

University of Arkansas for Medical Sciences
Fay W. Boozman College of Public Health
Master of Public Health
Applied Practice Experience Manual
Public Health Practice Coordinator

The purpose of the Applied Practice Experience (A.P.E.) is to provide you with an opportunity to apply, in a practice setting, the competencies and skills you have acquired through both your core and concentration courses. The A.P.E. serves as the practical application of your academic studies and requires a minimum of 200 clock hours for A.P.E. site activities. All A.P.E. sites must be outside the Fay W. Boozman College of Public Health (COPH) unless otherwise approved by the Associate Dean for Student and Alumni Affairs.

Since the A.P.E. is a practical application of your academic studies, THE FOLLOWING MUST BE COMPLETED BEFORE REGISTERING FOR THE A.P.E.: 1. AT LEAST FIVE CORE COURSES, INCLUDING THE CORE COURSE IN THE CHOSEN CONCENTRATION AREA (15 HOURS); AND 2. AT LEAST TWO CONCENTRATION COURSES, WHICH MAY INCLUDE SELECTIVES (6 HOURS).

The work done with and for the A.P.E. Preceptor must be developed such that the portfolio on which the A.P.E. is assessed is both meaningful and beneficial to both the organization and student.

Prior to Registering for Applied Practice Experience

You must have:

- _____ A minimum 3.00 GPA (in good academic standing)
- _____ Completed the Biology Competency Requirement
- _____ Completed prior to enrollment in the A.P.E.: At least five core courses, including the core course in the chosen concentration area (15 hours)
- _____ Completed prior to enrollment in the A.P.E.: At least two concentration courses, which may include selectives (6 hours).
- _____ Attended an Applied Practice Experience Information Session
- _____ Completed Human Subject Research Determination Form <https://clara.uams.edu/clara-webapp/>
- _____ Completed IRB Training & Printed a Copy of the Certificate <https://www.citiprogram.org/Default.asp>
- _____ Completed the 'HIPAA' on-line training. <https://www.citiprogram.org/Default.asp>

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

If you have NOT completed ALL of these requirements you will NOT be allowed to register for Applied Practice Experience.

Application Deadlines

Your approved paperwork must be received by the Public Health Practice Coordinator NO LATER THAN 4:30 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.

Students are responsible for all activities in the timelines set out below.

Applied Practice Experience Timeline – Fall Semester

Date	Action/Assignment
<p>March-June <i>(Spring prior to the Fall semester)</i></p>	<ul style="list-style-type: none"> • Students research possible sites and meet with Public Health Practice Coordinator (PHPC) and A.P.E. Faculty Advisor to identify a site. <ul style="list-style-type: none"> • Students need the following: <ul style="list-style-type: none"> • 1 APE faculty advisor <p>The APE faculty advisor must have an appointment in the student’s concentration/specialty track department in COPH (e.g., if student’s concentration is HBHE, their advisor must also be in HBHE). The APE faculty advisor MAY be the same person as the specialty track faculty advisor but that is neither required nor automatic. Students are strongly encouraged to discuss this with their specialty track faculty advisor.</p> • Review Applied Practice Experience Guidelines. • Attend an Applied Practice Experience Information Session. • Select site. Begin work on A.P.E. Plan.
<p>June/July</p>	<ul style="list-style-type: none"> • Students select a site and layout/complete Applied Practice Experience Application and Plan for review/approval. • Attend Applied Practice Experience Information Session if missed March date. • 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
<p>July</p>	<ul style="list-style-type: none"> • Deadline for Application: July 10 or next business day o Approved paperwork due to PHPC no later than 4:30 pm in the Office of Student Affairs
<p>August/September</p>	<ul style="list-style-type: none"> • Beginning of Fall Semester • Students start A.P.E. – 200 clock hours on A.P.E. activities for 3-credit hours • Students document work hours on A.P.E. activities • Meet with your A.P.E. Preceptor and A.P.E. Faculty Advisor according to the schedule agreed upon in your A.P.E. Plan

September/October	<ul style="list-style-type: none"> • Begin work on your A.P.E. portfolio • Request that A.P.E. Preceptor provide your A.P.E. Faculty Advisor with a review of your performance.
December	<ul style="list-style-type: none"> • Submit copy of your approved final portfolio to the PHPC

*** Failure to complete this approval process by these deadlines may delay your Applied Practice Experience, and in turn, your graduation by one semester.**

Students are responsible for all activities in the timelines set out below.

