watertown Plank Road Milwaukee, WI 53226-0509			

* The Field Placement is an evolving course. Please see the MPH program website at <http://www.mcw.edu/mphprogram/CulminatingExperiences/FieldPlacement.htm> for the most up-to-date information and forms. *

Purpose

An integral aspect of the MPH curriculum is the Field Placement or Applied Practice Experience. The Council on Education for Public Health (CEPH) states, "all professional degree students must develop skills in basic public health concepts and demonstrate the application of these concepts through a practice experience that is relevant to the students' areas of specialization."

The purpose of a planned, supervised and evaluated Field Placement is to provide students with the opportunity to synthesize, integrate and apply practical skills and knowledge learned through courses, gain professional experience in a public health work environment, and work on public health projects that are of interest to the student and benefit to the agency.

Objectives

Specific learning objectives include:

- Demonstrate awareness of the functions and operations of an organization that contributes to the health of a community.
- Apply appropriate public health theory, skills and knowledge to a public health or community health issue.
- Complete an Action Learning Project in an area of public health practice for the participating Field Placement site.
- Develop or enhance skills and knowledge in multiple areas of public health competency.

Action Learning Project

The Action Learning Project the student will complete during the Field Placement will be developed in collaboration with the placement site, the MPH Program and the student, and it should be in alignment with the student's desired learning objectives and competencies. The project may entail working individually or with an interdisciplinary agency team on a public health problem or initiative. Examples of projects may include:

- Program Design and Implementation. Students work to develop and implement an agency program in areas such as health promotion or community intervention.
- Program Evaluation. Students conduct an evaluation of an agency program to determine effectiveness and outcomes.
- Community Assessment. Students assist in conducting a community health needs assessment.
- Community Health Planning. Students assist in various aspects of developing a community health improvement plan.
- Grant Proposals. Students contribute to the research, drafting and submission of a funding proposal.
- Public Health Policy. Students research and analyze a public policy or develop an advocacy statement related to a public health issue.

- Applied Research. Students conduct research on a topic of mutual interest with the Field Placement site.

Credit Hours

The credit hours for the Field Placement are variable. All students must complete a minimum of two credit hours (80 hours of fieldwork at or for the placement site). In special circumstances, which must be approved by the MPH Program Director, students may elect a five (200 hours) credit option. Typically, the Field Placement occurs during one semester, but it may be spread over two or three consecutive semesters if warranted. Once project work has started, students must complete the Field Placement in one calendar year.

Prerequisites

Students must have completed, at a minimum, the core courses and, preferably, all other coursework aside from the Capstone Project. However, due to the uniqueness of the Field Placement and opportunities that may arise, exceptions may be made. Students must submit the Early Field Placement Request Form to the Program Director in these instances.

Students engaging in a traditional Field Placement (not a Group Field Placement through the Wisconsin Center for Public Health Education and Training or another unique opportunity) should enroll in 18279 MPH Field Placement Preparation the semester before beginning project work. The Field Placement Preparation course will facilitate the students' planning process and will incorporate all of the students' responsibilities through the development of a proposal. A Field Placement Proposal that has been approved by the student's Faculty Advisor and Site Preceptor is the final product of the Field Placement Preparation course.

Students are required to maintain CITI (Collaborative IRB Training Initiative) certification in the Protection of Human Research Subjects throughout the Field Placement. The course may be accessed online at www.citiprogram.org. Upon completion, a copy of the certificate should be submitted to the Program Coordinator. When registering for the training, students should select the Social/Behavioral Research course.

Preliminary Planning

Field Placement arrangements are ultimately the responsibility of the student and subject to approval by the MPH Program Director. Upon matriculation into the MPH Program, students will develop a plan of study. Students should immediately begin to consider Field Placement sites and the semester in which they plan to enroll in this program.

A Student Interest Form, current resume or CV, and completed Competency Self Assessment should be submitted to the Program Coordinator during the Field Placement Preparation course, approximately four months prior to engaging in project work. Students should contact the Program Coordinator to further discuss the Field Placement.

Potential Sites

The site selection is made in collaboration with the student, the Program Coordinator and the organization. However, the student is expected to initiate the identification of a Field Placement site and may consider personal and/or professional contacts, faculty recommendations or opportunities suggested by the Program Coordinator.

There are a wide range of organizations and agencies that can provide beneficial applied practice experiences for students. Examples include community-based organizations, local and state health departments, managed care organizations, consulting companies, industrial settings, hospitals, schools, federal agencies and international agencies.

Overall considerations and criteria in the selection of a site for each student are as follows:

- Program Director approval. The MPH Program must have a completed Field Placement Application form on file.
- Availability of a qualified Preceptor. The site must have someone with substantial experience in public health (or a related discipline) who is willing and able to spend time with the student and provide constructive feedback and guidance.
- Appropriateness and relevance of experiences offered to students. Students should have the opportunity to engage in substantive tasks that enable them to further develop and apply specific skills and competencies related to public and community health.
- Availability of resources. Students should be provided with resources (i.e. desk, phone, computer, etc.) necessary to complete assigned tasks.
- Student and agency match. It is essential that the student needs and agency needs match.

