



Welcome to the second presentation of the Field Placement Preparation course. This lecture incorporates information about utilizing the field placement to enhance your public health career opportunities. Additionally, it explains the first set of documents you must submit for the Preparation course.

Overview of Presentation

- * Career Enhancement
 - * Utilizing FP to enhance your career
 - * Career Resources
- * Identifying Interests & Opportunities
 - * Student Interest Form
 - * Competency Self Assessment
- * Resume or CV
 - * Differentiating between
 - * Tips for writing
 - * Samples



In this presentation, I will discuss how to utilize the field placement to enhance your career. To help you identify your interests and opportunities for further development, you will complete a Student Interest Form and Competency Self Assessment. Additionally, you will create a resume or CV, so I have provided information regarding how to differentiate between the two and when it is best to use each as well as tips for writing resumes and samples of both resumes and CVs.



In this first section, I will discuss how to utilize your field placement to enhance your career, and I will provide you with some career resources.

Utilizing FP to Enhance Your Career

- * Field Placement is opportunity to gain professional experience
- * What do you want to do with your MPH?
 - * Focus area
 - * Skills & experience

As I have mentioned previously, the field placement provides you with not only the opportunity to apply the knowledge and skills you have learned throughout the MPH program, but it also allows you to gain professional experience in a public health work environment. Simply stated, the field placement is your opportunity to gain work experience for your future career. If you have never worked in public health before, it gives you the opportunity to gain initial experience. If you already have work experience, it provides you with the opportunity to gain experience in another area that will enhance your career.

In order to develop a field placement that will be beneficial to your career, you first have to figure out how your MPH degree, in general, will enhance your career. What do you want to do with your MPH? In what area would you like to focus? What skills and experience do you already have? In what areas are you lacking? How can the field placement enhance your weaker areas? These are all the questions you should consider.

Career Resources

- * MCW
 - * MPH Program-Advising by Program Director
 - * Graduate School
 - * Virtual Career Center
 - * Career Services
- * External
 - * What is Public Health? Careers in Public Health
 - * APHA's CareerMart
 - * Public Health Online Resource for Careers, Skills & Training



If you do not have a specific career goal in mind, consider these and other career resources to help you decide. Public health is a very broad field, so there are many different career opportunities. I have listed a few here, but you can just google "public health careers" and find many more.

Some useful websites include:

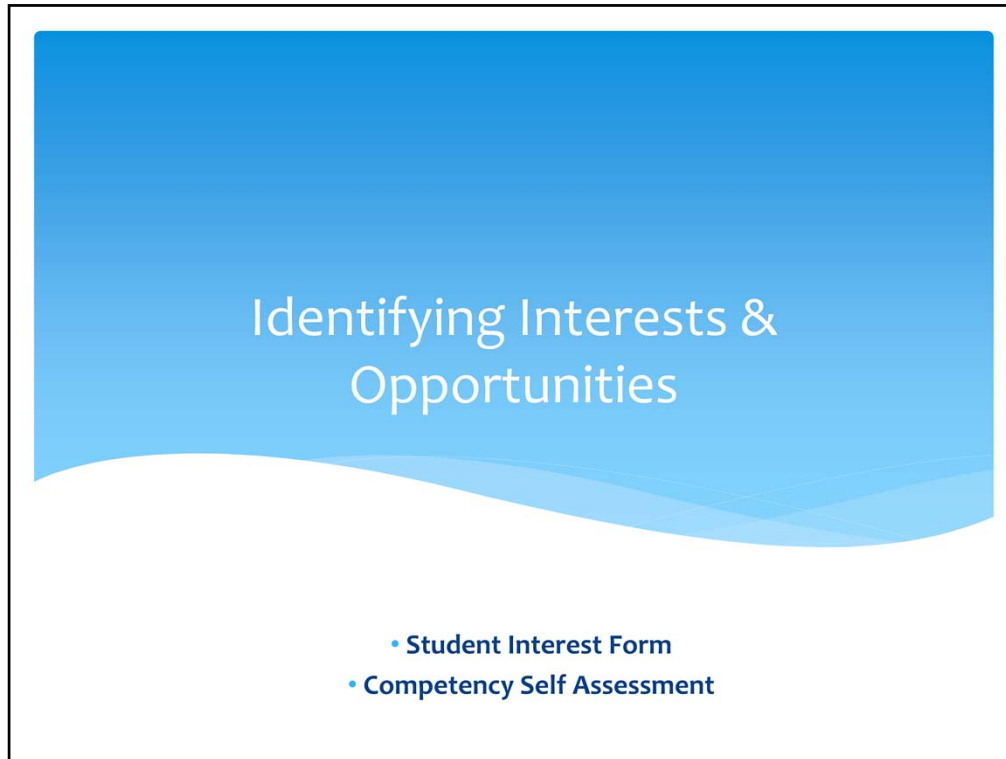
What is Public Health? Careers in Public Health: <http://www.publichealthonline.org/careers/>

The American Public Health Association's CareerMart allows you to search for jobs across the nation and world as well as access professional services.