Applied Practice Experience Timeline - Spring Semester

Date	Action/Assignment
June	<ul style="list-style-type: none"> • Attend an Applied Practice Experience Information Session
August–October <i>(Fall prior to the Spring semester)</i>	<ul style="list-style-type: none"> • Students research possible sites and meet with Public Health Practice Coordinator (PHPC) and A.P.E. Faculty Advisor to identify a site. • Review Applied Practice Experience Guidelines. • Select site. Begin work on A.P.E. Plan.
October/November	<ul style="list-style-type: none"> • Students select a site and layout/complete Applied Practice Experience Application and Plan for review/approval. • Attend a Applied Practice Experience Information Session if missed June date • 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
December	<ul style="list-style-type: none"> • Deadline for Application: December 10 or next business day ○ Approved paperwork due to PHPC no later than 4:30 pm in the Office of Student Affairs
January/February	<ul style="list-style-type: none"> • Beginning of Spring Semester • Students start A.P.E. - a minimum of 200 clock hours for 3-credit hours • Students document work hours on A.P.E. activities • Meet with your Preceptor and A.P.E. Faculty Advisor according to the schedule agreed upon in your A.P.E. Plan
March/April	<ul style="list-style-type: none"> • Begin work on your A.P.E. portfolio • Request that Applied Practice Preceptor provide your A.P.E. Faculty Advisor with a review of your performance.
May	<ul style="list-style-type: none"> • Submit copy of your approved final portfolio to the PHPC

*** Failure to complete this approval process by these deadlines may delay your Applied Practice Experience, and in turn, your graduation by one semester.**

Applied Practice Experience Timeline – Summer Semester

Date	Action/Assignment
January – April <i>(Spring prior to the Summer semester)</i>	<ul style="list-style-type: none"> • Students research possible sites and meet with Public Health Practice Coordinator (PHPC) and A.P.E. Faculty Advisor to identify a site. • Review Applied Practice Experience Guidelines. • Select site. Begin work on A.P.E. Plan.
March/April	<ul style="list-style-type: none"> • Students select a site and layout/complete Applied Practice Experience Application and Plan for review/approval. • Attend an 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
May	<ul style="list-style-type: none"> • Deadline for Application: May 10 or next business day ○ Approved paperwork due to PHPC no later than 4:30 pm in the Office of Student Affairs
May-July	<ul style="list-style-type: none"> • Beginning of Summer Semester • Students start A.P.E. – a minimum of 200 clock hours for 3-credit hours • Students document work hours on A.P.E. activities • Meet with your A.P.E. Preceptor and A.P.E. Faculty Advisor according to the scheduled agreed upon in your A.P.E. Plan
June/July	<ul style="list-style-type: none"> • Begin work on your A.P.E. portfolio • Request that A.P.E. Preceptor provide your A.P.E. Faculty Advisor with a review of your performance.
July	<ul style="list-style-type: none"> • Submit copy of your approved final portfolio to the PHPC

*** Failure to complete this approval process by these deadlines may delay your Applied Practice Experience, and in turn, your graduation by one semester.**

APPLIED PRACTICE EXPERIENCE REGISTRATION FORM INSTRUCTIONS

Students are responsible for all activities in the timelines set out below.

See the Applied Practice Experience Project Binders and review selected projects

<https://publichealth.uams.edu/students/current-students/projects/>. Students are encouraged to schedule an appointment with the Public Health Practice Coordinator in the Office of Student Affairs for additional information and guidance.