Students are encouraged to select a site other than their regular place of employment. If that is not a feasible option, the Field Placement may be completed at the place of employment provided the activities and proposed Action Learning Project extend beyond regular job responsibilities and allow application of the knowledge and skills being learned. In addition, the Preceptor must be someone other than the student's current supervisor.

Financial Compensation

Some agencies may offer a stipend. The possibility of monetary compensation is to be negotiated directly between the student and agency. The MPH Program is not involved in these negotiations.

Further Planning

Following the site and Preceptor selection, students will develop a Field Placement Proposal in conjunction with the Preceptor and with advice from the Faculty Advisor. Students should refer to their Competency Self Assessment as a basis for determining specific competencies to

be attained. The Field Placement should allow students to demonstrate attainment of at least five competencies, of which at least one is concentration specific. The final proposal must be submitted to the Program Coordinator during the Field Placement Preparation course, at least six weeks prior to the beginning of the student's project.

Students may not enroll in the Field Placement until this proposal has been approved by the Preceptor, Faculty Advisor, IRB Consultant and Program Coordinator. The IRB Consultant will determine which Action Learning Projects will need to undergo a formal Medical College of Wisconsin IRB review. Additional site IRB requirements are the responsibility of the student and Preceptor.

Roles and Responsibilities

The success of the Field Placement will depend on the collaboration and coordination among the student, Faculty Advisor, Preceptor at the Field Placement site and Program Coordinator. Each participant in this experience will have specific roles and responsibilities:

Students participating in the Field Placement will be responsible for the following:

- Submit a Student Interest Form, current resume or CV, and Competency Self Assessment to the Program Coordinator during the Field Placement Preparation course, approximately four months prior to beginning the Field Placement.
- Maintain CITI (Collaborative IRB Training Initiative) certification in the Protection of Human Research Subjects throughout the Field Placement.
- Identify an appropriate site and Preceptor.
- In collaboration with the Preceptor and Faculty Advisor, develop a Field Placement Proposal.
- Obtain Medical College of Wisconsin Institutional Review Board approval if determined necessary by the IRB.
- Maintain a work schedule agreed upon with the Preceptor.
- Submit a monthly Field Placement Log.
- Complete a Midpoint Progress Report in conjunction with the Faculty Advisor and Preceptor.
- Develop at least two products for the site that demonstrate competency attainment and are relevant to his/her area of interest.
- Complete an Action Learning Project in an area of public health practice and submit a written report that summarizes the activities performed in relation to the project as well as the learning objectives achieved during the Field Placement.
- Submit a PowerPoint or poster presentation describing the activities and results of the Field Placement. In addition, the student may be asked to present his/her work to a community board or agency department/group.
- Participate in an Exit Interview with the Preceptor, Faculty Advisor and Program Coordinator within one week of the end of the Field Placement.

- Complete an evaluation of the Field Placement, Preceptor and overall experience within one week of the end of the Field Placement.

The Program Coordinator will be responsible for the following:

- Fulfill administrative aspects of the Field Placement such as tracking and maintaining Field Placement forms, monitoring student progress, updating program materials and website, and maintaining data.
- Assist students in arranging the Field Placement experience and selecting appropriate sites.
- Ensure preceptors have sufficient experience to fulfill role.
- Recruit Faculty Advisors with direction from the MPH Program Director.
- Orient students, Preceptors, and Faculty Advisors to the course and its requirements.
- Participate in an Exit Interview with the student, Preceptor and Faculty Advisor within one week of the end of the Field Placement.
- Act as a resource for students, Preceptors and Faculty Advisors.

The Faculty Advisor will be responsible for the following:

- Provide guidance to the student, as needed, in the development of the Action Learning Project and products for the site.
- Review and approve the Field Placement Proposal.
- Act as the Principle Investigator for the student's application to the MCW IRB if deemed appropriate by the IRB.
- Review and approve a Midpoint Progress Report in conjunction with the Preceptor.
- Participate in an Exit Interview with the student, Preceptor and Program Coordinator within one week of the end of the Field Placement.
- Conduct a final assessment and assign the final grade for the Field Placement course.

The Preceptor at the Field Placement site will be responsible for the following:

- Submit a Field Placement Site Application.
- Ensure that a representative from the site signs the Affiliation Agreement with the Medical College of Wisconsin.
- Collaborate with the student and Faculty Advisor to develop an Action Learning Project for the Field Placement experience.
- Review and approve the Field Placement Proposal.
- Provide an orientation to the Field Placement site. This includes reviewing the mission and vision of the organization, providing an overview of the services offered, and explaining any work or safety rules and codes of conduct.
- Develop a schedule of contact hours with the student and verify the contact hours.
- Provide the student with appropriate office space and resources necessary to complete the assigned tasks.

- Arrange regular meetings with the student to monitor progress and provide constructive feedback on the Action Learning Project and products for the site.
- Review and approve a Midpoint Progress Report in conjunction with the Faculty Advisor.
- Evaluate the student's performance utilizing a student evaluation form provided by the MPH Program.
- Participate in an Exit Interview with the student, Faculty Advisor, and Program Coordinator within one week of the end of the Field Placement.

Final Products

Each student is required to complete a monthly Field Placement Log, Midpoint Progress Report, Action Learning Project Summary Report, and a PowerPoint or Poster Presentation. Students should also maintain any materials developed such as surveys, reports, brochures, etc. that can be incorporated into a portfolio.

