

REGION 6 SOUTH CENTRAL
PUBLIC HEALTH TRAINING CENTER



Field Placement and Faculty-Student Collaborative Guide

March 2020



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TULANE UNIVERSITY
Region 6 Public Health Training Center Internship
Checklist and Deliverables

Please use the checklist below to ensure that you have completed all requirements of the HRSA-sponsored Region 6 South Central Public Health Training Center (R6-SCPHTC) Field Placement or Faculty-Student Collaborative project. The information listed below must be received by the Region 6 Student Placement Coordinator in the time frame shown. Some of the items are due at the beginning of the project, and others will be due upon completion of the project.

BEFORE beginning the project:

1. Upon receiving notification of your selection for a field placement or collaborative project, and once you have agreed to accept the placement, please submit the following to the Region 6 Field Placement Coordinator by scanning and emailing to iparise@tulane.edu.

_____ Student Placement Agreement form (page 10 of this document)

_____ Form A – Student Profile Form (page 11)

_____ Form B – “Getting Started” – Field Placement Plan (pages 12-13)

2. Please submit the following to the Region 6 Financial Administrator, Mr. Romeo R. Barrera, by scanning and emailing to romero@tulane.edu:

_____ IRS Form W-9: You will be provided with a \$3,500 stipend for your participation in the project. This total will be distributed in **one payment, payable upon completion of the project (field placement or faculty/student collaborative)**. Taxes may be applicable.

Upon **COMPLETION** of the project, submit the following to iparise@tulane.edu:

_____ Form C – Preceptor Evaluation Form (pages 14-18)

_____ Form D – Student Evaluation Form (page 19-20)

_____ Form E – Field Placement Completion Form (page 21)

_____ Student’s Final Project Report

_____ Student’s Final Project Abstract

Once these items have been submitted, a request for payment will be filed for the student’s stipend. If you have any questions about the program, please contact Chuck Shorter (shorter@tulane.edu) or Isabella Parise (iparise@tulane.edu). For financial questions, contact Romeo Barrera (romero@tulane.edu).



Field Placement & Faculty-Student Collaborative Programs

Introduction

This Handbook contains information and materials for the HRSA Region 6 South Central Public Health Training Center (R6-SCPHTC) Field Placement (internship) and Faculty Student Collaborative programs. Region 6 includes the states of Arkansas, Louisiana, New Mexico, Oklahoma, and Texas. The Region 6 SCPHTC is comprised of one central office and several Community-Based Training Partners (CBT). The R6-SCPHTC Central Office is housed at Tulane University School of Public Health and Tropical Medicine. CBT partners include: the New Orleans Health Department (NOHD); the Louisiana Public Health Institute (LPHI); University of Oklahoma Health Science Center School of Public Health (OUHSC); the Oklahoma Public Health Association (OPHA); Southern Plains Tribal Health Board (SPTHB); University of New Mexico College of Population Health (UNM); Albuquerque Area Southwest Tribal Epidemiology Center (AASTEC); Nuestra Salud; Texas Health Institute (THI); Texas Association of City and County Health Officials (TACCHO). Among others, these partners frequently provide opportunities for students to participate in field placement projects and faculty-student collaborative projects.

Program Definitions

Student Field Placement - Placement of a student in a public or nonprofit health agency or organization, particularly one serving under-served areas and populations, to work on a discrete public health project. This placement should provide structured opportunities and/or experiences to allow the student to apply acquired knowledge and skills in a public health practice setting. Field experiences are expected to contribute to the mastery of public health competencies, with a focus on balancing the educational and practice needs of the student with the needs of the community. This type of project generally corresponds to program requirements for a practical field experience, practicum, internship, or other requirement designed to provide the student with practical, applied experience. Field experiences should culminate with a deliverable of a poster presentation or scientific report that must include the following sections: abstract, introduction, methodology, findings, conclusions and discussion.

Faculty-Student Collaborative - Faculty-student collaborative projects may include research projects, community interventions, or public health analysis projects identified by a governmental public health agency or other public health service entity. The student works under the close supervision of a faculty advisor, both of whom collaborate with the public health entity to address specific public health issues among a specified target population and work together to develop the methodology and plan of approach. Faculty-student collaborative projects can range in duration from 3 to 6 months, depending on the project. This type of project generally corresponds to a public health analysis project, a culminating experience, or an Integrated Learning Experience (ILE). must have a deliverable of at minimum a scientific report that must include the following sections: abstract, introduction, methodology, findings, conclusions and discussion; additional deliverables may include an abstract suitable for submission to a scientific conference, a poster presentation, or PowerPoint presentation.

