



School of Public Health

Master of Public Health

Handbook for the Required

MPH Field Experience

(PUBH 6500, 1 credit)

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I. The Field Experience Requirement

This booklet introduces you to the Field Experience requirement and provides guidance as you create and fulfill that requirement. Except in rare circumstances, every student must complete the Field Experience requirement and a Culminating Experience before being awarded a MPH Degree. Waiver of the Field Experience may be granted in certain circumstances. Please see p. 13 for The Waiver Criteria.

It is **your responsibility** to know your options in advance and to discuss your plans thoroughly with your Faculty Advisor.

Your Field Experience must be approved by your Faculty Advisor before you begin it. In addition, your Faculty Advisor and Site Preceptor must sign off on all required paperwork when you complete your Field Experience.

II. The Field Experience Description

The Field Experience is a planned and supervised program with these features:

- It is coordinated and developed by the student, the Site Preceptor and the Faculty Advisor
- Has been **pre-approved** by the Faculty Advisor
- Applies measurable learning objectives to real-world public health practices and includes a minimum of 200 contact hours for students
- Includes an initial student plan and placement agreement that must be completed by the student and signed by the Site Preceptor and the Faculty Advisor (see p. 16-20).
- Incorporates student activities that are coordinated and evaluated in writing by the student's Site Preceptor and Faculty Advisor
- Includes a midway progress report signed by the Site Preceptor and the Faculty Advisor (see p. 21)
- Includes a final student evaluation by the Site Preceptor and Faculty Advisor (see p. 22-25).
- Includes a student self-assessment of the accomplishment of the competencies and learning objectives of the Field Experience (see p. 12)
- Includes a final written report and a 500-word (or less) abstract prepared by the student assessing the activities and the attainment of the learning objectives (see p.11)
- Includes any additional departmental requirements, such as a poster, presentation, or seminar

- Includes a review of the student's report and Site Preceptor's evaluation by the Faculty Advisor, and final review and sign-off by the Faculty Advisor and the Department Chair

III. Competencies and Learning Objectives

With your Faculty Advisor, you will identify one or more of the stated MPH Overarching Degree Competencies or your Concentration Core Competencies that you wish to master during the Field Experience. The competencies for MPH graduates are posted on the Downstate <http://www.downstate.edu/publichealth/documents/DetailedDegreeandConcentrationCompetencies11-17-2014.pdf> website and are detailed in the SPH Student Handbook. Specific written learning objectives related to the chosen competencies must be developed. Learning objectives are measurable outcomes that the student intends to achieve. Each objective should demonstrate growth in a skill, or understanding that allows for mastery of the more general competencies.

Example: A student doing the Field Experience at El Centro del Salud Familiar Community Health Center decides to focus on this competency in Health Policy and Management:

Overarching Competency #6: Describe the direct and indirect human, ecological and safety effects of major environmental and occupational agents.

In discussions with the Site Preceptor and his/her Faculty Advisor, he/she formulates the specific personal learning objectives related to the chosen competency:

1. To articulate the performance improvement program requirements required of health centers for accreditation by The Joint Commission.
2. To understand the roles of the members of the Performance Improvement Committee at El Centro
3. Describe the direct and indirect human, ecological and safety effects of major environmental and occupational agents.

Through the previous course work in Health Policy and Management, the student would have achieved the basic competency. These learning objectives will further strengthen the student's competency through practical applications. The student will continuously assess their progress in achieving the learning objectives over the course of the Field Experience and report at the end on the learning outcomes.

The competency and learning objectives chosen by the student form the framework for the individual Field Experience. In addition, all students undergoing the Field Experience are

required to take a Professional Module and Quiz to evaluate their performance regarding the following learning objectives:

1. To articulate the ethical and professional responsibilities of a student to the Field Experience site, to the School of Public Health, to the Site Preceptor, and to the Faculty Advisor.
2. To apply key concepts of organizational culture to expected behavior in hierarchal and peer relationships, dress, manner of speech, punctuality, and reporting.
3. To apply a three-step method of seeking conflict resolution.
4. To articulate how one principal of ethical practice of public health relates to the setting of the field placement.
5. The attainment of the first three (3) learning objectives is assessed through an on-line quiz. The attainment of the fourth is assessed through a one (1) page essay that the student submits with the final report.

