Wright State University
Master of Public Health

PPH 8110 Public Health Applied Practice Experience

Guidelines for Students

October 29, 2018

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Sylvia Ellison, M.A., M.P.H.

Applied Practice Experience Coordinator:
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Phone: 937-775-1424
Fax: 937-775-1425
PPH 8110 Public Health Applied Practice Experience (APE)

The Wright State University (WSU) MPH Applied Practice Experience (APE) is a supervised applied public health learning experience in which students work within a community organization to support public health efforts that are meaningful to the organization. A site preceptor in the organization supervises the student to help them learn and to produce work beneficial to the community organization.

Key required features of the APE are: 1) collaborating with the practice site preceptor in identifying a minimum of two (2) public health portfolio products the student will develop in support of the needs of the organization, and 2) achieving a minimum of five (5) competencies, of which at least three (3) must be foundational.

The APE provides an opportunity for the student to think critically about public health issues and produce relevant products. The APE may assist in the development of the MPH Integrative Learning Experience (ILE).

At the conclusion of PPH 8110, the student shall have:

1) produced a minimum of two (2) public health portfolio products in support of the needs of the community organization;

2) achieved a minimum of five (5) competencies, of which at least three (3) must be foundational.

Applied Practice Experience Process

Student responsibilities prior to beginning the Applied Practice Experience (APE):

1. Meet with the APE Coordinator to discuss the process and possible sites. Download and review the APE Guidelines prior to the meeting.

2. For a broader experience, in-career students are encouraged to consider a site other than their place of employment. If necessary, the student may complete the APE within their primary place of employment, provided the experience is outside the student’s regular scope of work.

3. Once a site is selected, meet with the site preceptor to identify a minimum of two (2) APE work products that involve opportunities to collaborate, provide benefits for the organization, and provide the best learning experience for the student.

Examples of APE portfolio products include written assignments, projects, videos, multi-media presentations, spreadsheets, websites, posters, photos, or other digital artifacts of learning.

4. Review WSU MPH Program Foundational and Concentration Competencies (Appendix A) with site preceptor. A minimum of five (5) competencies, of which at least three (3) must be foundational, must be identified for achievement during the APE.
5. Students must complete any advance requirements of the APE site prior to beginning any activities at the site. Some sites may require students to submit an application to the site or to attend orientation sessions. If the APE site requires a background check, this is completed at student expense.

6. Consult with the APE Coordinator to engage a Faculty Lead for the APE.

7. Work with the site preceptor to develop a proposed work schedule for completing the project and required APE products.

8. The completed and signed initiation form (Appendix B), professionalism agreement (Appendix C), and acknowledgment of risk and medical consent (Appendix D) must have been filed with the APE Coordinator before a student can start working at an APE site.

Students may register for PPH 8110 in the semester they plan to complete the APE. Students do not have to register for APE before beginning APE work. *We strongly encourage students to register for APE in a semester in which they can complete the requirements* to avoid having “Incomplete” grades. Enrollment and timing of registration is coordinated with the APE Coordinator.

9. Start an electronic log to document APE activities. Emphasis should be given to documenting active engagement in APE activities and how these activities relate to the APE competencies and work products. The log will be useful in formulating the summary five-page paper at the end of the APE.

**Student responsibilities during the Applied Practice Experience (APE):**

1. On the fifth day of each month, submit a brief report documenting progress toward APE objectives. Progress reports are to be submitted to the appropriate folder in the PPH 8110 Pilot Dropbox and to the site preceptor. (Note: Students will be added to Pilot for PPH 8110 at the time they start their APE work in order to submit their monthly reports; this does not indicate the student is registered for the course.)

2. Please communicate any issues or concerns to the appropriate person (site preceptor, faculty leads, APE Coordinator) in a timely manner.

3. Inform the APE Coordinator and/or Faculty Lead of any difficulties completing the APE.

**Student responsibilities at completion of the Applied Practice Experience (APE):**

1. Electronically submit the following to the appropriate folder in the PPH 8110 Pilot Dropbox:
   a. Minimum two (2) required portfolio products;
   b. Summary of not less than five typed, double-spaced pages documenting how the five (5) chosen competencies were achieved through the APE.
2. Review WSU MPH Program Foundational and Concentration Competencies with site preceptor (Appendix A) to checkmark the achieved competencies. Submit a signed copy with final paperwork to the appropriate folder in the PPH 8110 Pilot Dropbox.

