

**Student Information:**

Name	_____	E-mail	_____
Address	_____	City, State, Zip	_____
MPH Emphasis Area	_____	Phone	_____
Emergency Contact	_____	Phone	_____
Relationship	_____	E-mail	_____

**Major Professor Information:**

Name	_____	Department	_____
Title	_____	Phone	_____
Campus Address:	_____		
E-mail	_____	Fax	_____

**Agency Information:**

Agency Name and Location	_____		
Agency Director	_____	Title	_____
Street Address	_____	Phone	_____
Website	_____	Fax	_____

**Preceptor/Mentor Information:**

Preceptor/Mentor Name	_____	Department	_____
Title	_____	Phone	_____
Preceptor's Public Health Background (e.g., degree(s), training, experience)	_____		
Office Address	_____	City, State, Zip	_____
Preceptor E-mail	_____	Fax	_____

**Applied Practical Experience Information:**

Beginning Date	_____	Ending Date	_____
Total number of projected hours	_____	Total number of credit hours	_____

**Payment Type:**

<input type="checkbox"/> Unpaid	<input type="checkbox"/> Paid	<input type="checkbox"/> Other _____
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The Applied Practical Experience (APE) is an application of knowledge in a practice setting; therefore, the preferred timing for the APE is at the end of the MPH coursework. Please list below the courses you have completed that qualify you for your APE:

**Check MPH Core Courses Completed:**

**Biostatistics:**  
(MPH/STAT 701)

**Environmental Health Sciences:**  
(MPH/DMP 802)

**Social and Behavioral Sciences:** (MPH/KIN 818)

**Epidemiology:**  
(MPH/DMP 754)

**Health Services Administration:**  
(MPH/FNDH 720)

**Other MPH Courses Completed:**

Number and Name of MPH  
Emphasis Area Required  
Courses Completed:

Number and Name of MPH  
Emphasis Area Elective  
Courses Completed:

**Instructions:** Briefly describe your overall APE below and what you anticipate doing/experiencing during your placement. Include details about the project(s) you expect to complete during your placement.

**Scope of Work or Primary Focus:**

**Instructions:** In consultation with your agency mentor/preceptor and major professor, determine the **Learning Objectives** for your APE, the **Activities to be Performed** to accomplish the objectives, and the **Anticipated Products** (reports, surveys, training modules, brochures, etc.) that will be submitted to your faculty advisor and supervisory committee at the end of your APE.

**Learning Objectives:** (A learning objective is the knowledge and skills you want to acquire by the end of your experience.)

**Activities to be Performed:**

**Anticipated Products:**

- Oral presentation with PowerPoint slides and/or other media to public health agency staff and preceptor, and/or other public health audience.
- Poster to external audience(s) such as a conference, K-12 student group, other group appropriate to your project, etc.
- Educational materials specific to agency/project such as: brochures, flyers, training modules, update or create web materials, or other creative modalities used to convey information.
- Other examples include videos, multi-media presentations, spreadsheets, websites, posters, photos or other digital artifacts of learning. Materials may be produced and maintained (either by the program or by individual students) in any physical or electronic form chosen by the program.

In the space below, describe and explain at least two anticipated products from your APE.

Keep a portfolio during your APE and copies of all products you produce and projects you work on. After your experience, you must document and address at least five of the 22 MPH Foundational Competencies listed below. In your portfolio you will provide a copy of your products along with a table (example below) outlining your chosen competencies. Explain how the competencies were attained and utilized during your APE.

***Tentatively select five competencies you plan to address and fill in the table below. If needed you are able to change your mind and add/delete a competency as needed during your APE. This is for planning purposes.***

#### Attainment and Use of MPH Foundational Competencies

Number	Competency	Description

Your portfolio products will be assessed and graded during the final exam for your MPH 840 grade.

#### MPH Foundational Competencies

These competencies are informed by the traditional public health core knowledge areas, (biostatistics, epidemiology, social and behavioral sciences, health services administration and environmental health sciences), as well as crosscutting and emerging public health areas.

<b>Evidence-based Approaches to Public Health</b>
1. Apply epidemiological methods to the breadth of settings and situations in public health practice
2. Select quantitative and qualitative data collection methods appropriate for a given public health context
3. Analyze quantitative and qualitative data using biostatistics, informatics, computer-based programming and software, as appropriate
4. Interpret results of data analysis for public health research, policy or practice
<b>Public Health and Health Care Systems</b>
5. Compare the organization, structure and function of health care, public health and regulatory systems across national and international settings
6. Discuss the means by which structural bias, social inequities and racism undermine health and create challenges to achieving health equity at organizational, community and societal levels
<b>Planning and Management to Promote Health</b>
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
10. Explain basic principles and tools of budget and resource management
11. Select methods to evaluate public health programs
<b>Policy in Public Health</b>
12. Discuss multiple dimensions of the policy-making process, including the roles of ethics and evidence
13. Propose strategies to identify stakeholders and build coalitions and partnerships for influencing public health outcomes
14. Advocate for political, social or economic policies and programs that will improve health in diverse populations
15. Evaluate policies for their impact on public health and health equity
<b>Leadership</b>
16. Apply principles of leadership, governance and management, which include creating a vision, empowering others, fostering collaboration and guiding decision making
17. Apply negotiation and mediation skills to address organizational or community challenges
<b>Communication</b>
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
<b>Interprofessional Practice</b>
21. Perform effectively on interprofessional teams
<b>Systems Thinking</b>
22. Apply systems thinking tools to a public health issue

