ONCE ACCEPTED INTO THE MPH PROGRAM
You Should:
✓ Apply to the appropriate global health field experience option by June 1

BY THE END OF THE FALL SEMESTER OF YOUR FIRST YEAR IN THE PROGRAM
You Should:
✓ Take PHS 787: Field Work Seminar
✓ Take PHS 640: Foundations in Global Health
✓ Meet with Community Engagement Coordinator
✓ Plan your field experience and develop your Field Learning Agreement (FLA)
✓ Select your capstone chair

BY THE END OF THE SPRING SEMESTER OF YOUR FIRST YEAR IN THE PROGRAM
You Should:
✓ Assist Community Engagement Coordinator in ascertaining approval of site and preceptor
✓ Complete and submit FLA by February 1
✓ Complete IRB decision tree and submit required materials to appropriate University IRB if needed by January or February
✓ Complete orientation with the IAP office personnel in early March
✓ Make transportation and lodging arrangements for field experience by mid-April
✓ Seek financial aid, if eligible
✓ Attend a briefing meeting with IAP personnel in mid/late April or early May to finalize plans
✓ Pay IAP Program Fee by mid-May

DURING THE FIELD EXPERIENCE
You should:
✓ Meet weekly with the preceptor
✓ Perform assignments and activities required in PHS 788 and agreed upon in the FLA
✓ Communicate with the preceptor regarding any problems or situations that may interfere with the completion of assigned work
✓ Inform the Community Engagement Coordinator of major changes or problems arising during the field experience

AFTER THE FIELD EXPERIENCE
You should:
✓ Complete the following paperwork and provide to the Community Engagement Coordinator:
  o Student Evaluation
  o Summary Report
  o Student Time Log
✓ Provide a copy of any products, such as reports, digital stories, or other materials to the preceptor
✓ Send thank you letter/note to preceptor