GENERAL INSTRUCTIONS:

1. Upon selecting a site, meet with the A.P.E. Faculty Advisor and A.P.E. Preceptor and discuss key information in the A.P.E. Registration Form including learning objectives, related competencies, major tasks/responsibilities, and schedule to ensure both parties have agreed to the terms of the A.P.E. plan.
2. Once the learning objectives, related competencies, tasks/responsibilities, schedule, and supervision plan are discussed with the A.P.E. Faculty Advisor and A.P.E. Preceptor, then **TYPE** up a **DRAFT** of the plan activities based on the discussion.
3. Work with your A.P.E. Faculty Advisor and A.P.E. Preceptor to ensure completion of your plan.
4. **SUBMIT FINAL SIGNED COPY to the 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 A.P.E. Faculty Advisor**, discuss career goals, and identify related potential A.P.E. activities and sites.

_____ **Select a potential A.P.E. Preceptor** from the master list of approved Preceptors (<https://publichealth.uams.edu/wp-content/uploads/sites/3/2018/09/Copy-of-Applied-PracticeExperience-Sites-08312018.pdf>). If you wish to work at a site that is not on the list of approved Preceptors, work with A.P.E. Faculty Advisor to get the necessary approvals for your site, or, if necessary, identify a new site.

Note: If you wish to have an experience in a university-affiliated setting, your activities must include community engagement, typically with external partners. University health promotion or wellness centers may also be appropriate.

_____ **Contact the Preceptor at your chosen site**, meet with the Preceptor, and work together to identify A.P.E. activities that will meet your goals and the needs of the A.P.E. 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 an **A.P.E. Plan**. The participation of your A.P.E. Faculty 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 A.P.E.:
 - What do you hope to learn/achieve as you complete the A.P.E.?
 - Demonstrate how the learning objectives address selected competencies. (Selected competencies must be reviewed and approved by with A.P.E. Faculty Advisor; <https://publichealth.uams.edu/students/current-students/competencies/>)
- ❖ **Applied Practice Experience activities**:
 - What, specifically, will you do as part of your A.P.E.?
 - In addition to activities that you will perform as the “meat” of your A.P.E., include **how often you will meet** with your Preceptor at the site, and with your A.P.E. Faculty Advisor, and include a **description** of the contents of your required **A.P.E. portfolio**. The portfolio must consist of at least two products that assess each student’s competency attainment in practical and applied settings. NOTE: A reflection paper is not acceptable as one of the two products, but may be an additional product as described below.
 - Be sure to describe how your activities will be a **service** to the A.P.E. site. ○ If your project is in a university-affiliated setting, be sure to describe how your activities include community engagement.
- ❖ **Timeline**:
 - Provide a timeline showing the expected completion dates of the various activities including the portfolio (this could be weekly, bi-weekly, or monthly).
- ❖ 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 A.P.E. Faculty Advisor to see which classes you have completed

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

- ❖ *Students are allowed to utilize their current workplace to complete the A.P.E. requirement provided that:*
 - *The organization engages in public health work;*
 - *The organization and A.P.E. Site Preceptor have been approved by the PHPC; and*
 - *The content of the A.P.E., as described in the student's A.P.E. 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 A.P.E. Faculty Advisor and your A.P.E. Preceptor. Three in-person meetings of all parties are required. Get their approval first, and then get approval of your concentration track academic advisor.

_____ Work with your A.P.E. Faculty 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 A.P.E. Faculty Advisor. On IRB applications you will list yourself as the project PI, your A.P.E. Faculty Advisor as sub-investigator or support staff (key personnel), so you **MUST** have completed UAMS trainings prior to IRB review. Determine with your A.P.E. Faculty Advisor which human subjects' training is most appropriate for you: biomedical or behavioral.

_____ Complete the **Human Subject Research Determination Form (if needed)**

_____ Complete the **Human Subjects IRB Training**.

_____ Complete the **'HIPAA' on-line training**.

_____ Once your plan has been approved by the appropriate persons, submit your A.P.E. Registration Form and final completed and approved plan to the Public Health Practice Coordinator, in the COPH Office of Student Affairs. You **may not** register online in GUS for COPH 5989: Applied Practice Experience until your signed A.P.E. plan is received by the PHPC. After your approved and signed plan is submitted you must register for COPH 5989 for the appropriate semester. You are **not** registered for COPH 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 A.P.E. Activities as outlined in your plan and according to the timeline agreed upon by you and your A.P.E. Preceptor.