Portfolio

The student will create a portfolio and develop at least two products for the site that demonstrate competency attainment and are relevant to his/her area of interest. Examples include projects, videos, posters, presentations, surveys, reports, spreadsheets, websites, photos or other digital artifacts of learning.

Field Placement Log

The log is used to document activities pursued, hours completed, learning objectives fulfilled, competencies achieved, and reflections observed during the Field Placement. Activities should describe progress achieved on the project, list resources utilized, and describe results generated, discussions held, and decisions made. Reflections should include what the student has learned from the experience, challenges that have been encountered and how they were addressed, and insights regarding how the experience contributes to addressing a public health concern. Field Placement Logs should be submitted at least monthly to the Faculty Advisor and Program Coordinator.

Midpoint Progress Report

Approximately halfway through the Field Placement, the student, Site Preceptor, and Faculty Advisor are expected to conduct a Midpoint Review. The student will complete an initial draft of the Midpoint Progress Report and send it to the Site Preceptor, Faculty Advisor, and Program Coordinator before the meeting. At the meeting, the report may be used as a guideline for discussion regarding the student's progress and accomplishments, any barriers that have been encountered, and plans for completing the project. After the meeting, the student will revise the Midpoint Progress Report, and the Site Preceptor and Faculty Advisor will approve it.

Action Learning Project Summary Report

Students are expected to prepare and submit an Action Learning Project Summary Report at the end of the Field Placement. The report must be at least 12 pages in length (double-spaced, 12-point font, 1 inch margins), excluding references, tables and appendices. The specific format may vary depending on the type of project. The report should summarize the project(s), present observations and reflections of the Field Placement experience, and include the following elements:

- a. Description of the agency
- b. Description of the public health problem
- c. Overall project plan, including learning objectives
- d. Implementation of the project/methods used
- e. Theoretical foundations
- f. Application of results/public health significance
- g. Competencies addressed
- h. Application of MPH coursework
- i. Overall quality of the Field Placement experience

PowerPoint or Poster Presentation

Students are encouraged to present their work to stakeholders associated with a site, such as a community board or an agency department or committee. If this is not feasible, students must still present their work to the Preceptor and Faculty Advisor during the Exit Interview. This presentation may be posted on the Internet to share the student's results and experience and to serve as an example of a Field Placement for future students.

Evaluation

Student performance is based on the Preceptor's evaluation of the student's work using a standard form provided by the program as well as the Faculty Advisor's evaluation of the site deliverables, Field Placement Logs, Midpoint Progress Report, Action Learning Project Summary Report, and PowerPoint presentation. Other work products may be appropriate depending on the nature of the student's work during the Field Placement.

The final grade is determined by the student's Faculty Advisor with input from the Preceptor. The student is assigned a grade of Excellent, Good, Satisfactory or Unsatisfactory. A student whose performance is evaluated as Unsatisfactory will need to retake the course. A breakdown of the grading is as follows:

- Deliverables (at least 2 products)/Feedback from Site Preceptor - 70%
- Field Placement Log - 5%
- Midpoint Progress Report - 5%
- Action Learning Project Summary Report - 15%
- PowerPoint or Poster Presentation - 5%

Students are also required to participate in an Exit Interview with the Preceptor, Faculty Advisor and Program Coordinator.

Relationship to Capstone Project

The Field Placement and final Capstone Project (Integrative Learning Experience) are two distinct MPH curriculum requirements. However, the Field Placement could lead to a topic that can be further explored within the development of the Capstone Project, and students are strongly encouraged to link the two experiences together.

Appendices

Appendix A	Timeline of Responsibilities
Appendix B	Student Responsibilities Checklist
Appendix C	Field Placement Site Application
Appendix D	Student Interest Form
Appendix E	Competency Self Assessment
Appendix F	Early Field Placement Request Form
Appendix G	Field Placement Proposal
Appendix H	Field Placement Log
Appendix I	Midpoint Progress Report
Appendix J	Student Evaluation of Preceptor and Field Placement Experience
Appendix K	Preceptor Evaluation of Student
Appendix L	Faculty Advisor Evaluation of Student

