Fay. W. Boozman College of Public Health
MPH Applied Practice Experience Registration Form
(COPH 5989)

Student Name: _______________________________ Student ID Number: __________________________

MPH Specialty: ____________________________ Applied Practice Experience Semester: ______ Year: ______

Print Name of Applied Practice Experience Faculty Advisor: ____________________________________________

Applied Practice Experience Site: _________________________________________________________________

Print Name of Applied Practice Experience Site Preceptor: ____________________________________________

Practice Experience Site Preceptor Email/Phone: ____________________________________________________

Title of Experience: _____________________________________________________________________________

Address of Experience Site: ____________________________________________ County: ______________________

________________________________________________________________________________________________

In Submitting this Applied Practice Experience registration form, I certify that I have:

- A minimum 3.00 GPA (in good academic standing)  - Attended an Experience Information Session
- Completed the Biology Competency Requirement                                 - Completed the “HIPAA” and IRB on-line trainings
- Successfully Completed all Core Coursework (18 hours) - Completed the Human Subject Research
- Completed at least 9 hours of Specialty Coursework  Determination Form

- Proposed enrollment hours for this registration term (EXCLUDING the Practice Experience): ______
- Total Number of Successfully Completed Hours in the College of Public Health, to date: _________

✔ Applied Practice Experience Plan Checklist

☐ The following MUST be included in your Applied Practice Experience Plan:

☐ Title of Practice Experience
☐ Experience Learning Objectives as linked to all appropriate competencies
☐ Experience Activities related to Objectives, including Practice Experience Paper
☐ Description of how Practice Experience will be of Service to selected site
☐ Timeline of Activities
☐ Description of Practice Experience Paper/Final Product
☐ Frequency of Meetings with Practice Experience Preceptor and Course Advisor
☐ Statement of Understanding of COPH Honor Code
☐ Statement of IRB Status applicable to the practice experience project
☐ Copy of unofficial COPH Transcript
☐ Copy of HIPAA/IRB Human Subjects Training Certificate
☐ Copy of Human Subject Research Determination Letter
Students requesting exceptions to any of the policies governing Applied Practice Experiences must submit a written justification that outlines the reason(s) an exception is being requested. The justification must be approved and signed by your academic advisor, attached to the completed experience plan and submitted to the Public Health Practice Coordinator for final review/approval/denial no later than: December 1st for the following spring semester; May 1st for the following summer; July 1st for the following fall semester.

I understand that if I do not complete my Applied Practice Experience (and submit my final paper) before the last day of classes, I will be required to register (and pay tuition/fees) for a second semester. In the event that I do not complete the Practice Experience by the end of a second semester, I will be required to prepare a new Practice Experience plan for approval.

________________________________________________________
Student’s Signature/Date (REQUIRED)

SIGN AND DATE BELOW TO INDICATE APPROVAL OF THE ATTACHED PRACTICE EXPERIENCE PLAN:

________________________________________________________
Applied Practice Experience Site Preceptor/Date (REQUIRED)

________________________________________________________
Applied Practice Experience Faculty Advisor/Date (REQUIRED)*

________________________________________________________
Specialty Track Academic Advisor/Date (REQUIRED)

________________________________________________________
Public Health Practice Coordinator/Date (REQUIRED)

*It is recommended that the Faculty Academic Advisor serve concurrently as the Practice Experience Faculty Advisor. If the Faculty Academic Advisor feels that the Practice Experience work falls outside of their scope of expertise, a separate Practice Experience Faculty Advisor will be solicited to provide guidance.