The purpose of the Applied Practice Experience is to provide you with an opportunity to apply, in a practice setting, the essential competencies and skills you have acquired through both your core and specialty courses. Applied Practice Experiences serve as the practical application of your academic studies and Applied Practice Experience Sites must be outside the COPH unless otherwise preapproved by the Associate Dean for Professional Programs. The Applied Practice Experience requires a minimum of 200-clock hours for Applied Practice Experience Site activities and serves as the practical application of your academic studies; therefore, **A MINIMUM OF ALL CORE COURSES + 9-CREDIT HOURS OF SPECIALTY COURSEWORK MUST BE COMPLETED BEFORE BEGINNING YOUR APPLIED PRACTICE EXPERIENCE.**

**Prior to Registering for Applied Practice Experience:**

You must have:

- A minimum 3.00 GPA (in good academic standing)
- Completed the Biology Competency Requirement
- Successfully completed all Core Coursework (18 hours)
- Successfully completed at least 9-Credit Hours of Specialty Coursework
- Attended a Applied Practice Experience Information Session
- Completed Human Subject Research Determination Form [https://clara.uams.edu/clara-webapp/](https://clara.uams.edu/clara-webapp/)

Note: (The HIPAA training is included in the IRB training)

If you have NOT completed one, or more, of these requirements you will NOT be allowed to register for Applied Practice Experience

**Application Deadlines**

Your approved paperwork must be received by the Office of Student Affairs 
NO LATER THAN 5:00 pm:

- **December 10th** for the following Spring semester
- **May 10th** for the following Summer semester
- **July 10th** for the following Fall semester

If these dates fall on a weekend, materials will be accepted the Monday following the 10th
Applied Practice Experience Timeline – Fall Semester

<table>
<thead>
<tr>
<th>Date</th>
<th>Action/Assignment</th>
<th>Responsible Party</th>
</tr>
</thead>
</table>
| March-June                    | • Students research, network and/or meet with Public Health Practice Coordinator (PHPC)/Faculty Advisor to identify a site. Review Applied Practice Experience Guidelines.  
                                | • Attend a Applied Practice Experience Information Session                                                                                                                                                    | Student/Applied Practice Experience Preceptor/Faculty/PHPC                          |
| (Spring prior to the Fall semester) | • Select site. Begin work on Applied Practice Experience Plan                                                                                                                                                    | Student                                                                           |
| June/July                     | • Students select a site and layout/complete Applied Practice Experience Application and Plan for review/approval.                                                                                           | Student/Faculty Advisor/Applied Practice Experience Site Preceptor                  |
|                               | • Attend Applied Practice Experience Information Session if missed March date                                                                                                                                  | Student                                                                           |
|                               | • Complete the Biology Competency Requirement                                                                                                                                                                   | Student                                                                           |
|                               | • Complete online Registration                                                                                                                                                                                 | Student                                                                           |
|                               | • Complete Human Subject Research Determination                                                                                                                                                                 | Student                                                                           |
|                               | • Complete IRB Training                                                                                                                                                                                        | Student                                                                           |
|                               | • Complete HIPAA Training                                                                                                                                                                                       | Student                                                                           |
|                               | • Meet with PHPC as necessary to finalize plan                                                                                                                                                                  | Student                                                                           |
| July                          | • Deadline for Application: July 10 or next business day                                                                                                                                                      | Student                                                                           |
|                               |   o Approved paperwork due to PHPC no later than 5:00pm in the Office of Student Affairs                                                                                                                       |                                                                                   |
| August/September             | • **Beginning of Fall Semester**                                                                                                                                                                                 | Student                                                                           |
|                               | • Students start Applied Practice Experience – a minimum of 200-clock hours on Applied Practice Experience activities for 3-credit hours                                                                         | Student/Faculty Advisor/Applied Practice Experience Site Preceptor                  |
|                               | • Students document work hours on Applied Practice Experience activities                                                                                                                                   |                                                                                   |
|                               | • Meet with your Applied Practice Preceptor and Applied Practice Experience Course Advisor according to the schedule agreed upon in your Applied Practice Experience Plan | Student                                                                           |
### September/October
- Begin work on your Applied Practice Experience Paper
- Request that Applied Practice Preceptor provide your Applied Practice Experience Course Advisor with a review of your performance.