Appendix A: Field Placement Timeline of Responsibilities

Activity	Completed by	Fall 2020 Deadline	Spring 2021 Deadline	Summer 2021 Deadline
Review Field Placement Handbook	Student	June 5	Aug. 28	Jan. 22
Submit Student Interest Form, current resume or CV, and Competency Self-Assessment	Student	June 5	Aug. 28	Jan. 22
Complete online CITI Course and submit certificate	Student	July 10	Sept. 11	Feb. 5
Identify 3 Potential Field Placement sites and Preceptors, and discuss plans with Program Coordinator	Student & Field Placement (FP) Coordinator	June 12	Sept. 18	Feb. 12
Submit a paragraph description of your project and confirmed site contact information	Student	June 26	Oct. 9	March 5
Assign Faculty Advisor to Student	FP Coordinator	July 3	Oct. 16	Mar. 12
Meet with Preceptor and consult with Faculty Advisor to develop Field Placement Proposal; submit and revise for approval	Student	July 3-17	Oct. 16- Nov. 27	March 12- April 16
Complete Affiliation Agreement	Agency Designee and FP Coordinator	July 31	Dec. 11	May 7
Register for Field Placement	Student	July 31	Nov. 30	Nov. 30
Submit proposal to IRB for review	FP Coordinator	July 17	Nov. 27	April 16
Apply to MCW IRB if determined necessary by IRB	Student & Faculty Advisor	July 24	Dec. 4	April 23
Complete course prerequisites	Student	July 31	Dec. 11	May 7
Start Field Placement (approximate date)	Student	Aug. 24	Jan. 18	June 1
Submit Field Placement Log to Field Placement Team	Student	Monthly	Monthly	Monthly
Complete Midpoint Progress Report and Review	Student, Preceptor & Faculty Advisor & FP Coordinator	Oct. 16	March 5	June 25
Submit Site Deliverables, Action Learning Project Summary Report & PowerPoint Presentation	Student	Dec. 4	April 30	July 23
Conduct presentation to appropriate stakeholders	Student	Dec. 4	April 30	July 23
Participate in Exit Interview	Student, Preceptor, Faculty Advisor & FP Coordinator	Dec. 4	April 30	July 23
Complete Evaluation of Preceptor and Field Placement Experience	Student	Dec. 11	May 7	July 30
Complete Evaluation of Student	Preceptor	Dec. 11	May 7	July 30
Complete Evaluation of Student & assign final grade	Faculty Advisor (with input from Preceptor)	Dec. 11	May 7	July 30

Appendix B - Student Responsibilities Checklist

While enrolled in 18279B MPH Field Placement Preparation course:

- Review Field Placement [website](#) and handbook
- Submit Student Interest Form, Resume or CV, and Competency Self Assessment to Program Coordinator four months prior to beginning the Field Placement
- Register for and complete [online CITI course](#); submit certificate to Program Coordinator
- Identify Field Placement Site and Preceptor and discuss plans with Program Coordinator
- Meet with Site Preceptor, consult with Faculty Advisor, and develop Field Placement Proposal; submit to Faculty Advisor, Site Preceptor and Program Coordinator, and revise as needed for approval

Independently:

- Register for Field Placement
- Apply to Medical College of Wisconsin IRB if determined necessary by the IRB
- Complete course prerequisites

While enrolled in 18280B MPH Field Placement:

- Start Field Placement and complete necessary tasks as outlined in proposal
- Submit monthly Field Placement Log to Preceptor, Faculty Advisor, and Program Coordinator
- Complete Midpoint Progress Report in preparation for Midpoint Review, and then participate in Midpoint Review with Preceptor and Faculty Advisor; revise Midpoint Progress Report, and submit to Preceptor, Faculty Advisor and Program Coordinator
- Submit Action Learning Project Summary Report and PowerPoint Presentation to Preceptor, Faculty Advisor, and Program Coordinator
- Conduct presentation to appropriate stakeholders
- Participate in Exit Interview with Site Preceptor, Faculty Advisor and Program Coordinator within one week of the end of the Field Placement experience
- Complete evaluation of Preceptor and overall Field Placement experience within one week of the end of the Field Placement

Appendix C - Field Placement Site Application

This form should be completed by a representative of the site, such as the Site Preceptor.

General Information

Name of Organization: _____

Type of Organization: _____

Address: _____

Phone: _____ Fax: _____

Email: _____ Agency Website: _____

How many MPH students can your agency accept at one time? _____

May prospective interns contact you directly? Yes No

Preceptor name and title: _____

(please attach resume) ***Preceptors must have substantial experience in public health or related field.***

Permission to Post Information

Which information for your agency may we post on our website? All None Some

If some, please indicate which types of information may be posted.

- Name of Organization
- Type of Organization
- Location - City & State
- Website
- Email
- Preceptor Name (as contact person)

Project Information

Anticipated start and end dates _____

Is your agency able to offer a stipend or other financial compensation for the student? Yes No

If yes, provide an estimate of monetary or other form of compensation _____

Please provide a brief description of the types of public health projects/activities in which you envision the student being involved.

Please list minimum qualifications (experience, computer skills, languages spoken, etc.) you require of a student.

If possible, please include any brochures or materials that would be useful in describing your organization to students and Faculty Advisors.

Please return the form and supporting materials to the MPH Program:

Email: mph@mcw.edu

MPH Program
Institute for Health and Equity
Medical College of Wisconsin
8701 Watertown Plank Road
Milwaukee, WI 53226

Phone: 414-955-4510

Appendix D - Student Interest Form

Completion of this form will allow the MPH Program to assist you in meeting your interests and needs for the Field Placement. Please submit this form to mph@mcw.edu and attach a current resume or CV along with your completed Competency Self Assessment.

Student Name _____

Email _____

Phone _____

Address _____

Date _____

1. Describe your educational background.

2. Describe any public health-related experience you have had.

3. In consideration of previous academic and work experiences, what skills do you offer the organization during the Field Placement?

4. Indicate your career goals.

5. Indicate your primary interests regarding the following:
 - a. Desired populations (i.e. children, teens, adults, seniors, cultural or ethnic groups, etc.)

 - b. Type of agency (governmental, community-based, HMO, voluntary organization, etc.)

 - c. Geographic location of Field Placement

 - d. Public health issues (identify at least three in order of preference)

6. Indicate semester(s) in which you plan to participate in the Field Placement.

Appendix E - Competency Self Assessment

Instructions

Please evaluate your competency in the categories based on your previous experiences. While all students graduating from a Master of Public Health degree program should be competent in these skills, experience could be gained through any number of activities, including previous educational, professional or personal experiences in addition to MPH courses and experiences.