3. After the required paperwork is submitted (two portfolio products, five page paper, signed competency checklist), ask the APE Coordinator to send the links for the online Evaluation by Student and Evaluation by Site Preceptor to the appropriate individuals.

**Applied Practice Experience (APE) Course Completion**

1) Produce a minimum of two (2) public health portfolio products in support of the needs of the community organization;

2) Achieve a minimum of five (5) competencies, of which at least three (3) must be foundational.

The APE may extend over more than one academic semester. Students are encouraged to start planning for the APE as soon as possible after entering the MPH program, and only register for the course in the semester in which the APE requirements will be met. The student will work with the APE Coordinator to determine the best plan for semester of enrollment for their MPH program of study.

If the student does not provide monthly APE progress communication and/or does not meet projected APE goals, a concern conference with the student, Faculty Lead, and the MPH Program Director (or his/her designee) may be scheduled.

The student must meet no less than two weeks prior to end of semester with the Faculty Lead and Course Director to create a plan to complete the APE satisfactorily in order to receive a grade of Incomplete (I). In this case, the Course Director or his/her designee will prepare a Faculty-Student Agreement for the Grade of Incomplete form. The student will have two semesters to complete requirements for a passing grade.

Otherwise, if the course requirements are not met, the student will receive a grade of Unsatisfactory (U). Students receiving a grade of Unsatisfactory (U) for their APE will be required to re-register for PPH 8110 in order to receive course credit.
## MASTER OF PUBLIC HEALTH
### APPLIED PRACTICE EXPERIENCE
#### FACULTY LEAD RESPONSIBILITIES

**CHECKLIST**

Prior to the start of the MPH Applied Practice Experience:

<table>
<thead>
<tr>
<th>Task</th>
<th>Details</th>
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</thead>
<tbody>
<tr>
<td>Confirm student has met with the Applied Practice Experience Coordinator to discuss Applied Practice Experience requirements and procedures.</td>
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<tr>
<td>Confirm student has been accepted by an Applied Practice Experience site.</td>
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<tr>
<td>Review competencies (minimum 5) and portfolio products (minimum 2) proposed by student and Site Preceptor.</td>
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<tr>
<td>Establish communication with the student’s Applied Practice Experience Site Preceptor.</td>
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<tr>
<td>Sign the Master of Public Health Applied Practice Experience Initiation form.</td>
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During the Applied Practice Experience:

<table>
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<tr>
<th>Task</th>
<th>Details</th>
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<tbody>
<tr>
<td>Meet with the student or the Applied Practice Experience Site Preceptor (or his/her designee) as needed.</td>
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<tr>
<td>Check on student’s monthly progress reports in the PPH 8110 Pilot Dropbox as needed. The Applied Practice Experience Coordinator will send the Faculty Lead an email about any issues that cause concern about progress in the Applied Practice Experience.</td>
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At the end of the Applied Practice Experience:

<table>
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<tr>
<th>Task</th>
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<tbody>
<tr>
<td>Review student report describing portfolio products completed and competencies attained.</td>
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<tr>
<td>Complete an online evaluation of the student’s Applied Practice Experience performance. A link to the evaluation will be emailed by the Applied Practice Experience Coordinator. The evaluation is to be completed within ten (10) days of receipt.</td>
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<tr>
<td>Recommend a grade of Pass (P) or Unsatisfactory (U) at the end of the student’s Applied Practice Experience based upon the student report, portfolio products, student evaluation, Site Preceptor evaluation.</td>
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<tr>
<td>If the student’s work is satisfactory but incomplete, work with the student to prepare a Faculty-Student Agreement for the Grade of Incomplete form.</td>
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**Contact:** Tina Yost, Applied Practice Experience Coordinator – tina.yost@wright.edu (937) 775-1424

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**Wright State University**

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MASTER OF PUBLIC HEALTH
APPLIED PRACTICE EXPERIENCE
SITE PRECEPTOR RESPONSIBILITIES
CHECKLIST

Prior to start of the MPH Applied Practice Experience:

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<th>Task</th>
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<tbody>
<tr>
<td>Meet with student.</td>
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<tr>
<td>Review MPH Foundational Competencies with student to guide selection of at least five competencies that can be attained through the practice experience selected.</td>
</tr>
<tr>
<td>Identify a minimum of 2 portfolio products expected to result from practice experience.</td>
</tr>
<tr>
<td>Develop a work schedule with student to complete the minimum 2 portfolio products required.</td>
</tr>
<tr>
<td>Sign the Master of Public Health Applied Practice Experience Initiation Form.</td>
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During the Applied Practice Experience:

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<tr>
<th>Task</th>
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<tbody>
<tr>
<td>Supervise student’s work.</td>
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<tr>
<td>Meet with the student as needed.</td>
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<tr>
<td>Review monthly progress reports from student.</td>
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<tr>
<td>Address issues needing clarification with the student directly. If issues go unresolved, contact the Applied Practice Experience Coordinator (see contact information below).</td>
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At the end of the Applied Practice Experience:

<table>
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<tbody>
<tr>
<td>Review the MPH Foundational Competencies checklist with student to acknowledge which competencies were used during the Applied Practice Experience. Both student and Site Preceptor will sign the document.</td>
</tr>
<tr>
<td>Complete online evaluation of the student’s Applied Practice Experience performance. A link to the evaluation will be emailed by the Applied Practice Experience Coordinator. The evaluation is to be completed within ten (10) days of receipt.</td>
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</table>

Contact: Tina Yost, Applied Practice Experience Coordinator – tina.yost@wright.edu (937) 775-1424
## Foundational Competencies

### Evidence-based Approaches to Public Health
1. Apply epidemiological methods to the breadth of settings and situations in public health practice
2. Select quantitative and qualitative data collection methods appropriate for a given public health context
3. Analyze quantitative and qualitative data using biostatistics, informatics, computer-based programming and software, as appropriate
4. Interpret results of data analysis for public health research, policy or practice

### Public Health & Health Care Systems
5. Compare the organization, structure and function of health care, public health and regulatory systems across national and international settings
6. Discuss the means by which structural bias, social inequities and racism undermine health and create challenges to achieving health equity at organizational, community and societal levels

### Planning & Management to Promote Health
7. Assess population needs, assets and capacities that affect communities’ health
8. Apply awareness of cultural values and practices to the design or implementation of public health policies or programs
9. Design a population-based policy, program, project or intervention
10. Explain basic principles and tools of budget and resource management
11. Select methods to evaluate public health programs

### Policy in Public Health
12. Discuss multiple dimensions of the policy-making process, including the roles of ethics and evidence
13. Propose strategies to identify stakeholders and build coalitions and partnerships for influencing public health outcomes
14. Advocate for political, social or economic policies and programs that will improve health in diverse populations
15. Evaluate policies for their impact on public health and health equity

### Leadership
16. Apply principles of leadership, governance and management, which include creating a vision, empowering others, fostering collaboration and guiding decision making
17. Apply negotiation and mediation skills to address organizational or community challenges

### Communication
18. Select communication strategies for different audiences and sectors
19. Communicate audience-appropriate public health content, both in writing and through oral presentation
20. Describe the importance of cultural competence in communicating public health content

### Interprofessional Practice
21. Perform effectively on interprofessional teams

### Systems Thinking
22. Apply systems thinking tools to a public health issue
Concentration Competencies

<table>
<thead>
<tr>
<th>Health Promotion and Education</th>
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<tbody>
<tr>
<td>1. Create social and behavioral change interventions based on theories.</td>
</tr>
<tr>
<td>2. Demonstrate program implementation skills that include communication, teaching, collaboration, advocacy, and engaging the media.</td>
</tr>
<tr>
<td>3. Create a health communications campaign.</td>
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<tr>
<td>4. Monitor the implementation of health promotion programs and policies.</td>
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<tr>
<td>5. Demonstrate the ability to conduct process, impact, and outcome evaluations of health promotion programs and policies.</td>
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<tr>
<td>6. Critique basic behavioral and evaluation research.</td>
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<table>
<thead>
<tr>
<th>Population Health</th>
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<tbody>
<tr>
<td>1. Use evidence based problem solving in the context of a particular population health challenge.</td>
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<tr>
<td>2. Demonstrate application of an advanced quantitative or qualitative research methodology.</td>
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<tr>
<td>3. Demonstrate the ability to contextualize and integrate knowledge of specific population health issues.</td>
</tr>
<tr>
<td>4. Address diversity when evaluating population health issues related to improving population health, reducing disparities, or increasing equity.</td>
</tr>
<tr>
<td>5. Analyze public health as part of larger inter-related systems of organizations that influences population health at the local, regional, national, and global levels.</td>
</tr>
</tbody>
</table>

Complete and sign at completion of Applied Practice Experience:

We agree that the indicated competencies were achieved during the Applied Practice Experience.