<table>
<thead>
<tr>
<th>Date</th>
<th>Action/Assignment</th>
<th>Responsible Party</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td><em>Submit copy of your approved final project/report to the PHPC</em></td>
<td>Student</td>
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</table>

### December
- Submit copy of your approved final project/report to the PHPC

### Applied Practice Experience Timeline - **Spring Semester**

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<thead>
<tr>
<th>Date</th>
<th>Action/Assignment</th>
<th>Responsible Party</th>
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<tbody>
<tr>
<td>June</td>
<td><em>Attend a Applied Practice Experience Information Session</em></td>
<td>Student</td>
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<tr>
<td>August–October</td>
<td><em>Students research, network and/or meet with Public Health Practice Coordinator (PHPC)/Faculty to identify a site. Review Applied Practice Experience Guidelines.</em></td>
<td>Student/Applied Practice Preceptor/Faculty Advisor</td>
</tr>
<tr>
<td></td>
<td><em>Select site. Begin work on Applied Practice Experience Plan.</em></td>
<td>Student</td>
</tr>
<tr>
<td>October/November</td>
<td><em>Students select a site and layout/complete Applied Practice Experience Application and Plan for review/approval.</em></td>
<td>Student/Faculty Advisor/Applied Practice Site Preceptor</td>
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<tr>
<td></td>
<td><em>Attend a Applied Practice Experience Information Session if missed June date</em></td>
<td>Student</td>
</tr>
<tr>
<td></td>
<td><em>Complete the Biology Competency Requirement</em></td>
<td>Student</td>
</tr>
<tr>
<td></td>
<td><em>Complete online Registration</em></td>
<td>Student</td>
</tr>
<tr>
<td></td>
<td><em>Complete Human Subject Research Determination</em></td>
<td>Student</td>
</tr>
<tr>
<td></td>
<td><em>Complete IRB Training</em></td>
<td>Student</td>
</tr>
<tr>
<td></td>
<td><em>Complete HIPAA Training</em></td>
<td>Student</td>
</tr>
<tr>
<td></td>
<td><em>Meet with PHPC as necessary to finalize plan</em></td>
<td>Student</td>
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<tr>
<td>December</td>
<td><em>Deadline for Application: December 10 or next business day</em></td>
<td>Student</td>
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<tr>
<td></td>
<td>o Approved paperwork due to PHPC no later than 5:00pm in the Office of Student Affairs</td>
<td>Student</td>
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<tr>
<td>January/February</td>
<td><strong>Beginning of Spring Semester</strong></td>
<td>Student/Faculty Advisor/Applied Practice Site Preceptor</td>
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<tr>
<td></td>
<td><em>Students start Applied Practice Experience – a minimum of 200-clock hours for 3-credit hours</em></td>
<td>Student/Faculty Advisor/Applied Practice Site Preceptor</td>
</tr>
<tr>
<td></td>
<td><em>Students document work hours on Applied Practice Experience activities</em></td>
<td>Student/Faculty Advisor/Applied Practice Site Preceptor</td>
</tr>
<tr>
<td></td>
<td><em>Meet with your Preceptor and Applied Practice</em></td>
<td>Student/Faculty Advisor/Applied Practice Site Preceptor</td>
</tr>
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</table>
Experience Course Advisor according to the schedule agreed upon in your Applied Practice Experience Plan

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<tr>
<th>Date</th>
<th>Action/Assignment</th>
<th>Responsible Party</th>
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</thead>
<tbody>
<tr>
<td>March/April</td>
<td>• Begin work on your Applied Practice Experience Paper</td>
<td>Student</td>
</tr>
<tr>
<td></td>
<td>• Request that Applied Practice Preceptor provide your Applied Practice Experience Course Advisor with a review of your performance.</td>
<td>Student/Applied Practice Site Preceptor/PHPC</td>
</tr>
<tr>
<td>May</td>
<td>• Submit copy of your approved final project/report to the PHPC</td>
<td>Student</td>
</tr>
</tbody>
</table>