Please assess yourself for each of the competencies using the following descriptors:

AWARE (basic knowledge) = ability to comprehend but limited ability to perform the skill

Basic knowledge = to recall and memorize¹

Comprehension = to translate from one form to another¹

KNOWLEDGEABLE (some practical experience) = ability to apply and analyze the skill

Knowledge = the condition of knowing something with familiarity gained through experience or association²

Application = to apply or use information in a new situation¹

Analysis = to examine a concept and break it down into its parts¹

EXPERT (substantial practical experience) = ability to synthesize, evaluate, or teach the skill

Expert = extraordinary proficiency; connotes knowledge as well as technical skill²

Synthesis = to put information together in a unique or novel way to solve a problem¹

Evaluation = to make quantitative or qualitative judgments using standards of appraisal¹

Also, please identify at least six competencies (a combination of foundational and concentration-specific, but at least three that are foundational) that you would like to enhance during your Field Placement. In your Field Placement Proposal, you will specify the competencies on which you intend to focus.

You should submit this assessment to the MPH Program at mph@mcw.edu approximately four months prior to participation in the Field Placement.

References:

1. Arreola, RA. Preparing Learning Objectives: A Teaching Resource provided by the Office of the Vice Chancellor for Planning and Academic Support. University of Tennessee, Memphis. Retrieved on September 3, 2008, from http://www.utmem.edu/grad/MISCELLANEOUS/Learning_Objectives.pdf
2. Merriam-Webster Online Dictionary. Retrieved on September 11, 2008, from <http://www.merriam-webster.com/>

Name: FOUNDATIONAL COMPETENCIES	AWARE basic knowledge	KNOWLEDGEABLE some practical experience	EXPERT substantial practical experience	Would like to TARGET during Field Placement
Evidence-based Approaches to Public Health				
Apply epidemiological methods to the breadth of settings and situations in public health practice				
Select quantitative and qualitative data collection methods appropriate for a given public health context				
Analyze quantitative and qualitative data using biostatistics, informatics, computer-based programming and software, as appropriate				
Interpret results of data analysis for public health research, policy or practice				
Public Health & Health Care Systems				
Compare the organization, structure and function of health care, public health and regulatory systems across national and international settings				
Discuss the means by which structural bias, social inequities and racism undermine health and create challenges to achieving health equity at organizational, community and societal levels				
Planning & Management to Promote Health				
Assess population needs, assets and capacities that affect communities' health				
Apply awareness of cultural values and practices to the design or implementation of public health policies or programs				
Design a population-based policy, program, project or intervention				
Explain basic principles and tools of budget and resource management				
Select methods to evaluate public health programs				
Policy in Public Health				
Discuss multiple dimensions of the policy-making process, including the roles of ethics and evidence				
Propose strategies to identify stakeholders and build coalitions and partnerships for influencing public health outcomes				
Advocate for political, social or economic policies and programs that will improve health in diverse populations				
Evaluate policies for their impact on public health and health equity				

Leadership				
Apply principles of leadership, governance and management, which include creating a vision, empowering others, fostering collaboration and guiding decision making				
Apply negotiation and mediation skills to address organizational or community challenges				
Communication				
Select communication strategies for different audiences and sectors				
Communicate audience-appropriate public health content, both in writing and through oral presentation				
Describe the importance of cultural competence in communicating public health content				
Interprofessional Practice				
Perform effectively on interprofessional teams				
Systems Thinking				
Apply systems thinking tools to a public health issue				
CONCENTRATION-SPECIFIC COMPETENCIES				
Apply evidence-based principles and the scientific knowledge base to critical evaluation and decision-making in public health				
Apply basic theories, concepts and models from social, scientific and behavioral disciplines that are used in public health research and practice				
Describe strategic planning and program planning and the contextual setting for when it is appropriate to use each process				
Design a logic model and program implementation plan that addresses goals, action steps, resources, and performance measurement				
Describe outcome measurement and demonstrate how evaluation design and data analysis are used to conduct outcome and impact analysis				

Appendix F - Early Field Placement Request Form

In the event that a student would like to enroll in the Field Placement prior to completion of the core coursework, approval must be granted by the Program Director. Submit this form to the MPH Program at mph@mcw.edu.

Student Name _____

Email _____

Phone _____

Date _____

List courses completed, in progress and planned.

Course	Semester	Completed, In Progress or Planned

Describe justification for enrolling in the Field Placement prior to completion of MPH core coursework.

Student Signature _____

Request Approved _____

Request Denied _____

Program Director Signature _____

Appendix G - Field Placement Proposal

Submission Instructions for Students, Site Preceptors, and Faculty Advisors

Proposal development is an iterative process, so students should be prepared to revise their proposals at least once, and preceptors and advisors should be prepared to review multiple drafts of this document.

Students should complete the form and then email it as an attachment to their Faculty Advisor, Site Preceptor, and the Program Coordinator all at once. Advisors, preceptors, and the coordinator will provide feedback and recommendations to all (so that they do not provide conflicting or repetitive advice), and the student will revise and resubmit the proposal in the same manner.