IV. Roles and Responsibilities

An individualized Field Experience plan, developed for each Field Experience, is a collaborative effort among the student, Faculty Advisor, and Site Preceptor. A Field Experience plan identifies joint responsibilities of the Field Experience project; the Field Experience's competencies chosen by the student, and the measurable learning objectives related to these competencies, and available technical and programmatic support by the Faculty Advisor and the Site Preceptor to achieve the stated objectives.

4.1 Student Role and Responsibilities

In collaboration with the Field Experience Coordinator, the Faculty Advisor, and appropriate Concentration Faculty, students are responsible for the following:

1. Identifying potential Field Experience topics based on area of specialization, previous experience, career interests, and career goals. Your department and Faculty Advisor will help you to identify opportunities, a prospective site, and Site Preceptor.
2. Developing a Field Experience Project Plan, including competencies, learning objectives, a timeline, milestones, and final deliverables. It is your responsibility to secure approval of your plan by your Site Preceptor and your Faculty Advisor.
3. Providing a mid-project written progress report to the Site Preceptor and Faculty Advisor.
4. Participating in periodical scheduled progress review meetings with your Site Preceptor and your Faculty Advisor.
5. Submitting a final Field Experience report describing your project, the activities you have undertaken and your achievements, findings, and recommendations.

6. Conduct a mid-term and final self-evaluation of your Field Experience.
7. Complete any additional departmental requirements such as poster, presentation, and/or seminar. Your Faculty Advisor will inform you of these requirements.

4.2 Faculty Advisor Role and Responsibilities

The Faculty Advisor provides general oversight of the Field Experience. S/he is responsible for:

1. Helping students identify prospective sites.
2. Providing advice to students about site selection and the development of the specific Field Experience plan, including competencies.
3. Reviewing overall progress of the student during the Field Experience process.
4. Advising students of any additional departmental requirements for the Field Experience.
5. Providing orientation and guidance to the Site Preceptor.

4.3 Site Preceptor Role and Responsibilities

The Site Preceptor's responsibility includes the following:

1. Providing technical and administrative oversight on-site to the student throughout the Field Experience period.
2. Providing periodic feedback and guidance to the student in the Field Experience Progress Report and/or through meetings.
3. Reviewing the student's progress through formal mid-term and final evaluations.
4. Collaborating with the Faculty Advisor to address overall project issues as necessary.

V. Frequently Asked Questions

When do I begin the Field Experience?

You may register for and begin your Field Experience only after you have completed the five MPH Core Courses and a significant portion of your Concentration Core Courses.

Is it necessary to get my Faculty Advisor's approval to begin the Field Experience?

YES.

The Field Experience must be planned and approved by your Faculty Advisor before you begin. Though you may use other resources in the SPH, you **must** actively involve your Faculty Advisor. He or she has final approval.

How and where do I start?

Talk with your Faculty Advisor about when you will be eligible to begin the Field Experience (e.g., whether you have completed appropriate coursework).

Discuss with your Faculty Advisor what options are available to you.

Many students are accustomed to selecting courses from a roster and waiting to be told the contents and specific requirements. The Field Experience differs substantially, because you are responsible for identifying and securing an appropriate project. You must choose your own competencies and learning objectives for the Field Experience in consultation with your Faculty Advisor and Site Preceptor. However, as you explore possibilities make sure that you do not make or imply any commitment to a site until your Faculty Advisor is in full agreement with your plan. **You are responsible for initiating and following through with the entire Field Experience process.**

How do I find a Field Experience placement?

Finding a placement is much like finding a job. You are responsible for working with your Faculty Advisor to identify a Field Experience placement. However, many people can help you. Talk with your Faculty Advisor, other faculty, the Field Experience Coordinator, and students who have completed their Field Experience requirement.

In collaboration with your Faculty Advisor, identify agencies that are working on health issues that interest you. You do not have to limit yourself to the New York City area. Explore options throughout the state, region, country, and even the world. Call agencies and find out if they have student internship positions available or if they may be open to exploring such a possibility. **Be careful not to make or imply a commitment before you have the approval of your advisor!** Remember to keep your Faculty Advisor informed throughout the process. Your Site Preceptor must be an appropriate/qualified supervisor.