### Applied Practice Experience Timeline – Summer Semester

<table>
<thead>
<tr>
<th>Date</th>
<th>Action/Assignment</th>
<th>Responsible Party</th>
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</thead>
</table>
| January – April (Spring prior to the Summer semester) | • Students research, network and/or meet with Public Health Practice Coordinator (PHPC)/Faculty Advisor to identify a site. Review Applied Practice Experience Guidelines.  
• Select site. Begin work on Applied Practice Experience Plan. | Student/Applied Practice Preceptor/Faculty Advisor  
Student |
| March/April           | • Students select a site and layout/complete Applied Practice Experience Application and Plan for review/approval.  
• Attend a Applied Practice Experience Information Session  
• Complete the Biology Competency Requirement  
• Complete online Registration  
• Complete Human Subject Research Determination  
• Complete IRB Training  
• Complete HIPAA Training  
• Meet with PHPC as necessary to finalize plan | Student/Faculty Advisor/Applied Practice Site Preceptor  
Student  
Student  
Student  
Student  
Student  
Student |
| May                  | • Deadline for Application: May 10 or next business day  
  o Approved paperwork due to PHPC no later than 5:00pm in the Office of Student Affairs | Student |
| May - July            | • **Beginning of Summer Semester**  
• Students start Applied Practice Experience – a | Student |

Updated September 2017
<table>
<thead>
<tr>
<th>Month</th>
<th>Activity</th>
<th>Responsible Party</th>
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</thead>
<tbody>
<tr>
<td>June/July</td>
<td>• Begin work on your Applied Practice Experience Paper</td>
<td>Student</td>
</tr>
<tr>
<td></td>
<td>• Request that Applied Practice Experience Preceptor provide your Applied Practice Experience Course Advisor with a review of your performance.</td>
<td>Student/Applied Practice Site Preceptor/PHPC</td>
</tr>
<tr>
<td>July</td>
<td>• Submit copy of your approved final project/report to the PHPC</td>
<td>Student</td>
</tr>
</tbody>
</table>
APPLIED PRACTICE EXPERIENCE REGISTRATION FORM
INSTRUCTIONS

See the Applied Practice Experience Project Binders and review selected projects [http://publichealth.uams.edu/students/current-students/projects/](http://publichealth.uams.edu/students/current-students/projects/). Students are encouraged to schedule an appointment with Marie Walker [bmwalker@uams.edu](mailto:bmwalker@uams.edu) in the Office of Student Affairs for additional information and guidance.

GENERAL INSTRUCTIONS:
1. Upon selecting a site, meet with the Applied Practice Site Preceptor and discuss key information in the Applied Practice Experience Registration Form including learning objectives, related competencies, major tasks/responsibilities, and schedule to ensure both have agreed to the terms of the Applied Practice Experience.

2. Once the learning objectives, related competencies tasks/responsibilities, schedule and supervision plan is discussed with the Preceptor, then **TYPE** up a **DRAFT** of the plan activities based on the discussion.

3. Work with your Applied Practice Experience Course Advisor and Preceptor to ensure completion of your plan.

4. **SUMBIT** **FINAL** **SIGNED** **COPY** to Marie Walker, Public Health Practice Coordinator (scan/email or drop off in OSA).
Student Checklist for COPH 5989: Applied Practice Experience

Select a faculty member to serve as your Applied Practice Experience Course Advisor, discuss career goals, and identify related potential Applied Practice Experience Activities and Sites.

Select a potential Preceptor from the list of Preceptors that are approved for your specialty department. If you wish to work at a site that is not on the list of approved Preceptors, work with your Applied Practice Experience Course Advisor to get the necessary approvals for your site, or, if necessary, identify a new site.

Contact the Preceptor at your chosen site; meet with the Preceptor, and work together to identify Applied Practice Experience activities that will meet your goals and the needs of the Applied Practice Experience Site. Be sure you agree on expected work days and times, and inform Preceptors as early as possible of any vacation or leave times.