A turn-around time of 2-4 days should be maintained. (Within 2-4 days of receiving a proposal, advisors and preceptors should provide feedback. Within 2-4 days of receiving feedback, students should submit a revised draft of the proposal.)

Timely submissions and revisions are important because all students must receive approval from their Site Preceptors and Faculty Advisors before the batch of proposals may be submitted to the IRB Consultants, and students may not begin working on their projects until they have gained approval from the IRB Consultants. Therefore, if one proposal is late, all students must wait to begin their projects.

When preceptors and advisors are satisfied with the proposal as it is written, they should review their responsibilities in Part V of the proposal and indicate their agreement and approval through an email to the MPH Program at mph@mcw.edu. Questions? 414-955-4510.

Proposal Development Instructions for Students

Part I. Contact Information

Provide all of the requested contact information for yourself as well as your Faculty Advisor, Preceptor, and site. Remember to include each person's credentials (MD, PhD, MPH, etc.)

Part II. Field Placement Timeframe & Logistics

Identify the arrangements you have made with the site regarding the timeframe of your Field Placement.

Part III. Project Description

Describe the nature and scope of your proposed public health project.

- **Overview** – Provide a general overview of your project. Explain the purpose and importance of the project as well as how it will benefit the site. Also describe any funding you will receive via a research grant to complete this project.
- **Timeline of Activities & Outcomes** – Describe the activities you will complete, and indicate the anticipated dates for conducting and completing those activities as well as submitting deliverables. Include dates of meetings with your Preceptor as well as midpoint and final evaluation conferences with your Preceptor and Faculty Advisor.
- **Participants/Private Health Information** – Identify if you will be working with any private health information or will be interacting with possible participants (i.e. surveys, questionnaires, or focus groups).
- **Resources Needed** – Explain arrangements for student workspace, access to information, personnel, data, equipment, and other materials necessary for completion of the project.
- **Disseminating Information** – Describe your plans for the information you collect. Indicate if you are planning on publishing or submitting this project as a poster abstract or journal article.

Part IV. Chart of Competencies

Complete the chart that outlines how your activities will help you gain competency in the areas you have chosen to target during your Field Placement.

A. Competencies

Referring to your Competency Self Assessment, list the competencies you will enhance during your Field Placement. Competencies are outcomes that are linked to workforce needs, as defined by employers and the profession.

- For the most part, the competencies you list should correspond to those you identified as ones you would like to target during your Field Placement.
- Remember you should address at least six competencies (at least three foundational and one concentration-specific).
- Write the competency exactly as it appears in the Competency Self Assessment.

Ex. Assess population needs, assets and capacities that affect communities' health.

Apply basic theories, concepts and models from social, scientific and behavioral disciplines that are used in public health research and practice

B. Activities

Distinguish the specific activities, which you will complete during your Field Placement, that will help you achieve your learning objectives and gain competency.

Ex. Perform data analysis

Interpret results of data analysis

Write report describing results of data analysis

Meet with public health officials to determine regional needs and resources

C. Evidence

Describe the products you will generate. If asked for evidence to demonstrate that you have achieved your learning objectives and gained competency, what would you provide?

Ex. Report describing results of data analysis

Notes from meetings with regional public health officials

Part V. Responsibilities

Review your responsibilities in carrying out the project.

Part VI. Agreement & Approval

Indicate your agreement to the responsibilities and approval of the Field Placement Proposal. Students provide their approval and agreement by submitting their proposal. Site Preceptors and Faculty Advisors should email the MPH Program at mph@mcw.edu to indicate their approval and agreement.

Field Placement Proposal

Part I. Contact Information

Student _____ Email _____

Faculty Advisor _____

Phone _____ Email _____

Preceptor _____ Title _____

Phone _____ Email _____ Fax _____

Site _____

Address _____

Does this site have its own IRB? No Yes, please identify _____

Will the site require an IRB to review this project prior to initiation of any activities? No Yes

Part II. Field Placement Timeframe & Logistics

Semester(s) and Year(s) _____

Field Placement Start Date _____ Anticipated Field Placement End Date _____

Average hours per week at site _____

How often will you meet with your Preceptor? Daily Weekly Biweekly Monthly

Will the Site provide you with a stipend? No Yes If yes, please provide amount _____

Date CITI training completed _____

Will you receive any funding via a research grant to complete this project? No Yes

Will you be working with any private health information? No Yes

Will you be interacting with possible participants (i.e. surveys, questionnaires, focus groups)? No Yes

Are you planning on publishing or submitting this project as a poster abstract or journal article? No Yes

Part III. Project Description

Overview (purpose, importance, benefit to site, funding)

Timeline of Activities and Outcomes (anticipated dates: completing activities, submitting deliverables)

Participants/Private Health Information (surveys, questionnaires, focus groups)

Resources Needed (student workspace, access to information, personnel, data, equipment)

Disseminating Information (publication, poster presentation, abstract)

Part IV. Chart of Competencies

A. Competencies	B. Activities	C. Evidence/Deliverable

Part V. Responsibilities

Student responsibilities in carrying out the project:

1. Maintain CITI (Collaborative Institutional Training Initiative) certification throughout enrollment in the Field Placement course.
2. Apply to the Medical College of Wisconsin IRB if determined necessary by the MPH Program.
3. Maintain a work schedule agreed upon with the preceptor.
4. Complete the specified activities of the Action Learning Project.
5. Regularly meet with the Site Preceptor to discuss progress.
6. Complete a Midpoint Progress Report in collaboration with the Preceptor and Faculty Advisor.
7. Participate in an Exit Interview with the Faculty Advisor, Preceptor and Program Coordinator.
8. Submit deliverables that include the monthly Field Placement Log, Action Learning Project Summary Report, PowerPoint Presentation, Student Evaluation of the Preceptor and Field Placement experience, and Graduate School Course Evaluation.

