

Applied Practice Experience



EMORY

ROLLINS
SCHOOL OF
PUBLIC
HEALTH

What is an Applied Practice Experience?

An Applied Practice Experience (APE) is a unique opportunity that enables students to apply practical skills and knowledge learned through coursework to a professional public health setting that complements the student's interests and career goals.

Must be supervised by a Field Supervisor and approved by the designated APE Advisor in the student's academic department at RSPH.

Note: MPH/MSPH degree-seeking students only

APE Requirements

- Competency attainment:
 - At least three (3) CEPH MPH/MSPH Foundational Competencies
 - At least two (2) Concentration Competencies
- At least two (2) deliverables that benefit the APE agency as well as the student
- Minimum of 200 hours in up to two (2) approved APEs
- Minimum of three (3) SMART objectives & one (1) strategy for each objective per APE



It is the STUDENT'S responsibility to ensure all required information and documents are entered and completed in the APE portal on time.





Definitions

Field Supervisor

The **Field Supervisor** oversees, supervises and evaluates the student's work at the APE field site. The student will also work collaboratively with their Field Supervisor to outline achievable foundational and concentration competencies, learning objectives and strategies as well as relevant deliverables.



APE Advisor

The **APE Advisor** reviews the selected foundational and concentration competencies, objectives and strategies and approves the final deliverables. The APE Advisor must provide final certification that the APE was completed according to CEPH criteria. The APE Advisor should NOT be the person supervising a student's work on a day-to-day basis.



ADAP

ADAPs can help students think about possible APEs to meet their interests and career goals; however, it is not their responsibility to secure an APE for students. In addition, the ADAP can help students resolve issues about the suitability of the APE for their concentration or resolve issues that might take place during the APE, if needed. The ADAP will complete the final graduation check at the conclusion of the APE to ensure all approvals have been obtained by the student to certify successful completion of the APE requirement.



APE Portal Administrator

The APE Portal Administrator(s) are the designated staff within the Office of Career Development that serve as the administrator for the APE Portal. The staff person(s) ensures that the school's current APE practices meet the outlined CEPH criteria. The APE Portal Administrator(s) manages the current portal system, and provides technical assistance to portal users.





APE Portal

STEP 1: Find an APE

- Utilize various resources for identifying APE projects
- Meet with prospective Field Supervisors to discuss project goals using the [APE Student & Field Supervisor Worksheet](#)
- Once a project is secured, log onto the APE portal to start the tracking and approval process

STEP 2: Profile completion

Student logs into APE portal using Emory NETID and password to enter demographic/academic data, including:

- Expected graduation date
- Department
- Degree seeking
- Program concentration
- Contact information



STEP 3: Department Oversight Selection

Student selects:

- ADAP
- APE Advisor

[Current List of APE Advisors by Department](#)



STEP 4: Resume Upload

Students should upload a current version of their resume. Should a student need to update their resume, a new version can be uploaded and will overwrite the existing version.



STEP 5: Add an APE

Upon completing a minimum of 9-credit hours, the **student** can add an APE into the APE Portal:

- First name, last name, and current email address of the Field Supervisor supervising their work
- Associated organization and branch/division (if any)
- Address of the APE worksite
- Expected APE start and end dates
- CEPH MPH/MSPH Foundational Competencies and Concentration Competencies expected to be attained through the proposed APE
- APE learning objectives and strategies
- Proposed deliverables



STEP 6: Pre-Approvals

After the **student** submits their APE information:

- Designated **APE Advisor** will receive an email to review and approve or deny with comments the proposed APE competencies, objectives, strategies and projected deliverables.
- Upon approval from the APE Advisor, the **Field Supervisor** will receive an email notification to conduct a final review and approval of the APE.



STEP 7: Begin APE

Upon receiving approval from the **APE Advisor** and **Field Supervisor**, the student may begin to count hours and activities toward the APE requirement.



STEP 8: Mid-Point Check-in:

Midway through the APE, the **student** and **Field Supervisor** will receive an email asking the student to document the hours worked to date and make necessary adjustments to:

- Objectives
- Strategies
- Expected deliverables
- Competencies

Also an appropriate time for a [Performance Evaluation](#)



STEP 9: Student and Supervisor Evaluations, Total Hours & Deliverables

2 weeks prior to the end of the APE:

- **Students** will receive an email reminding them to
 - complete the student evaluation
 - upload deliverables
 - enter total hours completed
- **Field Supervisors** will receive an email to complete the supervisor evaluation AFTER student evaluation is submitted



STEP 10: APE Advisor Final Approval

The **APE Advisor** receives an email to review and provide final approval of the APE, including:

- Attainment of the selected CEPH MPH/MSPH Foundational Competencies (3) and Concentration Competencies (2)
- Completion of deliverables
- Satisfactorily completed the APE requirement according to evaluations completed by the student and Field Supervisor



STEP 11: ADAP Graduation Clearance

The **ADAP** will ensure all steps were completed in the APE portal and the student completed the Department's 595 course to clear the student for graduation.





Eligibility & Deadlines

Eligibility

Eligible after completion on 9 credit hrs. at the RSPH

- Eligible after January 1
 - After completion on 9 credit hrs. at the RSPH
- Last day to start a new APE: January 30
- Portal completion deadline: April 1*

It is the STUDENT'S responsibility to ensure all required information and documents are entered and completed in the APE portal on time.



Deadlines

Start a new APE

Graduation	Deadline
May (Spring)	January 30
August (Summer)	April 30
December (Fall)	August 30

Completion of all steps in the APE Portal

Graduation	Deadline
May (Spring)	April 1
August (Summer)	July 1
December (Fall)	November 1





Resources

Resources for finding an APE

- [RSPH Career Connection](#) job postings
- Contacting organizations of interest
- Networking
- REAL
- Faculty/staff relationships with external organizations
- [MentorRollins](#) / Mentoring
- Campus info sessions & workshops
- Career fairs (2 per year)
- Atlanta community events
- [List of past opportunities](#)



It is the STUDENT'S responsibility to ensure all required information and documents are entered and completed in the APE portal on time.



APE Website & Resources

- Learn more about APE [Here](#)
- Bookmark the APE Portal [Here](#)
- Department ADAPs and APE Advisors [Here](#)



APE Help

- For technical assistance with the APE Portal
 - Contact rsphpracticum@emory.edu
- General questions about the APE requirement, Approval for an APE, questions about whether an APE project is appropriate for your department, etc.
 - Contact the APE Advisor or ADAP for your department



Takeaways

- Students are required to obtain approval for an APE before starting
- Students must attain at least 5 competencies
 - Selecting N/A on the student and/or supervisor evaluation in the competency section will result in a denial
- Utilize the resources on the APE page and share the site with your Supervisor
- Students are responsible for tracking and ensuring all steps in the APE portal are completed in a timely manner
 - Send follow-up emails to your Field Supervisor and include the link to the portal. The automated messages from the portal may end up in their spam or junk folder





Questions?

**For portal technical assistance email:
rsphpracticum@emory.edu**