APHA's CareerMart: <http://careers.apha.org/>

The Public Health Online Resource for Careers, Skills, and Training focuses on the United Kingdom but offers good advice and information.

Public Health Online Resource for Careers, Skills & Training: <http://www.phorcast.org.uk/>



A few of the field placement planning documents will help you organize your thoughts related to your interests and current skills, and I will explain these documents in further detail in this section.

Student Interest Form

- * Components
 - * Educational background
 - * Experience in public health
 - * Skills to offer
 - * Career goals
 - * Areas of interest
- * Submission
 - * E-form
 - * Field Placement Forms webpage

The first document is the Student Interest Form. This document asks you to highlight your educational background and experience in public health. It also asks you to identify the skills you have to offer and your career goals. Finally, it helps you organize your interests by different area: population, agency, location, and issue. The Student Interest Form provides me with a lot of information regarding what you want to get out of your field placement. I can utilize it to help you brainstorm ideas of organizations or projects, and it helps me ensure that the project you develop meets your goals.

You have a few options for completing this form. One way is to fill it out online by visiting the Field Placement Forms webpage and clicking on the “E-form” link in the Student Interest Form row. If you complete the form online, you should receive an email containing the information you submitted in the online form. Another method of completing the form is to download a PDF version from the Field Placement Forms webpage, fill it out, and upload it to the drop box or submit it to me via fax. Your final option is to email me, asking for a Microsoft Word version of the document, which you can complete and save to your computer before uploading it to the drop box.

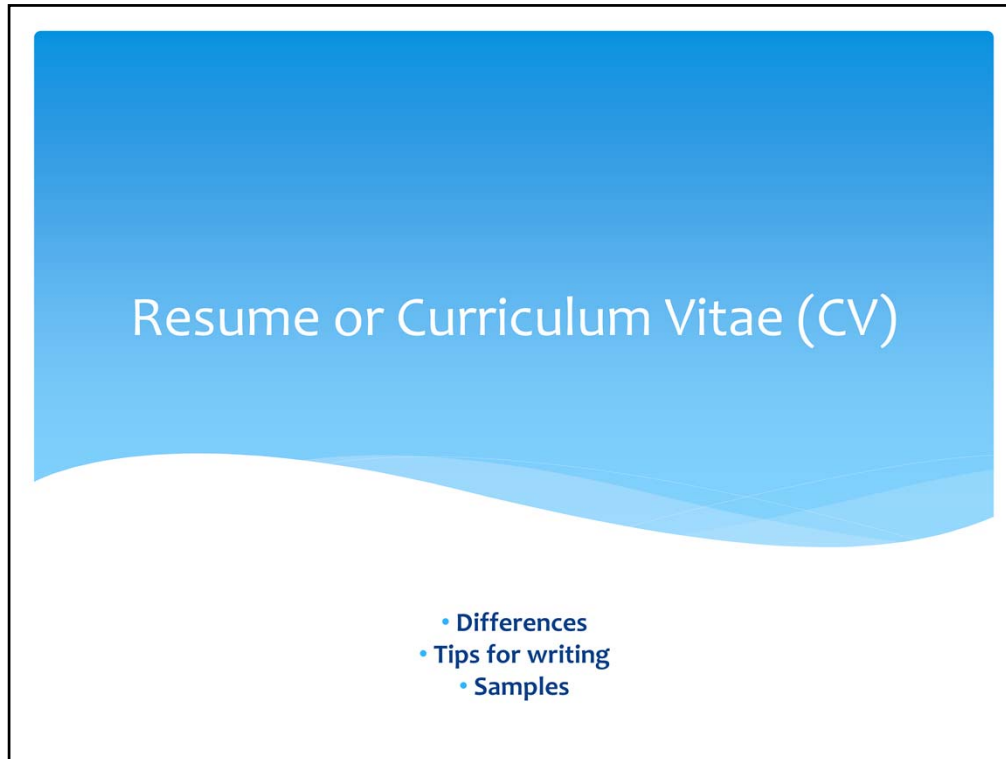
Competency Self Assessment

- * Download from [Field Placement Forms webpage](#)
- * Rank yourself
 - * Aware – basic knowledge
 - * Knowledgeable – some practical experience
 - * Expert – substantial practical experience
- * Identify competencies to enhance during FP

The second document is the Competency Self Assessment. A Microsoft Word version of this document can be downloaded from the Field Placement Forms webpage. The Competency Self Assessment lists the competencies developed by the MPH program. By the end of your MPH, you should be competent in each of these areas. Instructions are provided on the first page of the form, but I will provide you with a little information right now. On the form, you are asked to rank yourself as aware, knowledgeable, or expert. Awareness of a competency indicates that you are able to comprehend the concept but have limited ability to actually perform the skill. Being knowledgeable in a competency denotes that you have the ability to apply and analyze the skill. Thus, you have practical experience in this area. Ranking yourself as an expert in a competency indicates that you are able to synthesize, evaluate, or teach the skill, for which you would need substantial practical experience.

