

Preparation & Planning

Check	Steps	Where Action Takes Place	Timeframe
	Reflect on interests, career aspirations, guest speakers from class that were interesting, leverage current networks for opportunities	In class, in readings, through networking, researching organizations online, through discussions with your faculty practice advisor, graduate director, Zach Jenkins, etc.	First Spring Semester - Middle of second Fall semester
	Identify Faculty Practice Experience Advisor	EPID: Often this is also your academic advisor ENHS: Contact graduate director EXSC: Graduate director will serve this role unless otherwise negotiated (during EXSC 797 in 2 nd Fall semester) HPEB: Browse the faculty on HPEB's web page to identify faculty that have expertise that align with your practice experience. HSPM: MPH Program Director will serve this role unless otherwise negotiated	
	Identify public health practice setting	In class, in readings, through networking, researching organizations online, through discussions with your faculty practice advisor, graduate director, Zach Jenkins, etc. (For PAPH students this is completed during EXSC 797 in 2 nd Fall semester)	
	Identify Preceptor within practice setting	In class, in readings, through networking, researching organizations online, through discussions with your faculty practice advisor, graduate director, Zach Jenkins, etc. (For PAPH students this is completed during EXSC 797 in 2 nd Fall semester)	
	Identify current public health-related projects and initiatives at the organization	In discussions with preceptor at organization	
	Provide preceptor with overview of responsibilities and expectations	In discussions with preceptor at organization, through email, through resources on Practice Experience website	
	Check if the Practice Experience web page to see if a Memorandum of Agreement (MOA) already exists. If no, email workforce Development Coordinator to set up MOU (must be in place before contact hours begins)	Follow hyperlink to check past experience sites. Email Zach Jenkins with additional questions	

	Identify two work products that will be created through experience	Through conversations based on student interests, site needs, degree requirements and faculty input	Middle of second Fall semester - End of Fall
	Identify the competencies (minimum of five) that will be demonstrated through products. A minimum of three competencies must be foundational MPH competencies; Two additional competencies will be selected by the student which may be foundational or concentration specific.	Through conversations based on student interests, site needs, degree requirements and faculty input. Please discuss in detail with your practice experience advisor (PAPH students requires 1-2 concentration specific competencies)	
	Write practice experience proposal with input from preceptor and faculty advisor	Word document	
	Revise proposal based on feedback	Through email, f2f discussions, and other feedback mechanisms	
	Upload revised proposal into APEX	APEX website	
	Obtain signatures in APEX	APEX website	
	Register for practice experience course (based on department requirements)	Through Self-Service Carolina, once advised by graduate director (PAPH students will take a 1 credit hour course during the 2 nd Fall semester called EXSC 797 before the fieldwork takes place)	

Fieldwork

Check	Steps	Where Action Takes Place	Timeframe
	Carry out practice experience proposal	On site, remotely	During semester when student is registered for the practice experience
	Obtain feedback from preceptor and advisor	Through email, f2f discussions, feedback mechanisms	
	Adjust products and competencies if needed	APEX website	

	Complete agreed upon terms as agreed to in practice experience proposal	On site, remotely	
	Schedule Practice Experience Presentation	Contact departmental coordinator to schedule a room or use a virtual medium (Microsoft Teams, etc.) Note: not required for HSPM students	

Final Report & Presentation

Check	Steps	Where Action Takes Place	Timeframe
	Upload complete work products and supporting documents	APEX website	Two weeks before the end of fieldwork as agreed upon in the practice experience proposal Students must complete in time to meet graduation requirements
	Let others (students, faculty, colleagues at the public health practice site, etc.) know about your presentation! Make sure to advertise at least one week in advance	Via listservs, flyers, word of mouth, etc.	
	Complete final presentation to faculty practice experience advisor and preceptor	Zoom call or in person (not required for HSPM students)	
	Participate in Practice experience podcast (optional)	Zoom call or in person	

Evaluation

Check	Steps	Where Action Takes Place	Timeframe
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	Participate in evaluation	Through course evaluation	Before the end of the semester
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