*If more space is needed submit additional pages in a separate attachment.*

**BY SIGNING THIS FORM, YOU ARE AGREEING TO THE FOLLOWING:****THE STUDENT AGREES TO:**

1. Consider himself/herself as an integral part of the placement agency and follow the same rules and regulations of the agency as expected of other employees.
2. Be thoroughly prepared for each task to be conducted during the placement period.
3. Consult with the faculty advisor and preceptor to determine objectives, activities, and product(s) of the APE placement.
4. Consult with the agency preceptor and/or faculty advisor when unsure of appropriate actions needed to complete assignments.
5. Complete and forward to the faculty advisor all assignments by the written deadlines.
6. Be informed as much as possible about the agency before the placement begins.
7. Be able to articulate all of the APE expectations, and agreements.
8. Demonstrate professional behavior in all activities of the APE, including (but not limited to) work attendance, appointments, meetings, and discussions with all constituencies.
9. Maintain a high level of professional ethics, including complete client/program confidentiality.
10. Contact the faculty advisor by phone at least once during the APE to provide a progress report.
11. Complete the minimum number of clock hours consistent with the number of credit hours enrolled.
12. Keep a log or journal of all activities and impressions.
13. Evaluate the ILE and the agency preceptor/mentor on the forms provided by the MPH Program Director.

**THE MAJOR PROFESSOR AGREES TO:**

1. Provide advice and consultation to the student in arranging an APE placement.
2. Prior to the beginning of the APE, assist the student in listing objectives, activities, and product(s) of the APE.
3. Be available to provide advice and guidance to the student through telephone contact or email in response to reports.
4. Confer with the student whenever a potential problem needs resolving.
5. Provide academic resources as needed.
6. Remove the student if the preceptor/mentor deems that either the student or the agency setting is inappropriate.
7. Assist the APE placement agency and its employees in any way possible to enhance the total educational effort for the student.
8. Assist the student with interpreting and documenting attainment of five of the 22 MPH Foundational Competencies.

**THE PRECEPTOR/MENTOR AGREES TO:**

1. Prior to the beginning of the APE, assist the student in listing objectives, activities, and product(s) of the APE.
2. Explain the organization and function of the agency.
3. Orient the student to the policies and procedures of the agency.
4. Introduce the student to representatives of other community agencies and professionals where relevant.
5. Supervise the student during planning and implementation of activities.
6. Invite the student to agency and interagency/interprofessional meetings.
7. Provide a model of professional work habits and attitudes.
8. Evaluate student performance on forms provided.

**THIS AGREEMENT MAY BE TERMINATED FOR ANY OF THE FOLLOWING REASONS:**

1. Any illness or other unexpected events that necessitate the student's absence for a period of time that is detrimental to the agency or student.
2. Any action by the agency that is detrimental to the student or Kansas State University.
3. Any action by the student or Kansas State University that is detrimental to the agency.

*If more space is needed submit additional pages in a separate attachment.*

**NONDISCRIMINATION AGREEMENT:**

The parties agree that there shall be no discrimination on the basis of race, sex, national origin, disability, religion, age, sexual orientation, or other non-merit reasons.

**LIABILITY:**

Students may wish to obtain their own professional liability insurance to the extent they desire and/or to the extent, the host agency requires. Students enrolled in the MPH Program at K-State must maintain health insurance coverage for the duration of their programs.

**Compliance Requirements:**

Will you need an IRB number for Human Subjects? An IACUC number for Live Vertebrates?    Yes            No

**NOTE:** If you need either number, check with the University Compliance Office located in 203 Fairchild Hall (785-532-3224).

**Signatures:**

MPH Student

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Type Name: \_\_\_\_\_

Agency Preceptor/

Mentor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Type Name: \_\_\_\_\_

Major Professor

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Type Name: \_\_\_\_\_

Committee Member

Signature: \_\_\_\_\_ Date \_\_\_\_\_

Type Name: \_\_\_\_\_

Committee Member

Signature: \_\_\_\_\_ Date \_\_\_\_\_

Type Name: \_\_\_\_\_

Committee Member

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Type Name: \_\_\_\_\_

MPH Program Director: \_\_\_\_\_ Date: \_\_\_\_\_

Type Name: \_\_\_\_\_

**BEFORE you begin your Applied Practical Experience, this form must be approved by the MPH Program Director and turned into the MPH Program Office, Kansas State University, 103 Trotter Hall, Manhattan, KS 66506**

*If more space is needed submit additional pages in a separate attachment.*