

PUBLIC HEALTH ADMINISTRATION & POLICY

DIVISION OF HEALTH POLICY & MANAGEMENT

School of Public Health, University of Minnesota

MMC 729, 420 Delaware St SE

Minneapolis, MN 55455

POLICIES AND PROCEDURES FOR FIELD EXPERIENCE

The purpose of the field experience is to develop practical skills and competencies in public health administration practice and to provide an opportunity for the student to accumulate public health administration and policy experience that will enhance job competence and/or placement following completion of the program. A Spring Semester meeting is held to discuss the field experience.

An important element in the selection of a field experience is identifying an agency that offers opportunities to further the student's career goals and complements the student's interests and abilities. Although the field experience should not be construed as a job placement service, it can be used effectively as a marketing tool for future employment. **Please read the following guidelines and procedures carefully.**

MINIMUM REQUIREMENTS

1. All students must successfully complete a field experience with a **public** health orientation (no clinical practicum, etc.). No waivers will be granted solely on the basis of prior professional experience.
2. Field experience requires a minimum of 120 hours and may be fulfilled on either a full-time or part-time basis.

REGISTRATION

Students will only receive credit for completing the field experience if the requisite credits have been registered and a grade assigned. All students should register for PubH 7796, for 2 credits and opt for an S/N grading basis (grading is judged on a satisfactory/unsatisfactory grading basis). Please contact your academic coordinator if you began the PHAP program prior to Fall 2004, or if you intend to register the field experience credits during a different term than the completion of the work.

PROCEDURES

1. The registration process is mutually exclusive of the completion of the remaining procedures related to the field experience. Students may register for the credits long before they know the particular community site where the field experience will be completed. Whenever possible, students should register the credits in the term closest to the actual completion of the work.

In order to register for the credits a "permission number" is needed. The University Registration system will not allow registration without one. Numbers can be obtained from the PHAP Academic Coordinator. Although a community site is not a prerequisite for registering, a faculty supervisor is. Students should have chosen a faculty supervisor for the field experience before contacting the coordinator for a permission number.

2. **Students are expected to assume responsibility for identifying the field experience of their choice. This should be done in consultation with their faculty advisor.**

3. Selection of the site must be done in consultation with, and approval of, the student's faculty advisor. Site for field experience must be able to fulfill student's stated objectives and provide a role model for public health administration knowledge, skills, and attitudes to serve as preceptor.
4. The student must select a PHAP supervising faculty member for the field experience who may be the student's academic advisor or another PHAP faculty member.
5. The student, in consultation with the PHAP faculty member, is responsible for designing objectives, learning activities and evaluation methods for the field experience (see Field Experience Objectives Worksheet on pg. 3). These should describe what the student hopes to gain from the field experience and must be related to **public health administration and policy**.
6. The PHAP faculty supervisor must assure that the activity meets the standards of the program and that the community preceptor has a recognized competency to provide adequate consultation and guidance in overseeing a field experience in public health administration.
7. After the student, supervising PHAP faculty member and community preceptor have agreed to pursue the field experience, the student should initiate a Field Experience Contract online by visiting <http://www.ahc.umn.edu/sphfieldexp/>. Both the community preceptor and the faculty advisor are sent email notifications of the contract and are asked to give online approval. The academic coordinator is sent an email at every stage of the contract; however it is the student's responsibility to work with the preceptor and faculty supervisor to complete the contract. Students should contact the academic advisor with any questions or difficulties.
8. Once the 120 hours of field experience work has been completed, or the date range of the online contract has passed, an evaluation will be made available online for both the student and the preceptor to complete. Preceptors are not able to view student evaluations of the community site.
9. The community preceptor completes an evaluation report of the student's work at the end of the field experience. This evaluation is based on the terms of the field experience contract and the criteria defined in the evaluation form.
10. Once the community preceptor submits the evaluation online, including a recommendation for a grade, the PHAP faculty supervisor will review the evaluation and complete his or her portion.
11. The PHAP faculty supervisor meets with the student per the terms of the contract and at the close of the experience for evaluation. The faculty supervisor should then post an actual grade for PubH 7796 in whichever term the student has registered for the credits. This is a step that is often left incomplete; students should be aware of the necessity for the grade and follow up with the faculty advisor to ensure one is posted.
12. Although copies of the Student Field Experience Contract and related documents are to be maintained as a part of the student's records in the PHAP office, both paper and electronic, students should ALWAYS keep copies of any and all documents relating to his or her degree progression.
13. Students are responsible for sending a formal letter of thanks to their field preceptor.

