

## *When can I start?*

You will meet with your academic advisor to identify the competencies that will be addressed in your practice experience. You will also talk with your site supervisor to agree on these competencies along with your goals and objectives for your practice experience. Once you have submitted copies of the required forms:



**Appendix G: Agency Agreement of Supervised Public Health Practice Experience**

**Appendix H: Site Supervisor Approval Form**

**Appendix I: Description of Practice Experience in Public Health 5397**

**Appendix J: Competency to Activity Form**

you may begin accumulating your practice hours. **Students will keep the originals of these forms to include in their notebooks.** Often students want to start during the break time between semesters and that is permitted with permission of your site supervisor.

## *Documenting the number of hours on your Work Log*

Make copies of Appendix L, as needed, to track your hours at the work site. Your site supervisor will need to sign the last page of your work log. **Be sure to total the number of hours on the last page.** Students must complete a minimum of 200 hours on site.

These hours do not include travel to and from the site or work on your notebook/poster.

## *Progress Reports*

Email Dr. Coggin, site supervisor, academic advisor and Susan Harlin an update regarding your practice experience. Refer to the Guidelines in Appendix K.

Two Progress Reports are required for Fall 2009

- September 18<sup>th</sup> (4<sup>th</sup> week)
- October 30<sup>th</sup> (10<sup>th</sup> week) You should also indicate if you are planning to participate in the Poster Session.

## *Abstract due*

- November 9<sup>th</sup> Email to Dr. Coggin, your Academic Advisor and Susan Harlin. Guidelines and examples can be found in the student manual.



## *Poster Session*

- November 24<sup>th</sup> – Prepare 3-5 minute overview of your experience.
- Use a three-panel, tri-fold poster board.
- Notebooks are submitted at the Poster Session. **The notebooks need to be a 3-ring binder with tabs indicating each section.** Refer to the student manual for each section listing.
- Sample notebooks and posters are available to view. Contact Susan Harlin to schedule a time.