Create a Applied Practice Experience Plan. The participation of your Applied Practice Experience Course Advisor and Preceptor in the creation of the plan is vital. Your plan should contain the following sections:

- **Title of Applied Practice Experience** (including location/address of site)
- **Learning objectives** for the Applied Practice Experience:
  - What do you hope to learn/achieve as you complete the Applied Practice Experience?
  - Did you demonstrate how the learning objectives address selected competencies? (Selected competencies must be reviewed with Applied Practice Experience Course Advisor; [http://publichealth.uams.edu/students/current-students/competencies/](http://publichealth.uams.edu/students/current-students/competencies/))
- **Applied Practice Experience activities:**
  - What, specifically, will you do as part of your Applied Practice Experience?
  - In addition to activities that you will perform as the “meat” of your Applied Practice Experience, include **how often you will meet** with your Preceptor at the site, and with your Applied Practice Experience Course Advisor, and include a **description** of your required Applied Practice Experience Paper.
  - Be sure to describe how your activities will be a **service** to the Applied Practice Experience Site.
- **Timeline:**
  - Outline what you expect you will have accomplished at various points through the semester (this could be weekly, bi-weekly or monthly, for example).
- **Statement that you understand and will abide by the COPH Honor Code.**
- **Statement of IRB review:**
  - Describe how submission to IRB is part of the plan OR showing IRB dispensation;
  - Include copies of your training certification in your plan.
  - Include copy of Human Subject Research Determination letter
- **Your current unofficial COPH transcript**
  - Obtained from GUS or the COPH Office of Student Affairs
  - This allows your Faculty Advisor to see which classes you have completed
If needed, a section describing why you need to begin your Applied Practice Experience prior to completion of your Core courses and at least 9 hours of your specialty track courses. If you have not completed all six CORE courses and at least half of the specialty track (only 27 hours), the plan MUST include a section to describe a sufficient reason why you need to enroll for your Applied Practice Experience before these requirements are met.

Completing the Applied Practice Experience early (before having completed the required number of credit hours). The Applied Practice Experience Course Advisor, in consultation with the PHPC and the Associate Dean for Professional Programs, determines whether this reason is adequate enough to allow deviation from the guidelines for Applied Practice Experiences.

If needed, a section describing why you must begin accumulation of the 200-clock hours prior to officially registering for Applied Practice Experience. If you want to design and obtain approval for your plan ‘early’ in order to begin accumulation of Applied Practice Experience hours ‘early’, that is, before officially registering for Applied Practice Experience, the plan MUST include a section describing why there is time pressure significant enough for you to begin early. The Applied Practice Experience Course Advisor, in consultation with the PHPC, determines whether this reason is adequate enough to allow deviation from the guidelines for Applied Practice Experiences.

Students are allowed to utilize their current workplace to complete the Applied Practice Experience requirement provided that:
  o The organization engages in public health work;
  o The organization and Applied Practice Site Preceptor have been approved by the PHPC; and
  o The content of the Applied Practice Experience, as described in the student’s Applied Practice Experience Plan, meets the required criteria and extends beyond or is something other than his or her regular work duties and allows application of knowledge and skills being learned.

Review your plan with your Practice Faculty Advisor and your Preceptor. In-person meetings of all parties are strongly recommended. Get their approval first, and then get approval of your specialty department’s Chair.

Work with your Applied Practice Experience Faculty Course Advisor to obtain Institutional Review Board (IRB) review. Submit IRB applications AT LEAST TWO MONTHS prior to the start of the project; otherwise the project plan must describe in detail how IRB submission is a part of the project. You should expect to complete the IRB forms with assistance from your Faculty Advisor. On IRB applications you will list yourself as the project PI, your Faculty Advisor as sub-investigator or support staff (key personnel), so you MUST have completed UAMS trainings prior to IRB review. Determine with your Faculty Advisor which human subjects’ training is most appropriate for you: biomedical or behavioral.

Complete the Human Subject Research Determination Form

Complete the Human Subjects IRB Training.

Complete the ‘HIPAA’ on-line training.

Once your plan has been approved by the appropriate persons, turn in your MPH Applied Practice Experience Registration Form and final completed and approved plan to Marie Walker, Public Health Practice Coordinator, in the COPH Office of Student Affairs and register on-line in GUS for COPH 5989: Applied Practice Experience, for the semester in

Updated September 2017
You are not registered for CPH 5989 until complete documentation is turned in to the Public Health Practice Coordinator and you have gone online in GUS and registered for the course: CPH 5989: Applied Practice Experience.

During the Applied Practice Experience

——— Perform Applied Practice Experience Activities as outlined in your plan and according to the time expectations agreed upon by you and your Practice Preceptor.

——— Create a form that **documents your work hours** on Applied Practice Experience Activities, and keep careful track of your hours worked. Be sure you and your Practice Preceptor sign to validate these hours. Remember to count hours spent working on your Applied Practice Experience Paper separately from hours spent working on Applied Practice Experience Site Activities.