Please be aware that certain facilities are required by Minnesota law to submit paperwork for a criminal background check for all personnel with direct, unsupervised client contact. If you are placed in such a facility, you may be asked by the institution to submit paperwork, or the institution may require that you have this check facilitated by the School of Public Health. The School is prepared to assist you. Facilities that are

covered by this law are hospitals, boarding care homes, outpatient surgical centers, nursing homes, home care agencies, residential care homes, and board/lodging establishments providing health supervision services. Client contact must be direct and unsupervised (outside the hearing or vision of a supervisor at the facility).

In the unlikely event that this situation arises, please call the School of Public Health Student Services Center at 612/626-3500, or come to D305 Mayo for assistance. If you are outside the metro area, please feel free to call 1-800-774-8636.

Last updated on 07/06 – SMH

FIELD EXPERIENCE – OBJECTIVES WORKSHEET

Learning Objectives	2 or 3 Proposed Activities	Learning Resources and Strategies
Assessment of community needs	<ul style="list-style-type: none"> • Conduct local needs assessment • Review existing local data sources • Attend community meetings and assess use of local resources to determine community objectives 	<ul style="list-style-type: none"> • Apply principles and techniques from PHAP Community Assessment class • Use of existing state and local data resources including MDH, DHS and SPH • Use of existing national data available at local level including Census, HRSA Area Resource File, etc.
Exposure to political process as it relates to public health	<ul style="list-style-type: none"> • Research policy initiatives • Develop background papers/memos • Attend legislative hearings • Attend strategy meetings to discuss policy initiatives 	<ul style="list-style-type: none"> • Apply foundations and principles of public health practice obtained from PHAP Foundations of PH Practice class • Apply understanding of policy process and political strategies learning from PHAP Health Services Policy Class • Legislative Reference Library and resources to obtain information on legislative process and current legislation and bill status • House research and other committee staff • HSRP Policy Faculty
Understanding of how a county/state/ health department or local non-profit operates	<ul style="list-style-type: none"> • Attend staff meetings of agency staff and summarize communication and leadership strategies • Develop background materials to analyze management/budget issue • Participate in program planning meetings • Work on program strategic planning document 	<ul style="list-style-type: none"> • PHAP Management, Leadership and Finance classes • Agency Human Resource Departments including training opportunities • Writing workshops/seminars • UofM writing resources

<p>Development of community partnerships</p>	<ul style="list-style-type: none"> • Attend community meetings and participate in advocacy and training opportunities in the community • Conduct site visits to local community agencies and non-profits • Conduct informational interviews of leaders/providers in community agencies • Develop cooperative strategic plan for collaborative community activity 	<ul style="list-style-type: none"> • HSRP networking opportunities • MDH Office of Minority Health • SPH Office of Minority Health
<p>Development of programs</p>	<ul style="list-style-type: none"> • Conduct needs assessment and identify problems/needs for specific program • Develop program objectives • Conduct SWAT analysis • Develop strategic plan laying out program objectives, milestones, budget etc... 	<p>Apply management and strategic planning skills obtained in PHAP management and financing courses</p>
<p>Administration of an existing or developing program</p>	<ul style="list-style-type: none"> • Develop program budgets and review processes • Develop evaluation plan • Identify key program objectives and current strengths and weakness (SWOT) • Assess current management and leadership structure and areas for improvement 	<p>Apply management and strategic planning skills obtained in PHAP management and financing courses</p>