May I do the Field Experience at my place of employment?

It is preferable for students to gain experience at a site that is new to them and that broadens their exposure to public health. Weekend opportunities are available through the Field Experience Coordinator. Students who work full-time and do not have the flexibility to work elsewhere may develop a Field Experience at their place of employment if the following conditions are met: (1) the activities of the field placement are distinct in nature and timing from those carried out as paid employment, (2) the student has articulated clear public health competencies and learning objectives, (3) a Site Preceptor is available who has training or experience in public health, and (4) the Faculty Advisor agrees to the plan and site.

Do I register for the Field Experience?

Yes, once you have an approved plan you may register for **PUBH 6500** for the semester during which you begin the Field Experience.

Can I still graduate if my Field Experience isn't completed?

NO. You cannot graduate or earn your degree until all documents are completed and approved, and all requirements are met.

Is the Field Experience requirement ever waived?

In rare circumstances, the Field Experience requirement may be waived for those with documented actual practice experience in a field of public health. See for the Waiver Criteria and process (p.13).

VI. Field Experience Resources

YOUR FACULTY ADVISOR

Remember: Your Faculty Advisor has the last word on your Field Experience so establish communication early on.

Your Faculty Advisor is usually the person most familiar with your particular academic program, individual learning needs, and future career opportunities. **Involve him or her at the beginning of your search and throughout the process.**

THE FIELD EXPERIENCE COORDINATOR

Dr. Karen Benker, Associate Dean for Community Public Health Affairs (Room 4-322), maintains an active network of community groups and agencies that have worked successfully with our students or have expressed interest in hosting students. She is available to work with you as you explore possible sites, develop your learning plan, and to help prepare the necessary paperwork for written approvals.

Ms. Arlene Mbonu, Field Experience Administrator (Room BSB5-95) will help guide you through the process of completing the Field Experience.

LOCAL GOVERNMENTAL AGENCIES

The New York City Department of Health and Mental Hygiene offers highly structured Field Experiences on a part-time basis during the fall and spring semesters and on a full- or part-time basis during the summer through the Health Research Training Program. This program is highly

competitive, but welcomes applications from our students. Please consult with Dr. Benker for tips on submitting a winning application.

For more information, visit the website: <http://www.nyc.gov/html/doh/html/hrtp/hrtp.shtml>. Note that the deadlines for application are several months before each semester begins.

The New York City Department for the Aging has many innovative projects that welcome volunteers and interns.

The NYC Mayor's Office of Adult Education offers a competitive unpaid summer Health Literacy Fellowship for medical students. Read more about the program at its website: <http://www.nyc.gov/html/adulted/html/health/fellowship.shtml>.

The New York State Department of Health Task Force on Life and the Law develops policy on emerging issues such as the withholding and withdrawal of life-sustaining treatment, assisted suicide and euthanasia, assisted reproductive technologies, and organ and tissue transplantation.

The program actively encourages inquiries about internships. Read more about their work at <http://www.health.state.ny.us/nysdoh/taskfce/>.

The US Centers for Medicare and Medicaid, Region II, in New York City welcomes inquiries about student placements. Speak to Dr. Benker to learn more.

The United Nations Headquarters in Manhattan welcomes student interns. Current opportunities are available at this website:

<http://www.un.org/Depts/OHRM/sds/internsh/htm/internship.htm>.

[The UN also offers placements in other countries, including Thailand, the Republic of Korea, and Indonesia.](#) Check the available listings on-line:

http://www.unescap.org/jobs/internships/intern_divisions.asp.

Doctors Without Borders offers paid office internships at their NYC site. For more information, consult the website:

<http://doctorswithoutborders.org/work/office/internships.cfm>.

The Bellevue/NYU Program for Survivors of Torture offers training opportunities for selected health professionals and volunteer opportunities for English teachers and client chaperones. <http://www.survivorsoftorture.org/who-we-are>.

OTHER RESOURCES

The SPH has strong contacts with local community-based organizations dealing with immigrant health, maternal and child health, domestic violence, seniors, HIV/AIDS, substance abuse, and other important issues. The program also has ongoing collaborations with the Arthur Ashe Institute for Urban Health <http://www.arthurashestitute.org/> for service and research projects.

