



# Using APE & ILE Templates for Reports

# APE Template

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- Everyone completes an APE report.
- There is no style requirement for the report.
- If your major professor/committee approve, use the template.
- The template is a Word document that outlines the information to include in the report.
- The APE report follows the APE agreement and documents your Portfolio Products and Competencies (this is a CEPH requirement for accreditation).

# APE Template

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- Thesis students complete chapter 3 of the APE report.
- Non-Thesis students, chapter 3 is included in the ILE report as chapter 5.
- If you need help writing, use The Writing Center provided by the Department of English.

# ILE Template

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- Everyone completes a “high-quality written document” either the ILE report or a thesis.
- A thesis **MUST** use and follow the ETDR templates and guidelines on the Graduate School’s website.
- There is no document “style” requirement for the ILE, so check with your major professor/committee as to what style/form you should use.
- The template will help you prepare your document if your major professor/committee agree to its use.

# ILE Template

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- The ILE documents Foundational & Emphasis Area Competencies.
- ILE report describes the project you completed during your APE.
- ILE report demonstrates Foundational & Emphasis Area Competencies.
- If you prepare a manuscript for publication (journal article, etc.), that may be used as your ILE.

# Summary

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- APE Report – short summary (~5 pages) of products and competencies.
- ILE Report – more extensive document with APE project description and summary of competencies.
- Thesis students: thesis = ILE.
- The templates are provided in a Word document.

# Summary

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- The template shows what to put in each section.
- Both reports should tie back to your APE Agreement.
- Use your committee's preferences or MPH templates (ETDR requirements do not apply to MPH APE/ILE).

# Summary

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- Use Writing Center for help, especially with references for the ILE.
- Invite Preceptor to presentation and make sure they have approved your reports.
- Complete APE survey on MPH website and have your Preceptor complete survey.



# Word Helps

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- Use the “Table of Contents” and “Headings” features in Word to make creating your document easier.
- If you need help, stop by the MPH office and use the “Hints for using Word” on the Graduate School’s website.

# Graduation Deadlines

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- You must be enrolled in at least 1 credit hour the semester you plan to graduate.
- Graduate School deadlines are posted on their website. (See Graduation and Commencement Deadlines Calendar updated each semester.)
- Form to schedule “Final Exam” must be in a minimum of 2 weeks before you “defend” and requires your committee’s signatures. It may be filled out online BUT make sure your committee is aware so they check their emails for it.
- Final draft of report is due to your major professor and committee a minimum of 2 weeks before you defend.

# How to finish up...

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- Apply for graduation in KSIS
- **After** you defend and make edits:
  - Send the MPH Office your APE products
  - Send the MPH Office the final copy of the ILE report and APE report (in Word)
  - Send us your presentation slides (in PowerPoint)
  - Share a non-KSU email/contact details
  - Attend Graduation Meet & Greet
  - Graduate!

# Supervisory Committee

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- Major Professor - MPH program faculty
- 2 other graduate faculty members
- Assists with:
  - Program of study
  - APE & ILE
  - Report and presentation

# Drop in anytime!

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# Questions?

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- If you have questions, email, call, Zoom, or come and see us.