The final column listed on the form asks you to identify which competencies you would like to enhance during your Field Placement. You should choose at least six. This is your opportunity to indicate in which areas you have less experience than you would like. Please understand, at this point in time, you are not choosing which competencies you will enhance; you are merely identifying which ones you would like to target. You will come back to this document when you are writing your proposal, and at that time, you will indicate which competencies you specifically plan to enhance during your project.

Please save your completed Competency Self Assessment to your computer as a Microsoft Word document and then upload it to the drop box.



The last of the first set of Field Placement planning documents is a resume or curriculum vitae, CV for short. It is important to understand the difference between the two documents and when you should use each, so I will provide you with tips for writing a resume as well as samples of both resumes and CVs in this section of the presentation.

You should always have an up-to-date resume or CV on hand because you never know when a great opportunity is going to present itself. You are required to submit a resume or CV as part of the field placement planning process not only to demonstrate your ability to create such a document but also because it provides your site preceptor, faculty advisor, and me with valuable information about your background and experience.

You should submit your resume or CV in a Microsoft Word or PDF format to the appropriate drop box.

Resume vs. CV

	Resume	CV
Length	1 or 2 pages	2 or more pages
Used for Positions In	<ul style="list-style-type: none"> • Private Industry • Non-profit organizations 	<ul style="list-style-type: none"> • Academia • Education • Research (i.e. fellowships or grants)
Categories Included	<ul style="list-style-type: none"> • Contact Info • Objective • Education (inc. relevant coursework) • Relevant Experience • Special Skills • Community Service / Volunteering • Study Abroad / Languages • Other Experience 	<ul style="list-style-type: none"> • All Categories for Resume • Dissertation / Thesis Topic • Publications • Awards • Teaching Experience • Abstracts & Presentations • Symposia / Lectures • Professional Affiliations • Research Grants

Adapted from UNC Gillings School of Global Public Health webpage:
http://www.sph.unc.edu/student_affairs/revamp_your_resume_and_cv_3312_4585.html

The chart on this slide compares a resume to a CV. As you can see, a resume is usually shorter, only one or two pages. It usually focuses on information that is relevant to the position you are applying for. A CV, on the other hand, is usually more comprehensive. It is often four or more pages, but it is always at least two. One general plan is for bachelor-level candidates to have a one-page resume, master-level candidates to have a two-page resume, and doctoral candidates to have a CV. However, it is dependent on the position to which you are applying. If you are applying for a position in private industry or to a non-profit organization, you should submit a resume. However, if you are applying for an academic, educational, scientific, or research position, you should submit a CV. If you are applying for a fellowship or grant, you should also submit a CV.

There are differing opinions about what should appear on your resume or CV. It is very important to tailor this document to the position you are applying for, but it is also very important that it is an accurate reflection of who you are. This chart provides a list of categories that you might include in each type of document. As you can see, a resume should include your contact information, education, experience, and skills. A CV should include all of the categories a resume would plus a number of other categories corresponding to scholarship, research, and teaching.

Tips for Writing a Resume

- * You Should

- * Target your resume to the position
- * Stress your contributions
- * Utilize bullet points

- * Do Not

- * Provide extra information
- * Include salary information
- * Provide reasons for leaving previous positions
- * Lie



In writing your resume, there are a number of things you should do. You should target your resume to the position for which you are applying. Remember, your resume should not be a comprehensive list of your life. It is a marketing piece with the purpose of getting you an interview, so be specific about what you highlight.

You should also stress your contributions, not just your duties. Results statements that highlight what you have achieved are very effective. Include specific numbers, if possible. Finally, utilize bullet points. Avoid long sentences in which the reader could get lost.

There are also a number of things you should NOT do in writing your resume. You should not provide extra or personal information, such as your marital status, political affiliation, or nation of origin. You also should not include salary information on your resume or the reasons you left your previous positions, and you should never, ever lie on your resume.