A list of possible sites for students interested in occupational health and safety is available from Dr. Paul Landsbergis.

VII. The Field Experience, Step-by-Step

1. Answer the question: Where do I want to be in five or ten years? The Field Experience continues the process of you assuming responsibility for your own professional development. Use this opportunity to build toward your career goals.
2. **Meet with your advisor and decide what you need to learn to reach that goal.** Review the Overarching Competencies for the MPH Degree and the Core Competencies for your concentration. The MPH program expects you to have mastered various competencies in the courses you have completed before embarking on your Field Experience.
3. Formulate a tentative Title for your Field Experience based on the public health issue and/or work you plan to undertake. This Title may be modified during your Field Experience, but must be finalized and stated on your Final Report.
4. Choose one or more competencies from those stated for the degree and your concentration to master.
5. Draft a set of learning objectives for the Field Experience that will move you toward mastery of the chosen competencies.
6. Take the on-line module in Professionalism during the Field Experience.
7. Search for a site placement that fits your learning objectives, and thus will foster mastery of your selected competencies.
8. Identify an agency and a qualified Site Preceptor at that agency, in collaboration with your Faculty Advisor, and possibly the Field Experience Coordinator. Placements may be paid or non-paid. However, make sure you are setting up your Field Experience in such a way that you are creating an opportunity to integrate the knowledge you have gained in the classroom and apply this to a “real life” setting. Fill out Form A: Competencies and Learning Objectives (see p. 14-15).

9. Students must outline their learning objectives, their responsibilities, and their activities during the Field Experience. The Faculty Advisor and Site Preceptor must approve these selections and sign the placement agreement. Attach your goals and objectives to Form B: Placement Agreement (see p. 16-20).
10. Register for the Field Experience in the semester that you will be carrying it out. The registration code PUBH 6500.
11. Once you start your Field Experience, keep a regular activity log of all activities on the PRIME website. Record and track the number of hours of the Field Experience and activities/events in which you are engaged. Your Faculty Advisor will review your log from time to time. In your final report, you must attach a copy of your log as an appendix (see p.11 & 18).
12. Midway through your Field Experience (after you have completed 100 hours), complete Form C: Field Experience Progress Report. Have your Site Preceptor sign Form C and then submit the sign form to your Faculty Advisor. Once completed a copy of the form should be submitted to Ms. Arlene Mbonu (see p. 21).
13. Include a one (1) page essay that articulates how one principle of ethical practice in public health relates to your Field Experience. This essay should address aspects of diversity and culture at your Field Experience site.
14. Prepare your final Field Experience report. You must complete a formal written report, in which you do the following:
 - Decide on the Final Title for your Field Experience.
 - Describe your Field Experience fully.
 - Include background information on the agency with which you worked.
 - Address how your learning objectives were accomplished, and how they contributed to the mastery of your stated competencies.
15. The report should be a professional, thorough and complete document (see p. 11-12 for a complete description of the report outline).
16. Attach your feedback on the Site Preceptor and the placement as an appendix to your final written report.
17. The final report is due one (1) week before the last day of classes in the semester that you are registered for the Field Experience.
18. Four (4) weeks before your Field Experience ends, give your Site Preceptor Form D: Site Preceptor's Evaluation of Student Performance and a stamped envelope addressed to

your Faculty Advisor. To receive your grade, the Site Preceptor's evaluation must arrive by the last day of classes (see p. 22-25).

19. Complete Form E: Field Experience Completion Form (see p. 26-27) requires signatures of the Faculty Advisor, the Site Preceptor, and the Department Chair.

VIII. OUTLINE FOR FIELD EXPERIENCE REPORT

Report Outline

The Field Experience report is a formal, professional written document about five (5) pages long. The report should accurately describe your Field Experience. Submit the final report to your Faculty Advisor by the appropriate deadline.