Requirements

To be eligible for support in the Region 6 SCPHTC Student Support Program, the student must meet the following eligibility criteria:

- Student must meet one of the following three citizenship requirements
 - Student must be a U.S. citizen, or
 - Non-citizen U.S. national, or
 - Foreign national holding a visa permitting permanent residence in the United States;
- Student must be enrolled in a health profession graduate program (MPH, MSPH, DrPH or PhD program) at a CEPH-accredited school or program of public health;
 - In rare circumstances, consideration may be given to undergraduate seniors completing a four-year degree in a public health discipline;
- Any requirements that might be specified by the host agency or preceptor
- Required number of hours to be agreed upon by the student and the host agency, but not fewer than 180 hours. If the student is using this project to satisfy the Practicum requirement, the time required by their department should be used as the minimum number of hours.
- Completion of all application forms, data collection forms, and a W9 tax form for processing payment.
- Although not a requirement, preference is given to projects that provide students with an opportunity to work in a setting that addresses the public health needs of underserved populations, rural populations, or people from disadvantaged backgrounds.
- No full-time student is allowed to receive a stipend for participation in a student field placement for more than 1 year, or 12 consecutive months. Part-time students are allowed to participate in student field placements and receive a stipend prorated at one-half of the fixed amount for no more than 2 years or 24 consecutive months.

Student Support

The student will receive a stipend of \$3,500 upon completion of the internship. The funds for the stipends are provided by HRSA through the R6-SCPHTC. Stipends are subsistence allowances for students to help defray living expenses during the training experience, and are not provided as a condition of employment, or for tuition, fees, health insurance, or other costs associated with the training program. The stipend amounts are fixed.

Deliverables

At the conclusion of their project, students participating in the *R6 Student Support Program* are required to submit an abstract of 500 or fewer words and a final report formatted either as a poster presentation or a scientific report that must include the following sections: abstract, introduction, methodology, findings, conclusions, discussion. Students may be asked to present their results to Region 6 faculty and staff, other national partners, and/or HRSA. With the approval of the host agency and/or preceptor, students should also submit any work products generated as part of their project, provided that these do not contain proprietary, business-sensitive, or protected information.

HRSA has mandatory reporting requirements and those who receive the funds must provide reporting information. In the event that a student terminates his or her participation from the program prior to the specified end date, the stipend must be prorated according to the amount of time spent in training, and the award recipient must contact HRSA to discuss options for the remaining stipend funds.

ROLES AND RESPONSIBILITIES:

Central Site & Community-Based Training (CBT) Partnerships roles and responsibilities

The R6 Central Office Site or CBT will designate a staff/faculty member to serve as the field placement advisor for each student recipient. The advisor provides general oversight and guidance to their students that are placed in projects that generally occur in agencies located in the CBT state. In this role, the advisor engages in the following activities:

- Identify field placement sites and obtains agreement with the host agency/organization for hosting a student intern
- Advertise placement opportunities to students pursuing public health master's or doctoral degrees within the CBT state
- Coordinate with schools and programs of public health in each state to identify student interns
- Match students with appropriate placements
- Review overall progress of the student during the placement process
- Ensure all placement requirements are completed by the student and placement site
- Ensure all documentation required for reporting to HRSA is sent to R6-SCPHTC (agency application, student application to include resume and statement of interest, student demographic form, student evaluation, preceptor evaluation, and any other requested information)
- Coordinate with Tulane R6-SCPHTC to process stipend payments

Student roles and responsibilities

- Comply with host site policies and procedures
- Acquire as much information about the agency as possible before beginning the placement
- Exhibit professionalism in all aspects of the placement including attendance, appointments, meetings, and discussions with supervisors and others
- Maintain complete client confidentiality
- Seek the advice and assistance of the agency preceptor when uncertain about tasks

Tasks

- Develop a Field Placement/project plan including learning objectives, a timeline, milestones, and final deliverables (see form B, "Getting Started")
- Secure approval of your plan by your sponsor R6-SCPHTC or R6 CBT, your academic advisor and the preceptor at the field placement site.
- Complete the number of hours of contact time in the agency and keep a log of time worked and activities. The required number of hours usually is determined by your degree program/department.
- Complete and send all financial paperwork (W-9) to Robert Barrera at romero@tulane.edu. It is essential to complete this paperwork prior to starting your field placement to facilitate being paid on time at the end of the field placement.
- Participate in periodically scheduled progress review meetings with your preceptor and your faculty advisor.
- Submit a final report describing your project to the Region 6 SCPHTC using the outline provided and submit a copy or description of the products generated at the conclusion of the internship.
- Complete all parts of the final evaluation of your placement experience.
- Provide an update of your employment after graduation.