MPH Student Signature: ___________________________ Date: __________

Site Preceptor Signature: ___________________________ Date: __________
Appendix B

Master of Public Health Program
Applied Practice Experience
Initiation Form

Please submit completed and signed form to the Applied Practice Experience Coordinator.

Last Name: First Name:

Home Mailing Address: Work Mailing Address:

Daytime Phone: Evening Phone:

Fax: WSU Email:

1) Complete the following:

a. Describe the Applied Practice Experience you are planning to complete. Include the Applied Practice Experience title and site.

b. Applied Practice Experience Faculty Lead:

c. Applied Practice Experience Site Preceptor’s name, title, and credentials:

d. Site Preceptor’s contact information, including email, telephone, mailing address, and office address (if different from mailing address):
2) List at least five (5) MPH competencies, three (3) of which must be foundational competencies, you will achieve as a result of the Applied Practice Experience. Attach separate sheet if necessary.

3) Describe at least two (2) public health portfolio products you will create as a result of the Applied Practice Experience. Attach separate sheet if necessary.

Student Signature: ___________________________ Date: ________________

Site Preceptor Signature: ______________________ Date: ________________

Faculty Signature: ____________________________ Date: ________________
Appendix C

Wright State University

Student
Applied Practice Experience
Professionalism Agreement

I, ________________________________, will act responsibly during the completion of the Wright State University MPH Applied Practice Experience. During my Applied Practice Experience, regardless of employment status by the agency/community site or Wright State University, I agree to meet the following conditions:

☐ I will conduct my Applied Practice Experience activities at the agency/community site, under the supervision of the designated staff member or volunteer and will accept supervision graciously. I will behave in a professional manner and ask my site preceptor and/or my faculty lead for clarification if I have questions regarding professionalism.

☐ I will comply with all school and agency/community site rules, regulations, policies, and procedures, including a possible criminal background check.

☐ I will keep confidential all information concerning clients, employees, and organizational files and projects as directed by my community site supervisor, including research data in accord with ownership principles as covered in my CITI training.

☐ I will be punctual and conscientious in my Applied Practice Experience work, and will notify my supervisor or the agency/community site in advance if I am unable to participate as scheduled.

☐ I will conduct myself with dignity, courtesy, and respect toward my sponsoring organization and its staff, volunteers and clients.

☐ I will make my work at the agency/community site the highest quality.

☐ I will notify my site preceptor or his/her designated agent of any problems, emergencies, safety hazards, concerns, or suggestions regarding my Applied Practice Experience or community site.

☐ I will complete all assignments related to my Applied Practice Experience.

☐ I will arrange my own transportation to and from the Applied Practice Experience site.

☐ I will extend to the agency/community site the professional courtesy of reviewing any material related to my Applied Practice Experience that is planned for formal publication or presentation. This courtesy does not include informal class discussion or written assignments that only the faculty member will read.

Print Name ______________________________________________________

Student Signature ________________________________________________

Date _____________________________________________________________________
Appendix D

Master of Public Health Applied Practice Experience Acknowledgment of Risk and Consent for Medical Treatment

PPH 8110 Public Health Applied Practice Experience

Student Name ___________________________ UID ___________________________

Email ___________________________ Phone ___________________________

Emergency Contact ___________________________ Phone ___________________________

Please read and sign this form and return it to the Applied Practice Experience Coordinator before beginning work at your Applied Practice Experience site.

I assume responsibility for any injury, loss, or damage resulting directly or indirectly from my participation in the Applied Practice Experience project for the above course at Wright State University and will not institute any negligence or other claim against Wright State University, its agents, or any other person(s) who could be held liable in either their individual or official capacities and agree to hold the above named parties harmless from liability for any personal or property injury.

I acknowledge that I have no known medical problems or conditions that would prevent me from participating in this Applied Practice Experience.

In case of a medical emergency, I authorize Wright State University, representatives of the Applied Practice Experience site or their duly authorized agents to transport me to a health facility/hospital for medical care if it is deemed necessary. I further authorize such physician, health facility, or hospital to perform any emergency procedures necessary to provide me with medical treatment.

I acknowledge that Wright State University does not provide health and accident coverage for Applied Practice Experience participants and agree to be financially responsible for medical bills incurred as a result of emergency medical treatment.

If you will require some physical accommodation or special access in order to carry out your Applied Practice Experience duties, please describe here.

If you have any medical conditions about which emergency medical personnel should be informed or are taking any medications, please list here.

I have read and understood the foregoing and voluntarily sign this release as my own free act and deed.

Signature ___________________________ Date ___________________________

Witness: ___________________________ Date ___________________________

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