Your final report should include the following content:

- **Cover Page Including: Field Experience Title, Student's Name and Date of Submission**
- **Abstract:** In 500 words or less, describe the goals of the project, activities, and results
- **Environment:** Briefly describe the host organization. Background information for the agency should include the agency's or unit's public health mission and goals, major activities, number of staff, etc. Indicate the dates of your Field Experience and number of hours per day/week. Describe financial assistance, if any.
- **Field Experience Rationale:** Briefly outline the public health need that the Field addressed.
- **Competencies and Learning Objectives:** State your chosen competencies and learning objectives for the Field Experience.
- **Activities and outcomes:** Describe the activities/tasks you performed. Address how you accomplished your learning objectives. Identify any barriers or limitations you encountered. Include a summary of activities. List/describe any written documents or products that were produced as a result of your Field Experience.
- **Discussion:** Provide a discussion based on the work accomplished. How did your experience facilitate the mastery of your chosen competencies? What lessons did you learn about public health practice from your experience? Would you recommend this agency as a placement site for future students? Why or why not?
- **Recommendations:** Provide recommendations based on the project. How can/will the agency benefit from your project?

- **Self-Assessment:** Evaluate the level of success you achieved in realizing your objectives

Appendix: An appendix should include work accomplished during the Field Experience: copy of reports or documents written, materials produced, agenda of training held, your regular activity log, your assessment of the Site Preceptor, and other items as deemed appropriate.

IX. POSTER OUTLINE

Verify with your Faculty Advisor whether a poster is required for your Field Experience. The poster is a professional, visual description of your project. It should approximate a poster presentation at a national conference. The required elements of the presentation are:

- Field Experience Title
- Student's Name
- Date of Submission
- Agency/Program Description
- Learning Objectives
- Description of Activities
- Outcomes

X. Waiver of the Field Experience

BACKGROUND/RATIONALE

The purpose of the Field Experience in the Master's Degree program is to provide practical training to supplement classroom study in the development of public health professionals. The experience is a valuable and essential component of training for students with little or no previous work in a public health field. Students with documented actual practice experience, typically mid-career professionals in a field of public health, may be eligible for a waiver of the Field Experience requirement.

CRITERIA FOR GRANTING A WAIVER of the FIELD EXPERIENCE

The Field Experience requirement may be waived for students who meet **all four criteria** below:

1. At least three (3) years of documented prior work experience in a field that is closely related to the academic objectives of the student's degree program
2. Employment that results in possessing the set of skills commensurate with those intended to be achieved through the Field Experience

3. Documentation that the student possesses those skills (see Requirements for Documentation of Practice Experience below)
4. Approval of the waiver request by the Faculty Advisor and Department Chair

For those entering students with in-depth public health experience of at least 2 years (for example, returning Peace Corps volunteers), the required number of hours in the Field Experience will be considered on a case-by-case basis. Peace Corps Master's International students who are enrolled in the School of Public Health will satisfy the Field Experience requirement during their "in-country" experience. Relevant forms still must be completed.

REQUIREMENTS FOR DOCUMENTATION OF PRACTICE EXPERIENCE

The following are required:

1. Resume or documentation of 3 years' full time work experience in the field of study directly related to the degree program being pursued, with a description for each position, the relevant public health activities, and degree of responsibility.

OR

2. A job description that covers practice experience related to the field of study and describes the areas of practice, type and length of experience.

AND

3. One of the applicant's letters of recommendation must be from a supervisor describing and documenting the applicant's relevant practice experience.

FIELD EXPERIENCE FORM A: Competencies and Learning Objectives

Students must complete this form and secure the Site Preceptor's signature and the Faculty Advisor's approval before the student begins the Field Experience.

Student Name _____

Student Degree Program & Department/Concentration _____

Expected Semester of Graduation _____

Tentative Field Experience Title _____

Field Experience Chosen Competencies

Learning Objectives for Each Chosen Competency

Description of Planned Field Experience

Agency/Program Name _____

Agency Phone Number _____

Agency Address _____

Site Preceptor Name and Academic Credentials _____

Signatures

Student Name _____

Student Signature _____

Date _____

Faculty Advisor Name _____

Faculty Advisor Signature _____

Date _____

Site Preceptor Name _____

Site Preceptor Signature _____

Date _____

FIELD EXPERIENCE FORM B: LINKAGE AGREEMENT

This linkage agreement is an administrative agreement of our inter-agency community service program. Through a fieldwork placement of a graduate student, the School of Public Health (SPH) will provide public health information, which may be in the form of workshops, presentations, data collection, data analysis, or other related services agreed upon for your staff and/or clients during one semester of the 20____-20____ academic year.