Student Advisor roles and responsibilities (at home university)

- Review field placement description to ensure university's requirements for practicum are met
- Work with host agency, preceptor, and student to develop field placement plan for the student
- Coordinate with the preceptor to ensure agreement on activities
- Provide advice and feedback to students regarding the practicum
- Review overall progress of the student during the practicum
- Review final report to ensure that it meets practicum requirements

Preceptor roles and responsibilities

The preceptor is an employee of the field placement site. The preceptor's responsibility includes the following:

- Develops the practicum opportunity and agrees to accept a student intern
- Works with the student to identify specific objectives, milestones and deliverables
- Supervises the student and provides technical and administrative oversight
- Provides regular feedback and guidance to the student in writing and/or through meetings
- Reviews the student's progress and sends a formal evaluation at the end of the field experience (Form C)
- Collaborates with the university or CBT advisor on the field placement as necessary

Elements of the Field Placement:

1. Region 6 SCPHTC Central Office or CBT identifies the field placement site and mentor and matches student to field placement
2. Students complete all forms and requested information in the Field Placement packet
3. Students provide financial documents required to receive payment of the stipend
4. Student, academic advisor and preceptor develop a field placement plan using Form B, "Getting Started". This includes the field placement description, objectives, expectations, milestones, and expected products.
5. Student completes the required contact hours
6. Student keeps a daily log of activities; records number of hours and activities/events.
7. Write a final report using the field placement Report outline (see "The Field Placement Report", below).
8. Student obtains a statement from the preceptor that the requirements have been completed.
9. Student completes the field placement Evaluation form (online link will be provided)
10. Preceptor completes evaluation form C
11. Student completes a survey on the skills obtained and job placement. The R6-SCPHTC will follow up with you regarding your employment after graduation.
12. R6 Central Office or CBT ensures students fulfill field placement and reporting requirements.

The Field Placement Report

Your final report should contain the following:

- **Abstract:** In 500 words or less, describe the goals of the project, activities, and results
- **Field placement site:** Briefly describe the host organization. Background information for the agency should include the agency's mission and goals, major activities, number of staff, location, etc. Indicate the dates of your field placement and number of hours per day/week. Describe financial assistance you received, if any.
- **Field placement rationale:** Briefly outline the public health need that the field placement is meant to address, underserved populations served, and setting of the field placement work (rural, urban, frontier, etc)
- **Goals, objectives and competencies:** State your goals and objectives for your field placement and outcomes showing attainment of the competencies associated with your degree program.
- **Activities, project and outcomes:** Describe the activities/tasks or projects you performed. Address how you accomplished your goals and objectives and identify any barriers or limitations you encountered. Include a summary of activities. List/describe any written documents or products which were produced as a result of your field placement
- **Discussion:** Provide a discussion of work accomplished and skills gained. Reference your degree program competencies and how they were applied in your field placement.
- **Recommendations:** Provide recommendations based on the project.
- **Self-Assessment:** Did you achieve your goals and objectives; skills gained; readiness to enter the public health workforce; did the field placement meet your expectations; value of the field placement.
- **Work Products:** include the written work products completed during the field placement: copy of reports or documents written, materials produced, presentations or posters, agenda of training held, your daily log, and other items as deemed appropriate.

Provide a copy of the field placement report and work products to:

- 1) Preceptor
- 2) Faculty advisor
- 3) CBT Field placement coordinator
- 4) South Central Region 6 SCPHTC

Evaluation

Evaluation for the field placement program consists of:

- 1) Preceptor evaluation form (Form C). Preceptors are expected to meet with the intern to discuss the evaluation; they must also complete an evaluation form at the end of the placement for the R6-SCPHTC.
- 2) Student evaluation form (Form D): Students submit an evaluation of the practice site to the CBT, their academic advisor and the R6-SCPHTC at the end of the placement period.
- 3) Student written final report: The final report provides a description and analysis of the placement experience. The report describes the field placement activities and outcomes and analyzes how the field placement enhanced their knowledge and abilities in public health.
- 4) Student 1-year follow-up evaluation form. Students may be contacted by the R6-SCPHTC requesting information about their employment after graduation and a brief follow-up evaluation survey.