- _____ Create a form that **documents your work hours** on A.P.E. Activities, and keep careful track of your hours worked. Be sure you and your A.P.E. Preceptor sign to validate these hours. Remember to count hours spent working on your A.P.E. portfolio separately from hours spent working on A.P.E. Site Activities.

- _____ Notify your A.P.E. Preceptor and A.P.E. Faculty Advisor immediately if you realize that you will be unable to complete the agreed-upon tasks in a timely manner. You and your A.P.E. Preceptor and A.P.E. Faculty Advisor may agree on modifying the required A.P.E. tasks, or may change the timeline, as appropriate.

- _____ **Develop your Applied Practice Experience Portfolio** as described in your A.P.E. Plan. Be sure that it includes the activities, products, and outcomes associated with your experience. Your portfolio must be turned in to your A.P.E. Faculty Advisor (and your A.P.E. Preceptor, if required by your plan) by the time outlined in your timeline.

- _____ **Provide a paper copy and an electronic copy** of your approved A.P.E. portfolio to the Public Health Practice Coordinator in the **Office of Student Affairs**. Make sure the portfolio is signed by your A.P.E. Faculty Advisor indicating that it is acceptable in meeting the expectations of the A.P.E. Plan.

At the End of the Applied Practice Experience

- _____ Please provide your A.P.E. Faculty Advisor and PHPC (or, the Associate Dean of Student and Alumni Affairs) with feedback about your A.P.E. Is it a site/activity/organization, etc. you would recommend to other students? What would improve it? What did you like best?

- _____ Provide a copy of your approved A.P.E. portfolio to the PHPC in the Office of Student Affairs. Make sure the portfolio is signed by your A.P.E. Faculty Advisor as acceptable in meeting the expectations of the A.P.E. Plan.

Evaluating and Grading Student Performance

Students are graded on their A.P.E. on a Pass/Fail basis based on two factors: 1) the A.P.E. Preceptor evaluation of the student's performance as determined by the A.P.E. Preceptor Evaluation Form and 2) the A.P.E. Faculty Advisors' evaluation of students' overall performance on their A.P.E. portfolio. Based on the Applied Practice Site Preceptor Evaluation Form, to pass the A.P.E., students must: 1) complete at least 200 clock hours as judged by the A.P.E. 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 A.P.E. 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 A.P.E. Preceptor on the Applied Practice Site Preceptor Evaluation Form. A.P.E. Faculty Advisors are expected to discuss A.P.E. Preceptors' ratings on the evaluation form with the A.P.E. Preceptors if A.P.E. Faculty Advisors disagree with the A.P.E. Preceptors' assessment of students' performance.

To pass the Applied Practice Experience, students must both meet the criteria established for the A.P.E. Evaluation Form and an overall determination of passing by the A.P.E. 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)

Competencies Addressed: (List each competency addressed. There must be at least three Foundational Competencies and two concentration specific competencies. At least one of the three Foundational Competencies must be from the following list:) Bridge Foundational Competencies:

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
16. Apply principles of leadership, governance and management, which include creating a vision, empowering others, fostering collaboration and guiding decision making
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

Learning Objectives:

(Recommend but not limited to 5 or more; learning objectives must address selected foundational and concentration track competencies. At least three competencies must be foundational 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 A.P.E. site; and conclude with the identification of proficiency related to selected foundational and concentration track competencies)

Frequency of Meetings with Applied Practice Preceptor and Faculty Advisor:

(Recommend but not limited to 1-2 sentences) (Must meet at least 3 times)

Timeline of Activities:

(Sample)

Weeks of Semester (Including Holiday Day(s)/Weeks)																			
Activity	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19
Initiate A.P.E.	X																		
Secure IRB Approval	X	X	X	X	X	X	X	X											
Conduct Literature Rev.	X	X	X	X	X	X	X	X	X	X	X								
Obtain/Clean Dataset	X	X	X	X															
Descriptive Analysis								X	X	X									
Portfolio submitted to COPH																	X	X	X

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.

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 A.P.E. Faculty 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 A.P.E. 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 A.P.E. Preceptor(s).
- 2) A portfolio consisting of at least two work products to be submitted to the A.P.E. 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: _____