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
☑ 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

August 2016