——— Notify your Practice Preceptor and Practice Faculty Course Advisor **immediately** if you realize that you will be unable to complete the agreed-upon tasks in a timely manner. You and your Practice Preceptor and Applied Practice Experience Faculty Course Advisor may agree on modifying the required Applied Practice Experience tasks, or may change the timeline, as appropriate.

——— **Write your Applied Practice Experience Paper** as described in your Applied Practice Experience Plan. Be sure that it describes the activities, products, and outcomes associated with your experience. Your paper must be turned in to your Applied Practice Experience Faculty Advisor (and your Applied Practice Experience Preceptor, if required by your plan) by the time outlined in your timeline.

——— **Provide a paper copy and an electronic copy** of your approved Applied Practice Experience Report to Marie Walker, Public Health Practice Coordinator in the Office of Student Affairs. Make sure the report is signed by your Applied Practice Experience Faculty Course Advisor indicating that it is acceptable in meeting the expectations of the Applied Practice Experience Plan.

At the End of the Applied Practice Experience

——— Please provide your Applied Practice Experience Faculty Advisor and PHPC (or, the Associate Dean of Professional Programs) with feedback about your Applied Practice Experience. Is it something you would recommend to other students? What would improve it? What did you like best?

——— Provide a copy of your approved Applied Practice Experience Report to the PHPC in the Office of Student Affairs. Make sure the report is signed by your Practice Experience Faculty Advisor as acceptable in meeting the expectations of the Applied Practice Experience Plan.

Evaluating and Grading Student Performance

All students are required to complete a reflective paper at the conclusion of the Applied Practice Experience, regardless of other assignments identified by the Practice Experience Faculty Advisor and Practice Preceptor. In this paper, students must address the ways in which they applied their course-based learning to the problems or issues encountered in the Applied Practice Experience, ways in which they were able to provide service to the Applied Practice Experience Site, and knowledge gained during the Applied Practice Experience. Students must also address the degree to which they mastered anticipated competencies and how this mastery occurred.

Updated September 2017
Students are graded on their Applied Practice Experience on a Pass/Fail basis based on two factors: 1) the Practice Experience Preceptor evaluation of the student’s performance as determined by the Applied Practice Site Preceptor Evaluation Form and 2) the Practice Experience Faculty Advisors’ evaluation of students’ overall performance on their Applied Practice Experience which includes evaluation of the reflective paper at the conclusion of the Applied Practice Experience. Based on the Applied Practice Site Preceptor Evaluation Form, to pass the Applied Practice Experience, students must: 1) complete at least 200-clock hours as judged by the Practice Preceptor on the Applied Practice Site Preceptor Evaluation Form; 2) receive an average rating of good (i.e., 3.0 on the 4.0-point scale) by the Practice Preceptor for the performance dimensions on the Applied Practice Site Preceptor Evaluation Form; and 3) receive an average competency rating of “competent” (i.e., mean of 1.0 or greater on the 0.0-2.0 point competency rating scale) by the Practice Preceptor on the Applied Practice Site Preceptor Evaluation Form. Faculty Advisors are expected to discuss Practice Preceptors’ ratings on the evaluation form with the Practice Preceptors if Faculty Advisors disagree with the Practice Preceptors’ assessment of students’ performance.

To pass the Applied Practice Experience, students must both meet the criteria established for the Site Applied Practice Experience Evaluation Form and an overall determination of passing by the Faculty Advisor.
Sample Template for Applied Practice Experience Plan

Student's Name: 
Site Setting: 
Applied Practice Experience Site Preceptor(s): 
Applied Practice Experience Faculty Advisor:  
Department:  
Applied Practice Experience Faculty Advisory Committee Members (if applicable):  
Semester/Year:  
Title of Applied Practice Experience:  
Health Issue/Problem/Focus to be Addressed:  
(1-2 sentences)

Overview of Plan/Overarching Goal(s) of the Applied Practice Experience:  
(1-2 paragraphs)

Learning Objectives:  
(Recommend but not limited to 3 or more; learning objectives must address selected core and specialty track competencies)  
(http://publichealth.uams.edu/students/current-students/competencies/)

