

Steps to a successful Field Experience

1. Learn as much about the process as possible by reading the documentation found on the CHS and SPH websites. This should be done during your first semester. The documentation can be found at this link http://www.uic.edu/sph/chs_students.htm#mphstudents.

* International Students please note: You can only start your practicum after nine months enrollment. For additional requirements please visit the site: <http://www.ois.uic.edu/>

2. Selecting your Practicum Site.

Begin by communicating with your faculty advisor for suggestions. Additionally, explore what previous CHS students have done by visiting the CHS Website: <http://www.uic.edu/sph/downloads/CHS%20Potential%20Field%20Placements.xls>

Please contact your Academic Coordinator for Preceptor contact information.

Timeline: 6 months prior to registering for your field experience do the following:

- *Consider your educational goals for the field experience*
- *Develop your resume*
- *Discuss with your faculty advisor your past experience, skills, future plans and field experience needs*
- *Discuss the type of organization best equipped to provide the desired experience*

3. The Paperwork:

After selecting a potential place it's time to begin the paperwork process.

The Forms: http://www.uic.edu/sph/students_forms.htm#practica

a. The field learning agreement: <http://www.uic.edu/sph/downloads/agreement.doc>

This is the official document that is needed to organize your field experience. It does list learning objectives that can be helpful to both student and preceptor. There is also a checklist on page 2 of the document that you can use to keep track of the required documents.

Please make sure to obtain both your faculty and preceptor signatures.

b. The preceptor resume. Don't forget to include this when you submit all of your documents.

c. Agreement for Student Placement in a Practice Setting:

<http://www.uic.edu/sph/downloads/mou.doc>

For Practicum Sites that have never been used before by UIC MPH students for a field experience this document is required. To see if the site you have selected for your practicum has been previously approved please visit this link:

<http://www.uic.edu/sph/downloads/Practicum%20Sites%20with%20Existing%20UIC%20Agreements.xls>

If you don't see your site on this list make sure to schedule an appointment with Adela Pena. It is required that all students needing to complete the Agreement for Student Placement in a Practice Setting form meet with Adela Pena before submitting all Field Experience documentation.

Adela V. Pena

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If you are required to complete the agreement form for your practicum, keep in mind that it is required that **TWO** signed, official copies be completed and submitted with your field learning agreement.

d. The IPHS Registration Form:

http://www.uic.edu/sph/downloads/iphs_registration_form.doc

This document will ultimately get you registered into IPHS 650.

Make sure to have your faculty advisor sign this document before submitting. The field experience may be taken in a single semester or over several semesters for a total of 3-5 credit hours. The number of hours is decided in consultation with your faculty advisor. All students are required to take the maximum number of 5 credits for their field experience unless they were informed otherwise by their Division or their faculty advisor or completed the Waiver process:

http://www.uic.edu/sph/shandbook_sphpolicies.htm#wavier

One credit hour is awarded for every 64 hours contact hours (5 credits would require a total of 320 contact hours in the field)

4. Registering for your practicum:

Submit all approved documents to David Brand.

Once all is approved you will receive an e-mail from the SPH Registrar with the CRN for your practicum. You would then register for this section as per normal.

Timeline: You must register for your practicum during the semester you are planning to start. Also, you must register during the schedule registration period for the semester in which you are hoping to register for (which may or may not coincide with your practicum dates). Pay close attention to these registration dates. Late registration could incur late registration fees.

5. IPHS 650- CHS Field Experience in Public Health

During the semester in which you are registered for IPHS 650, you will be part of a cohort of students who will learn together and share experiences related to their field placements. There will be periodic class sessions in which you will meet as a group around issues related to public health practice, professionalism, and the workplace. Your instructor will assist your academic advisor and serve as a resource to you and your on-site preceptor during this placement.

Once the previous 5 steps listed above are completed, you are ready to join the IPHS 650 course.

6. How to Get Your Grade:

IPHS 650 is graded on a Satisfactory or Unsatisfactory basis. In some cases the final grade may be deferred from one semester or term to another when the field placement extends across semesters. Final grades are based on satisfactory completion of the field placement as determined by the site preceptor and course instructor and submission of the required evaluation forms. To receive a Satisfactory grade, the following expectations must be met:

Timely and professional completion of all on-site projects that were agreed upon in the student's learning objectives (these may or may not be included in the student's expected products, depending on the nature of the on-site project), or as modified during the semester by agreement of the student, preceptor and instructor.

Timely submission of all products specified in the learning objectives that will be used to assess whether the student's learning objectives have been met, or as modified during the semester by agreement of the student, preceptor, and instructor.

Timely and thoughtful completion of evaluations, reflective journals and summary report.

The Forms:

a. Student evaluation: <http://www.uic.edu/sph/downloads/studentseval.doc>

b. Preceptor Evaluation: <http://www.uic.edu/sph/downloads/preceptorseval.doc>

Please inform your preceptor of this responsibility after they agree to supervise your practicum.

Timeline: Two weeks prior to the end of your practicum complete and return the student and preceptor evaluation forms. You will need to notify/remind your preceptor to submit the evaluation form to the Academic Coordinator or to Adela Pena. The Preceptor Evaluation form must be submitted before a final grade can be issued.

c. Reflective Journal and Summary Report:

During placement, students are to keep a journal recording their weekly experiences. The purpose is to provide the student with an opportunity for self-reflection and synthesis of the practicum. Students are also expected to prepare a written Summary Report.

The Summary Report should include:

Description of activities performed during placement, noting any deviations from the field learning agreement.

How well did the field experience integrate what the student learned in their formal MPH course work?

What the student gained from the experience, identifying problems if they occurred.

Extent to which the student's educational objectives were achieved. (These are identified in the Field Learning Agreement)

Extent to which overall field experience learning objectives were achieved. These are identified in the SPH Student Handbook: <http://www.uic.edu/sph/shandbook.htm>

You are required to submit your summary report along with your student Evaluation Form before a final grade can be assessed.