HRSA requires the R6-SCPHTC to report on many elements of the field placements. The evaluation results are used to assist preceptors, advisors, and the Regional Center to plan future placement experiences.

Contact Information:

Region 6-SCPHTC: R6-PHTC@tulane.edu

Field Placement: Chuck Shorter, MPH shorter@tulane.edu
Isabella Parise, MPH iparise@tulane.edu

Financial (stipend info and documentation): Robert Barrera romero@tulane.edu

Field Placement Packet

Region 6 South Central Public Health Training Center

Student Placement Agreement

This packet contains the application materials for the Region 6 South Central Public Health Training Center Field Placements and Faculty-Student Collaborative Projects. These programs provide graduate students with the opportunity to develop public health skills while assisting organizations in their efforts to ensure a fully prepared public health workforce for the future. Students will be placed in projects hosted by public health agencies and organizations in the HHS Region 6 states of Arkansas, Louisiana, New Mexico, Oklahoma, and Texas. Through funding from HRSA, student interns will be paid a stipend of \$3,500 at the completion of the internship and will be required to submit a program plan, final report, a final program evaluation, and a copy of any products generated at the conclusion of their internship experience. HRSA requires this information for annual reporting on the internship program.

Masters and doctoral degree candidates in public health schools and programs in Arkansas, Louisiana, New Mexico, Oklahoma, and Texas are eligible to apply for an internship experience.

I agree to submit the Field Placement forms, provide a copy of my Field Placement report, provide information needed for HRSA evaluations and assessments of Field Placements and supply employment information for one year following my Field Placement or Collaborative Project.

Student Signature

Print Name

Date

**Form A
Student Profile**

**Region 6 South Central Public Health Training Center
Field Placement Program**

Last Name		First Name		MI	Date of Birth	Race/Ethnic Origin
Are you a Veteran of the U.S. Armed Services? Yes / No			Sex M / F			
Address						
City		State			Zip Code	
Home () -	Work () -	Cell () -		Email (permanent e-mail address)		
Are you from: 1) Rural area: Yes No		2) Underserved area: Yes No				
3) Disadvantaged background (2X poverty level): Yes No						
In case of an Emergency, list your designated contact:						
Name		Relation		Address		
Home () -	Work () -	Cell () -		Email		
Education						
Undergraduate Institution:				Dates Attended:		
Program of Study:		Degree Awarded:		Cumulative GPA:		
Current CEPH Graduate Institution:				Dates Attended:		
Program of Study:		Degree Awarded:		Cumulative GPA:		
Current Year (e.g. Undergraduate Year 1...Graduate Year 7):						
Desired Internship (Title and Location):						
Semester for the internship Fall <input type="checkbox"/> Spring <input type="checkbox"/> Summer <input type="checkbox"/>						

Form B

“Getting Started” – Field Placement Plan

Students must complete this form and secure the preceptor’s signature and the advisor’s approval ***before the student begins the field placement.***

Student name _____

University/School or Program of Public Health: _____

Student degree program _____

Agency/Program name _____

Preceptor name and e-mail: _____

Address _____

Dates of Field Placement: _____

Medically underserved area: Yes _____ No _____

Location : Rural _____ Frontier _____ Urban _____ Suburban _____

Population Served: _____

Project Summary:

1. Description: (Include Activities, skills to be gained/used, population and area served)

2. Learning objectives/Expectations:

a. _____

b. _____

c. _____

3. Field placement Products

4. Milestones/timeline

SIGNATURES

Student _____ Date _____

Advisor _____ Date _____

Preceptor _____ Date _____

**FORM C:
Preceptor's Evaluation**

Student name _____

Instructions to the student:

Complete the mailing information for your departmental advisor below, and submit this evaluation for to your preceptor **at the end of your field placement.**

Your preceptor will mail this completed form to:

Faculty advisor name _____

Department _____

Tulane University School of Public Health and Tropical Medicine

1440 Canal Street, Suite _____

New Orleans, LA 70112

Instructions to the preceptor:

Please complete this multi-page evaluation form and discuss the results with the student. Mail the signed original or scan and email to the student's advisor at the address above.

(see next page)

PART I. Preceptor evaluation of student's performance.