Agency Name:

Type of Agency:

Site Preceptor Name and Credentials:

Site Preceptor Title and/or Position:

Site Phone Number:

Site Fax Number:

Site E-Mail Address:

SPH Faculty Advisor Name _____

SPH Faculty Advisor Signature _____ **Date** _____

Student Name _____

Karen Benker, MD, MPH
Associate Dean for Community
Public Health Affairs
Phone (718) 221-6194
Fax (718) 270-2533
kbenker@downstate.edu

Date

Agency Representative Signature

Credentials, Title and Position

Agency Representative Name (Print)

Date

Student Name _____

Student Signature _____ **Date** _____

Degree and Concentration _____

Student Phone & E-mail _____

SPH Faculty Advisor _____

Faculty Advisor's Phone & E-mail _____

The specific roles, responsibilities and activities of the student, Site Preceptor, and Faculty Advisor are attached on a separate sheet.

MASTER FIELD EXPERIENCE FORM B-1: STUDENT, SITE PRECEPTOR and AGENCY AGREEMENTS

The Student Agrees To:

- A. Acquire as much information about the agency as possible before beginning the placement.
- B. Determine, with the agreement of the Site Preceptor and the SPH Faculty Advisor, the Competencies and learning objectives of the Field Experience (attach them to this form).
- C. Be responsible for knowing all provisions of the Field Experience expectations and agreements.
- D. Provide the agency with a personal resume.
- E. Consider him or herself an integral part of the mentoring agency and to follow the rules and regulations of the agency.
- F. Maintain complete client confidentiality.
- G. Prepare thoroughly for each task related to the placement.
- H. Exhibit professionalism in all aspects of the Field Experience including attendance, appointments, meetings and discussions with supervisors and others.
- I. Consult with the Site Preceptor when unsure of appropriate measures needed.
- J. Complete about 200 hours of contact time in the agency and to keep a log of activities. In some cases, the minimum 200-hour contact time may be completed in more than one (1) agency if an integrated Field Experience plan is approved by the Faculty Advisor.
- K. Complete and forward to Faculty Advisor all documentation by stated deadlines.

The SPH Faculty Advisor agrees to:

- A. Assist student in arranging the Field Experience.
- B. Prepare the student for the Field Experience.
- C. Provide advice and guidance to the student through visits, telephone contact, or e-mail, and in response to reports, as appropriate.
- D. Call the student in for a conference whenever a potential problem appears to have arisen.

- E. Provide academic resources as needed.
- F. Remove the student from the Field Experience, if the SPH Faculty Advisor deems that either the student or the setting is inappropriate.
- G. Provide orientation and guidance to the Site Preceptor. Maintain communication with the Site Preceptor for guidance purpose, as appropriate.

The Site Preceptor and the agency agree to:

- A. Aid the student in outlining the Field Experience objectives before beginning.
The statement of competencies and learning objectives is attached to this form
- B. Explain the structure and function of the agency.
- C. Help the student plan a specific program.
- D. Invite the student to agency, interagency, and community meetings.
- E. Supervise the student.
- F. Provide a model of professional work habits and attitudes.
- G. Evaluate student performance on forms provided.

Along with the competencies and learning objectives, the student must outline the responsibilities and activities of this Field Experience in the space below or answer on a separate sheet attached to this form.

Responsibilities and Activities

By signing this agreement, all parties agree to the roles and responsibilities outlined above and a coordinated plan that outlines the duties and activities of this Field Experience.

Signatures

Student Name _____

Student Signature _____ **Date** _____

SPH Faculty Advisor Name _____

SPH Faculty Advisor Signature _____ **Date** _____

Site Preceptor Name _____

Site Preceptor Signature _____ **Date** _____

FIELD EXPERIENCE FORM C: Field Experience Progress Report

Students must complete this form **midway through the Field Experience** (after about 100 contact hours) and secure the Site Preceptor's signature and the Faculty Advisor's signature.