Applied Practice Experience Activities (estimated 200-clock hours):  
(Recommend one activity per learning objective; map activities to the learning objectives)

Service to the Applied Practice Experience Preceptor Site:  (Reiterate/summarize in a narrative format your activities (listed above) to enumerate the service(s) you are providing to the Applied Practice Experience site; and conclude with the identification of proficiency related to selected core and specialty track competencies)

Frequency of Meetings with Applied Practice Preceptor and Faculty Advisor:  
(Recommend but not limited to 1-2 sentences)

Timeline of Activities:  
(Sample)

<table>
<thead>
<tr>
<th>Activity</th>
<th>01</th>
<th>02</th>
<th>03</th>
<th>04</th>
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<tbody>
<tr>
<td>Initiate Applied Practice Exp</td>
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<td>Secure IRB Approval</td>
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<td>Conduct Literature Review</td>
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<td>Obtain/Clean Dataset</td>
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<td>Descriptive Analysis</td>
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<td>Portfolio/Final Product Submitted to COPH</td>
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College of Public Health Honor Code:

(Use this exact verbiage)
I agree to abide by and maintain the guidelines and principles set forth in the UAMS College of Public Health Honor Code of Academic Integrity in order to preserve and embody high standards of personal and professional honesty.

Updated September 2017
Statement of IRB Status:

(Use this exact verbiage)
IRB review/exemption is needed if germane to this project. I have completed both IRB and HIPAA Research* trainings. I have received my CLARA password and will submit my plan under the direction of my Applied Practice Experience Course Advisor. I have also attached a copy of the Human Subject Research Determination documentation as proof of exemption.

* To complete these two required trainings go to the COPH website and click the sidebar titled “Information for Students”; scroll down and find the HIPAA/IRB Training link and open it. Follow those instructions and complete the IRB Certification for Human Subjects for Behavioral Research on-line training which includes the HIPAA Research on-line training. When the training is completed, print out the certificate of completion and keep a copy to attach to your plan; also fax the completion certificate to 686-7265. Once you have your password (sent to you via e-mail), you can then submit your Applied Practice Experience plan, under the auspices of your Faculty Advisor, to the IRB via the web. If you have any problems in securing your password or need personal assistance, contact 603-1681 or call the main number which is 686-5667 and ask for assistance.

Description of the End Product from the Applied Practice Experience:
(Recommend but not limited to 1-2 paragraphs; list and describe the items to be submitted upon completion of the Applied Practice Experience)

1) I will submit documentation of my Applied Practice Experience hours officially signed for verification by my Applied Practice Experience Preceptor(s).

2) A report to be submitted to the COPH as articulated by my Applied Practice Experience Faculty Advisor.

Policy Related to Non-completion of the Applied Practice Experience within the first semester enrolled:
Students may request to have up to two (2) consecutive semesters that includes the Summer semester to complete their Applied Practice Experience from the time they first register for the course. In this circumstance, the student will be required to register AND PAY TUITION FOR the Applied Practice Experience course EACH SEMESTER until it is completed. Each semester, the Applied Practice Experience course will be 3-credit hours all of which would be indicated as a “place-holder” grade on the transcript until the final grade (Pass/Fail) is awarded in the semester the project is completed.

Student's Signature: __________________________ Date: __________________________
Early Initiation of Applied Practice Experience (less than 27-credit hours completed)

In the Applied Practice Experience setting, the student represents the MPH program as well as themselves as a knowledgeable and skilled public health student. To conduct an Applied Practice Experience with less than 27-credit hours of course work completed (including the core courses) a student must document that unique and compelling circumstances exist and/or that the student has obtained the necessary public health experience in other ways to credibly proceed with the Applied Practice Experience.

Unique and Compelling Circumstances:
- The potential Applied Practice Experience is a unique opportunity aligned with both the academic/professional interest of the student and is combined with the completion of at least one course in the "Specialty Required Courses" of the student's selected discipline/track.

And/or
- The student has had a substantive professional career in public health (5 + years) and is enhancing their professional expertise through academic studies complementary to their "everyday" professional career.

Students who wish to appeal the 27-credit hour requirement, in addition to writing a justification as to why early registration for the Applied Practice Experience is required, must also obtain written approval from their Faculty Advisor, Associate Dean for Professional Programs, and the Public Health Practice Coordinator.