Sample Resumes & CVs

- * Resumes

- * [University of Washington School of Public Health](#)
- * [University of South Carolina Career Center](#)
- * [Yale School of Public Health Career Services](#)

- * CVs

- * [University of Kansas Medical Center Department of Preventive Medicine and Public Health](#)
- * [University of Florida College of Public Health and Health Professions Department of Health Services Research, Management, and Policy](#)
- * [University of Alaska Anchorage Department of Health Sciences](#)

Many sample resumes and CVs are available on the web. On this slide, I have provided links to just a few of the possibilities. Resume samples come from the University of Washington, University of South Carolina, and Yale Schools of Public Health. CV samples come from the faculty at the Universities of Kansas, Florida, and Alaska. Click on the links to specific faculty members' CVs from the pages provided.

Sample Resumes:

- University of Washington School of Public Health -
http://sph.washington.edu/careers/resources/resume_guide.asp
- University of South Carolina Career Center -
<http://www.sc.edu/career/SampleResumes/index/publichealth.html>
- Yale School of Public Health Career Services -
<http://publichealth.yale.edu/career/toolkit/resumes/>

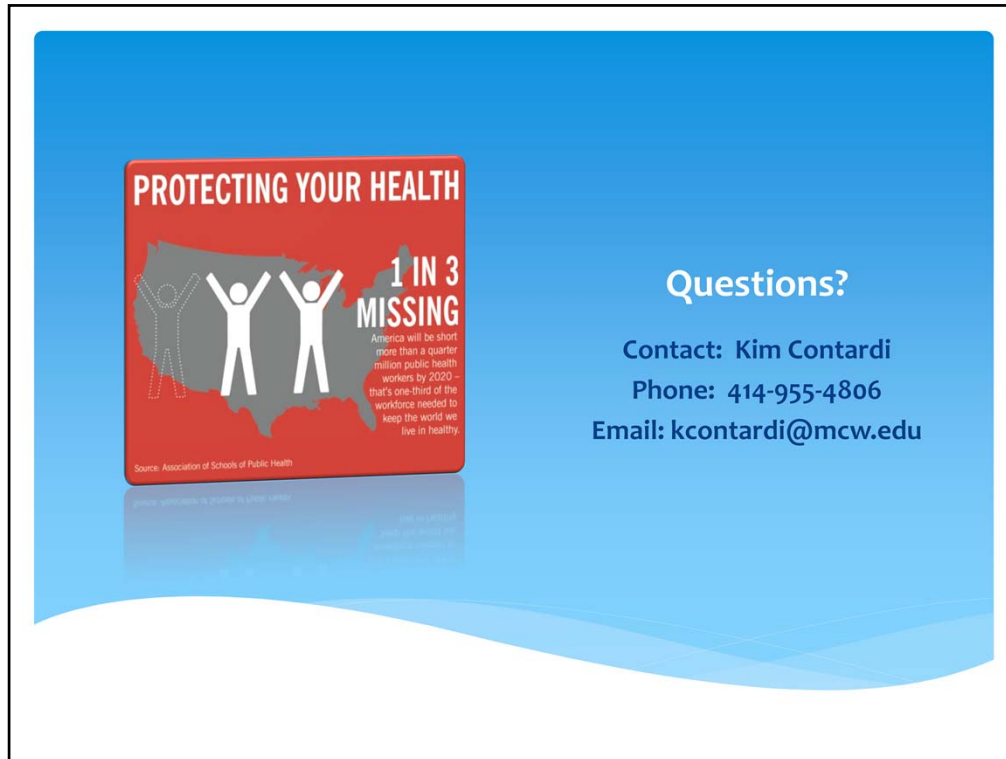
Sample CVs:

- University of Kansas Medical Center Department of Preventive Medicine and Public Health – <http://ph.kumc.edu/prevmedfaculty.html>
- University of Florida College of Public Health and Health Professions Department of Health Services Research, Management, and Policy –
<http://hsrmp.phhp.ufl.edu/people/faculty/>
- University of Alaska Anchorage Department of Health Sciences -
<https://www.uaa.alaska.edu/careerdevelopment/resources/upload/RCLI-FY09-2.pdf>

Resources

- * University of North Carolina Gillings School of Global Public Health. *Revamp your resume and CV*. (2011, March 22). Retrieved June 5, 2011 from http://www.sph.unc.edu/student_affairs/revamp_your_resume_and_cv_3312_4585.html
- * University of Washington School of Public Health. *Resume Guide*. Retrieved June 5, 2011 from http://sph.washington.edu/careers/resume_guide.asp

I utilized web resources from the University of North Carolina Gillings School of Public Health and the University of Washington School of Public Health in the creation of this presentation.



As always, if you have any questions or concerns, do not hesitate to contact me. I look forward to reviewing your Student Interest Form, Competency Self Assessment, and resume or CV.