Faculty Advisor responsibilities in guiding the student:

1. Provide guidance, as needed, throughout the Field Placement experience.
2. Act as the Principal Investigator for the student's application to the MCW IRB if determined necessary by the MPH Program.
3. Complete a Midpoint Progress Report in collaboration with the student and Preceptor.
4. Participate in an Exit Interview with the student, Preceptor and Program Coordinator.
5. Conduct a final assessment and assign the final grade for the Field Placement course.

Site Preceptor responsibilities in supervising the project:

1. Orient the student to the Field Placement site.
2. Develop a work schedule with the student and verify the hours.
3. Arrange regular meetings with the student to monitor progress.
4. Provide the student with appropriate office space and resources necessary to complete the assigned tasks.
5. Complete a Midpoint Progress Report in collaboration with the student and Faculty Advisor.
6. Participate in an Exit Interview with the student, Faculty Advisor and Program Coordinator.
7. Evaluate the student's performance and Field Placement experience using a form provided by the MPH Program.

Part VI. Agreement & Approval

The persons whose names are listed below have participated in the development of this Field Placement Proposal. They have agreed to the responsibilities listed under their roles in Part V of this document, and they indicated their approval of this proposal. The student indicated his/her approval and agreement by submitting his/her proposal. The Site Preceptor and Faculty Advisor provided their approval and agreement through emails to the Program Coordinator. If any changes need to be made to this document, each individual has agreed to make those changes known to all other persons whose names appear below.

(This section to be completed by the Program Coordinator and IRB Consultant.)

Student:

Date submitted proposal:

Site Preceptor:

Date approved proposal:

Faculty Advisor:

Date approved proposal:

IRB Consultant: _____ Date: _____

Does not require MCW IRB Review

Requires MCW IRB Review: Exempt Expedited Full

Comments:

Program Coordinator: _____ Date: _____

Appendix H – Field Placement Log

Instructions

This log should be completed **each month** during your Field Placement and submitted via email to your Faculty Advisor and the MPH Program at mph@mcw.edu.

Activities should be based off those outlined in your Field Placement Proposal; however, you should provide further detail:

- Describe progress that has been made during the timeframe.
- List resources utilized: journal articles or websites reviewed, specific individuals you contacted, etc.
- Describe results generated, discussions held, and decisions made.

Competencies should be the same as those outlined in your Field Placement Proposal.

Hours should correspond to project work (not coursework) and could include time spent on the following activities:

- Planning
- Evaluation
- Implementation
- Literature/data search/internet
- Creating/developing documents
- Developing lessons/materials
- Research
- Marketing
- Presentations
- Needs assessment
- Related travel
- Monitoring/inspections/investigations
- Other

Reflections should include:

- What you have learned (about yourself, the organization, working situation, etc.) from the above experiences.
- Whether you have progressed faster or slower than you anticipated and why.
- Challenges you have encountered, and how you have (or plan to) address them.
- General insights into how your practice experience is addressing a public health problem or how it fits into a larger public health context, organization structure and/or function.

Field Placement Log

Site: _____

Name: _____

Date: _____

Hours Completed this Month: _____

Total Hours Completed for Project: _____

Specific Activity	Hours Completed	Competency	Reflections

Specific Activity	Hours Completed	Competency	Reflections

Appendix I - Midpoint Progress Report

Student Name _____

Site Preceptor Name _____

Faculty Advisor Name _____

Date and Time of Midpoint Review _____

Instructions for Students, Site Preceptors, and Faculty Advisors

The student, Site Preceptor and Faculty Advisor should convene by conference call or in person to conduct a midpoint review approximately halfway through the student's Field Placement. If the student is enrolled in Field Placement over two semesters, this review should take place at the end of the first semester.

In preparation for the meeting, the student will complete this report and email it to the Site Preceptor, Faculty Advisor, and Program Coordinator. During the conference, this form may act as a general outline for discussion. After the meeting, the student will revise this report based on the discussion, and s/he will email the revised version to the Site Preceptor, Faculty Advisor, and Program Coordinator for review and approval.

Please contact the MPH Program with questions or concerns:

Phone: 414-955-4510

Email: mph@mcw.edu

Field Placement Midpoint Progress Report

Accomplishments

1. Describe the progress of your Field Placement experience. What have you accomplished? What skills have you acquired?

2. Considering what you have accomplished thus far, what has been your greatest achievement?

3. What have you learned during your Field Placement – about your project, the organization, yourself, and/or the field of public health? What, if anything, has surprised you?

Opportunities for Improvement

4. Please describe any barriers that have impacted the progress of your Field Placement.
5. What is being done to address these barriers?
6. Please describe any other issues or areas for improvement.

