Rollins School of Public Health, Emory University
Applied Practice Experience (APE) Student & Field Supervisor Worksheet

This worksheet is designed to assist students in having a conversation with their Field Supervisor about the APE requirement after an APE opportunity has been identified. Most departments also have a pre-approval form for students to complete. **Students should check with their APE Advisor or ADAP to see if there is a pre-approval form and process required by their department.**

To facilitate the discussion between the student and Field Supervisor, students should:

☐ Read the APE Student Handbook and APE website.

☐ Provide an electronic or hardcopy of the Field Supervisor Handbook to their Field Supervisor.

☐ Meet with their Field (site) Supervisor to discuss the APE requirements, clarify the organization's goals and expectations for their role, and complete this worksheet. For Contact Tracing positions, please see this additional resource.

Remember: This is a **tool** to assist an APE conversation between the student and their Field Supervisor. Students may also have to complete a departmental pre-approval form and should check with their APE Advisor or ADAP to confirm if there is a pre-approval form and process required by their department.

APE REQUIREMENTS:

APEs may involve governmental, non-governmental, non-profit, industry and for-profit settings or appropriate university-affiliated settings. To be appropriate for APE activities, university-affiliated settings must be primarily focused on community engagement, typically with external partners. The APE project should be mutually beneficial to both the community partner site as well as the student.

Suitable Experiences and Essential Elements: APEs should be related to the practice of public health, be engaged with a community, and related to the student's career goals. Each experience should:

- Be developed around at least three (3) SMART objectives and associated strategies
- Meet the three (3) student-selected MPH/MSPH foundational competencies and two (2) concentration competencies
- Result in at least two (2) deliverables that benefit the APE agency as well as the student and demonstrate achievement of competencies (students should consult their APE Advisor or ADAP for acceptable deliverables within their department)
- Be documented in the APE Portal by critical deadlines (see page 5 for specific deadlines)

Students must successfully complete at least 200 – 400 APE work hours prior to graduation, but they can do so by completing one (1) or two (2) approved APEs.

More information about the APE, including comprehensive APE Handbooks for both students and supervisors can be found on the RSPH Applied Practice Experience Program website.

Name: **Date:**

Agency:

Field (Site) Supervisor:

At the meeting with your Field Supervisor:

1. Review the APE requirements (previous page) with your Field Supervisor and share the APE Supervisor Handbook.

2. Discuss tasks and responsibilities related to the opportunity. Document those here:

3. Describe how community engagement is defined in this potential APE opportunity and how the project addresses the needs of the community being impacted by the student's work/deliverables. *Community engagement is the process of working collaboratively with public health organizations and communities to address issues that affect the well-being of a community.*

4. Write **SMART** Objectives and Strategies (at least 3 objectives with at least 1 strategy each required).

   Self-check that each objective follows the SMART guidelines:

   - Specific: Who (the target population and people doing the activity) and what (the action or activity)?
   - Measurable: Are concrete criteria established for measuring progress toward each objective?
   - Attainable: Can objectives be accomplished given current resources and constraints?
   - Realistic: Do the skills needed to reach the objective are available and the objectives fit with the overall goals and strategy of the organization?
   - Timely (time-phased): What is the timeline indicating when each of the objectives will be completed?

   Also, make sure each objective is clearly written and avoids compound objectives with 2 verbs.

   - Example of a compound objective <u>to be avoided</u>: Clean and analyze the COVID data collected by national testing centers from 3/1/2020-9/1/2020. "Clean data" and "analyze data" are two separate activities.
   - Instead, either split the objective into 2 separate objectives or select the more advanced task as your objective (in this case, "Analyze data") and the earlier task ("Clean data") as one of your strategies.

   Objective 1*:
     Strategy 1A*:
     Strategy 1B:

   Objective 2*:
     Strategy 2A*:
     Strategy 2B:

   Objective 3*:
     Strategy 3A*:
     Strategy 3B:

   *Required. Add extra lines if you have more objectives and strategies to fulfill.

5. Select at least three (3) MPH/MSPH foundational (Core) and two (2) concentration (department/program) competencies that apply to this APE and **enter them into the table below**. For the list of competencies, go to https://www.sph.emory.edu/academics/competencies/index.html.

   In addition, identify two (2) deliverables that can be uploaded into the APE Portal (see more information below table) at the end of the APE to demonstrate attainment of the five (5) identified competencies. **Please list the two (2) deliverables here and then enter them into the table below.**

   Deliverable 1*:
   Deliverable 2*:

   *Required. Add extra lines if you plan to have more deliverables.

Table 1: Competencies and Deliverables

Competency Type	Competency Selected	Deliverable(s) that you will upload (listed above) to demonstrate attainment of the selected competency
MPH/MSPH Foundational Competency*		
MPH/MSPH Foundational Competency*		
MPH/MSPH Foundational Competency*		
Concentration/Track Competency*		
Concentration/Track Competency*		

*Required. Add extra lines if you have more competencies to claim.