Date _____

Student _____

Preceptor (rater/grader) _____

Agency _____

Unit or Department _____

Phone & email _____

Please rate the student according to the following numerical scale:

5- Excellent

3- Satisfactory

1- Unsatisfactory

4- Above Average

2- Needs Improvement

<i>Performance Standards and Criteria:</i>	5 Excellent	4 Above Average	3 Satisfactory	2 Needs Improvement	1 Unsatisfactory
<i>Initiative:</i> Degree to which the student can be relied upon to do the job without close supervision.					
Comments:					
<i>Quality of work:</i> Freedom from errors and mistakes; accuracy; consistency with the field placement objectives and the job description.	5 Excellent	4 Above Average	3 Satisfactory	2 Needs Improvement	1 Unsatisfactory
Comments:					

Quantity of work: Work output relative to staff in comparable jobs.	5 Excellent	4 Above Average	3 Satisfactory	2 Needs Improvement	1 Unsatisfactory
Comments:					
Job knowledge: Appropriate background knowledge of job-related behaviors, techniques, skills, and procedures to perform effectively.	5 Excellent	4 Above Average	3 Satisfactory	2 Needs Improvement	1 Unsatisfactory
Comments:					
Application: Application of formal educational preparation to the practice setting.	5 Excellent	4 Above Average	3 Satisfactory	2 Needs Improvement	1 Unsatisfactory
Comments:					
Cooperation: Willingness to work harmoniously with others in getting jobs done. Readiness to observe and conform to the policies of the agency.	5 Excellent	4 Above Average	3 Satisfactory	2 Needs Improvement	1 Unsatisfactory
Comments:					

Dependability: Compliance with deadlines and standards of performance.	5 Excellent	4 Above Average	3 Satisfactory	2 Needs Improvement	1 Unsatisfactory
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Comments:

Attendance: Punctuality, including daily arrival and departure at scheduled times; absent only for a good cause.	5 Excellent	4 Above Average	3 Satisfactory	2 Needs Improvement	1 Unsatisfactory
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Comments:

Additional preceptor comments:

SIGNATURE

Preceptor _____ **Date** _____

PART II. Preceptor/Agency evaluation of field placement experience.

1. Please use the scale provided below to indicate how much you agree with the following statements about the field placement experience (1 = completely disagree, 5 = completely agree).

	1 Completely disagree	2 Somewhat Disagree	3 Neutral	4 Somewhat agree	5 Completely agree
The student's learning objectives were met by the placement/ project					
During the placement, the student performed work that was valuable to the host organization					
The experience the student gained in the placement is relevant to a career in public health					
Overall, my role in supervising this student in the placement was satisfying					
I would be willing to supervise another student in a field placement					
My agency benefitted from the placement					
I would recommend the Placement Program to other agencies					
The process to be a placement agency was easy to navigate					
I felt supported by the SCPHTC central office and staff					
*I am willing to participate in a brief interview about the experience					

2. Please describe how your organization benefited from the Field Placement Program.

3. How could we improve the Field Placement Program for host agencies?

SIGNATURE

Preceptor _____

_____ Date

Please indicate your agreement with the following four comments.	Strongly Disagree	Disagree	Neutral	Agree	Strongly Agree
Overall, my learning objectives were met by the placement/project.	1	2	3	4	5
I have identified actions I will take to apply information I learned from this placement/project.	1	2	3	4	5
The information I learned during the placement/project is relevant to my future public health career plans.	1	2	3	4	5
My field placement experience has increased my interest in working with vulnerable or underserved populations.	1	2	3	4	5

FORM E
Field Placement Completion Form

To be completed by the student **as soon as he or she has completed the field placement**, signed by the preceptor, and delivered to the advisor for departmental signatures.

The original should be turned in to the Region 6 Field Placement Coordinator (Suite 800, Tidewater Building) upon completion of the project. A copy of this form with the abstract attached should remain with the faculty advisor.

Student name _____

Student ID# _____

Student degree program & department _____

Expected semester of graduation _____

A **final field placement report** has been submitted to the advisor. Yes _____ No _____

An abstract (500 words or less) of the **completed** field placement report must be attached.

An **abstract** is attached. Yes _____ No _____

An **evaluation from the preceptor** has been received. Yes _____ No _____

An evaluation from the student has been received. Yes _____ No _____

Field placement Schedule/Completed Yes _____ No _____

Report on File in the department (Electronic and Hard Copy) Yes _____ No _____

SIGNATURES

Student _____ Date _____

Preceptor _____ Date _____

Agency _____ Phone _____

Advisor _____ Date _____

Department chair _____ Date _____