Completing the Field Placement

7. Outline your plans for completing your Field Placement. Provide a timeline, including deadlines for deliverables (i.e. products for the organization, action learning project summary report, PowerPoint presentation, etc.)

Approval

The persons whose names are listed below participated in the midpoint review conference at the date and time listed, and they approve of this Midpoint Progress Report. The student indicated his/her approval by submitting this report. The Site Preceptor and Faculty Advisor provided their approval through emails to the Program Coordinator.

Student: _____ Date: _____

Site Preceptor: _____ Date: _____

Faculty Advisor: _____ Date: _____

Program Coordinator: _____ Date: _____

Appendix J – Student Evaluation of Site Preceptor and Field Placement Experience (available as E-form on MPH website)

Please complete this evaluation of your Field Placement experience and submit it to the MPH Program at mph@mcw.edu.

Student Printed Name _____ Signature _____

Field Placement Location _____

Site Preceptor _____

Faculty Advisor _____

Rating Scale				
1=Strongly Agree	2=Agree	3=Neutral	4=Disagree	5=Strongly Disagree

Part I. Assessment of Site Preceptor

1. Please evaluate your Site Preceptor using the above rating scale.

My Site Preceptor....	1	2	3	4	5
Provided sufficient orientation regarding the site’s policies and procedures.					
Facilitated opportunities to apply knowledge and skills acquired in MPH courses.					
Assisted me in achieving my learning objectives and competencies.					
Communicated with me and provided feedback throughout the experience.					
Provided insight into potential career opportunities.					

2. Would you recommend your Preceptor to other students? Yes ____ No ____
Why or why not?

Part II. Assessment of Field Placement Experience

3. Please evaluate your Field Placement experience using the above rating scale.

My Field Placement experience....	1	2	3	4	5
Provided the opportunity to gain new knowledge and skills.					
Provided an environment conducive to applying new knowledge and skills.					
Assisted me in achieving my learning objectives.					
Was a beneficial component of the MPH curriculum.					
Contributed to my career development in public health.					

4. Would you recommend the placement site to other students? Yes ____ No ____
Why or why not?

Part III. Please share your thoughts and feedback, including suggestions for improvements, related to:

a. Faculty Advisor -

b. Site Preceptor -

c. Site Placement -

d. Program Coordinator -

Appendix K - Preceptor Evaluation of Student and Field Placement Experience

Please complete this evaluation, and discuss parts I-III with the student and Faculty Advisor. Submit to the MPH Program at mph@mcw.edu within one week of the end of the Field Placement experience. Thank you for your feedback and participation in the Field Placement.

Student Name _____

Preceptor Name _____

Faculty Advisor _____

Field Placement Site _____

Dates of Field Placement _____

Part I. Student Performance

Please evaluate the student's performance during the Field Placement experience.

Rating Scale		
1=Excellent	2=Good	3=Satisfactory
		4=Unsatisfactory
		N/A (if didn't observe or not relevant)
	Rating	Comments
a. Was dependable (punctual)		
b. Was motivated and demonstrated initiative		
c. Worked independently		
d. Worked well with others		
e. Completed projects in a timely manner		
f. Demonstrated ability to problem solve		
g. Effectively communicated orally and in writing		
h. Demonstrated cultural competency		
i. Demonstrated organizational skills		
j. Effectively used available resources		
k. Acquired the level of knowledge necessary to perform the project		
l. Demonstrated ability to apply public health knowledge and skills		
m. Effectively presented work to appropriate stakeholders		
n. Overall performance at your agency		

Part II. Achievement of Competencies

Please assess the extent to which the stated core and concentration-specific competencies were achieved. These were the competencies identified by the student in their Field Placement project proposal.

C=Competent

SC=Somewhat Competent

NC=Not Competent

Competencies (as identified in the proposal)	C/SC/NC	Evidence of Competency Attainment

Part III. Field Placement Feedback

Please share any feedback and/or suggestions for improvement related to the Field Placement experience:

Thank you for your feedback and participation in the Field Placement!

Appendix L - Faculty Advisor Evaluation of Student

Please complete this evaluation and discuss with the student. Submit to the MPH Program at mph@mcw.edu within one week of the end of the Field Placement experience.

Student Name _____

Faculty Advisor _____

Site Preceptor _____

Field Placement Site _____

Dates of Field Placement _____

Part I. Communication

1. How many times did you have communication with the student?

2. How many times did you have communication with the Site Preceptor?

Part II. Student Performance

Please review and assess the following components of the Field Placement.

Rating Scale			
1=Excellent 2=Good 3=Satisfactory 4=Unsatisfactory N/A (if didn't observe or not relevant)			
Value		Rating	Comments
70%	Site deliverables/Feedback from Site Preceptor.		
5%	Submission of Field Placement Log on monthly basis.		
5%	Completion of a Midpoint Progress Report, including a meeting and approval by Faculty Advisor, Site Preceptor, and Program Coordinator.		
15%	Completion of an Action Learning Project Summary Report that describes the achievement of learning objectives, attainment of competencies, and how knowledge and skills obtained through coursework have been applied.		
5%	Conducted an oral presentation to appropriate agency/community group, if feasible. Developed a PowerPoint or poster presentation.		
Overall grade for Field Placement:			
Excellent, Good, Satisfactory or Unsatisfactory			