> **What are deliverables?** Deliverables should be something created by the student during the experience and that helps the agency. Students should work with their Field Supervisor to ensure that the deliverables do not contain any proprietary material or confidential information. Posters developed and presented for a student's department <u>do not count</u> as one of the 2 APE deliverables. Deliverables may include, but are not limited to the following:
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> | | | |
> |---|---|---|
> | De-identified data set | Brochure | Curriculum training guide/manual |
> | Data analysis results or output | PowerPoint presentation | Literature review |
> | Written report | PDF file of a poster | Key informant interview summary report |
> | Evaluation or evaluation plan | Authored quality improvement plan | Link to a video of the student facilitating a training session |
> | Link to a webpage designed by the student | Dashboard user guide | Manuscript |
> | Survey or data collection tool | Standard operating procedures document | |
> | Fact sheet | | |
>
> Deliverables are required. It is important that you discuss expected deliverables with your Field Supervisor prior to pre-approval of the APE to determine an alternative if documents are considered proprietary (i.e., unable to be shared outside of the organization).

6. Identify your projected start date (   ), your projected end date (   ) and the estimated total hours necessary to accomplish the outcomes and identified deliverables (   )

7. Is a Memorandum of Understanding (MOU) or other form of agreement required by the site?
   ☐Yes
   ☐No

   If yes, contact Heather Zesiger (heather.zesiger@emory.edu) to start the process as soon as possible.

8. Is the physical site where you will be working outside of the U.S.?
   ☐Yes
   ☐No

   If yes, contact Heather Zesiger (heather.zesiger@emory.edu) to complete the required pre-departure training and receive other important information.

9. Tell your Field Supervisor that <u>once you enter the APE description, competencies and objectives in the APE Portal and your APE Advisor approves them</u>, they will receive an email requesting that they approve your entry in the APE Portal. At the end of your APE (when you are done with your project and APE hours), your Field Supervisor will also receive another email from the system asking them to submit a final evaluation of your performance (<u>after</u> you have completed the final evaluation).

10. Thank your Field Supervisor for their time and the opportunity.

11. **Remember:** This is a <u>tool</u> to assist you in having an APE conversation with your Field Supervisor. Your department may have a departmental APE pre-approval process that you need to follow before you enter anything into the APE Portal and begin your APE. For example, some departments may want to review and approve this completed form, while others may have a different pre-approval form for you to complete. **It is your responsibility to check with your APE Advisor or ADAP to confirm if there is another pre-approval form and process required by your department.**

<u>After your meeting:</u>

12. Once you complete your department's pre-approval process and have been cleared to move forward, enter the information (including the description, competencies and objectives) from this worksheet or another departmental form into the APE portal. After you have entered all of these items, your APE Advisor will receive an auto-generated emailing asking them to approve the entry, and once approved, your Field Supervisor will receive a similar email requesting them to log into the APE Portal to approve.

13. Next steps in the portal:
    a. Mid-point: Enter your mid-point hours in the portal when you are half-way through (based on time between your start and end dates).
    b. At the end of your APE, upload your deliverables into the portal and complete your final evaluation in the portal. This will trigger an email to your Field Supervisor to submit their final evaluation in the portal. You and your Field Supervisor must complete the evaluations by critical deadlines to be cleared for graduation (see page 5 for specific deadlines)
    c. Once the final evaluations are complete and your deliverables have been uploaded, your APE Advisor will conduct a final review and approval of your APE.

For more information, refer to the Applied Practice Experience (APE) Student Handbook.

The APE Process and Timeline

As outlined in detail in the APE Process and Timeline image on the right side of this page, students follow a prescribed process to complete their APE. [Those steps in the lighter blue boxes take place within the APE Portal.]

∗ Should be done prior to counting work hours toward APE.

** The deadline for the Field Supervisor evaluation is April 1st for May graduates, July 1st for August graduates, and November 1st for December graduates. *EMPH students:* Please check with your APE Advisor for these deadlines, which are slightly different.

*** Some departments require students to develop and present an APE poster presentation at the conclusion of their experience. Students should check with their APE Advisor or ADAP to see if this is the case in their department.

Please note: Although the APE Portal sends automated messages to the Field Supervisor after the student has completed the student evaluation, **the student should still follow-up to remind their Field Supervisor to complete this final step**. If the Field Supervisor is having trouble accessing the Portal or does not speak English as their first language, the student should submit a ticket to the APE helpdesk (rsphpracticum@emory.edu) for alternatives. **It is the student's responsibility to ensure all steps for meeting the APE requirement are completed on time.**

Complete minimum 9-credit hours at the RSPH
RSPH provides access into APE Portal
↓
Search for an APE
↓
Discuss APE requirements & job tasks with Field Supervisor
↓
Complete department-specific pre-approval forms, if any
↓
Enter information into APE portal*
↓
Approval from APE Advisor
↓
Approval from Supervisor
↓
Begin APE
↓
Enter midpoint hours, and if necessary, revises objectives/strategies, competencies, & deliverables
Re-approval required if revisions are made
(See yellow arrow)
↓
Student Evaluation, total hours & upload deliverables
↓
Field Supervisor Evaluation
↓
Deadlines: April 1**
↓
APE Advisor Final Review & Approval
↓
APE Clearance of Requirement***