Student Name _____

Student Degree program and Department/Concentration _____

Expected Semester of Graduation _____

Title of Field Experience _____

Briefly describe your progress to date: If your objectives have changed, attached a copy of your revised objectives.

Signatures

The student is currently making successful progress on the agreed upon Field Experience.

Student Name _____

Student Signature _____ Date _____

SPH Faculty Advisor Name _____

SPH Faculty Advisor Signature _____ Date _____

Site Preceptor Name _____

Site Preceptor Signature _____ Date _____

FIELD EXPERIENCE FORM D: Site Preceptor's Evaluation of Student Performance

Student Name _____

Instruction to the Student:

Complete the mailing information for your Faculty Advisor below, and submit this evaluation form to your Site Preceptor towards the end of your Field Experience.

Your Site Preceptor will mail this completed form to:

Faculty Advisor Name:

Faculty Advisor Title:

**SUNY Downstate School of Public Health
MSC #43
450 Clarkson Avenue
Brooklyn, NY 11203**

Instruction to the Site Preceptor:

**Please complete this multi-page evaluation form and discuss the results with the student.
Mail the signed original to the student's Faculty Advisor at the address above (See next page).**

Date _____

Student Name _____

Field Experience Title _____

Site Preceptor Name and Title _____

Agency Name _____

Unit or Department _____

Phone & E-mail _____

Please rate the student according to the following numerical scale:

5=Excellent 4=Above Average 3=Satisfactory 2=Needs Improvement 1=Unsatisfactory

| Performance Standards and Criteria: | 5 | 4 | 3 | 2 | 1 |
|---|----------|----------|----------|----------|----------|
| Initiative: Degree to which the student can be relied upon to do the job without close supervision. | | | | | |
| Comments: | | | | | |
| Quality of work: Freedom from errors and mistakes; accuracy; consistency with the Field Experience objectives and the job description. | | | | | |
| Comments: | | | | | |
| Quantity of work: Work output relative to staff in comparable jobs. | | | | | |
| Comments: | | | | | |
| Job knowledge: Appropriate background knowledge of job-related behaviors, techniques, skills, and procedures to perform effectively. | | | | | |
| Comments: | | | | | |

| Performance Standards and Criteria: | 5 | 4 | 3 | 2 | 1 |
|--|----------|----------|----------|----------|----------|
| Application: Application of formal educational preparation to the practice setting. | | | | | |
| Comments: | | | | | |
| Ethics: Degree to which student acts ethically and fairly in the professional environment. | | | | | |
| Comments: | | | | | |
| Cooperation: Willingness to work harmoniously with others in getting the job done. Readiness to observe and conform to the policies of the agency | | | | | |
| Comments: | | | | | |
| Dependability: Compliance with deadlines and standards of performance. | | | | | |
| Comments: | | | | | |
| Attendance: Punctuality, including daily arrival and departure at scheduled times; absent only for a good cause. | | | | | |
| Comments: | | | | | |

Additional Site Preceptor Comments:

Site Preceptor Name _____

Site Preceptor Signature _____

Date _____

FIELD EXPERIENCE FORM E: Field Experience Completion Form

To be completed by the student as soon as he or she has completed the Field Experience, signed by the Site Preceptor, and delivered to the Faculty Advisor for departmental signatures.

The original copy remains with the Field Experience Administrator. A copy of this form with the abstract should be given to the Faculty Advisor.

Student Name _____

Student Degree Program and Department/Concentration _____

Expected Semester/Year of Graduation _____

Field Experience Title _____

Agency Name _____

Agency Phone Number _____

Agency Address _____

A final **Field Experience Report** has been submitted to the advisor.

A 1-page essay on the Ethics is attached. Yes _____ No _____

An abstract is attached. Yes _____ No _____

A copy of the cumulative activity log is attached. Yes _____ No _____

An evaluation from the Site Preceptor has been received. Yes _____ No _____

Field Experience completed Yes _____ No _____

Signatures

Student Name _____

Student Signature _____ **Date** _____

SPH Faculty Advisor Name _____

SPH Faculty Advisor Signature _____ **Date** _____

Site Preceptor Name _____

Site Preceptor Signature _____ **Date** _____

Department Chair Name _____

Department Chair Signature _____ **Date** _____