

THE UNIVERSITY OF TENNESSEE
Department of Public Health
MPH FIELD PRACTICE CHECK LIST

IF GRADUATING AT END OF FIELD INTERNSHIP:

- ___ Print copy of Deadline Dates and instructions for graduating students from <http://gradstudies.utk.edu>.
- ___ Submit Graduation Application at the beginning of the semester you plan to graduate (even if you have filed one in a previous semester) to Graduate School, Room 111 Student Services Building.
- ___ Pay graduation fee to Bursar's Office, 211 Student Services Building or 128 University Center.

INITIATING ACTIVITIES:

- ___ Complete Admission to Candidacy Application and file with the Graduate School, Room 111 Student Services Building, with a copy to Public Health Secretary.
- ___ Telephone or write preceptor regarding arrival on _____.
- ___ During initial meeting with field preceptor, determine office procedures (hours, dress, use of desktop and printing equipment, etc.)
- ___ Develop with preceptor specific objectives to be accomplished. Draft objectives due to FP coordinator and faculty advisor prior to beginning FP. Final objectives due by then end of week two.

REGISTRATION AND PAYMENT OF FEES:

Register for your classes as early as possible. UT charges a fee if you register on or after the first day of classes.

Email jgrubaugh@utk.edu to request removal of registration holds for PH 587, 588 (and 589 if extended placement). A VolXpress statement will be mailed to your billing address of record four to six weeks before the payment due date. Also, you must confirm your attendance for each semester you attend. **To prevent cancellation of your class schedule, mail your tuition fee payment before the payment due date. Refer to the Bursar's Office website for important dates (www.utk.edu/bursar**

You may be eligible for a waiver of the student activity fee if your internship is out of driving distance of Knoxville. Please recognize that several student benefits are associated with this fee.

<http://web.utk.edu/~bursar/volxfees.html#programs> Request waiver in writing to jgrubaugh@utk.edu.

If your field site requires Student Professional Liability Insurance, you may purchase it from Deb Butenko for \$32 at HPER 390, Mon-Fri, 7:30-4:30.

REPORTS: (Submit to FP Coordinator and academic advisor).

1. Draft objectives (use template) are due before beginning FP.
2. Final version of objectives are due by the end of week two.
3. Weekly reports should be maintained weekly and submitted every two weeks. Use the Weekly Report Format Template. Continue submitting reports until you have completed all the required hours (360 hours for standard placements; 480 hours for extended placements).
4. Midpoint evaluation of objectives (use template), due when half your hours are complete. In addition, preceptor fills out online midpoint evaluation https://utk.co1.qualtrics.com/SE/?SID=SV_0cwpT77iYqvjxbf
5. Final evaluation of progress toward objectives (use template), due during your last week.
6. Field Practice in Action Write-up, due the last day of class. Students fill out the template provided, which summarizes major projects, includes 1-3 personal quotes, a headshot, and 1-3 other images attached as .jpg files. Email write-up to jgrubaugh@utk.edu. Indicate whether you and the field site are comfortable with being featured on our website (optional).
7. Final field report, due last day of class. This report should be an organized compilation of project exhibits (appendices) with which you had major or active input and should include copies any formal reports completed by you. Provide 8 - 10 pages of original narrative sharing a brief description of the organization, and your perspective on the internship in relation to past work experience, academic exposures and career interests. Objectives and Field Practice in Action must be included in the final report as appendix items. Weekly reports may be included, but are not required. For final report, use binding other than three ring notebook.

FINALIZING ACTIVITIES:

- Request preceptor to complete Evaluation during last week of field placement.
https://utk.co1.qualtrics.com/SE/?SID=SV_5vjyADFG4rtpAFL
- Send a letter to preceptor expressing appreciation.
- Formally present FP experience at designated date (See FP Presentation Format and Rubric)
- Complete the Student Evaluation of Field Practice
<http://survey.utk.edu/mrIWeb/mrIWeb.dll?I.Project=EVALFIELDPRACTICE>

SUBMIT REPORTS BY MAIL OR EMAIL TO THE ADDRESS LISTED BELOW

Department of Public Health Julie Grubaugh Room 390 HPER 1914 Andy Holt Ave. Knoxville, TN 37996-2710	OR	The University of Tennessee College of Veterinary Medicine Department of Comparative Medicine A205 Veterinary Teaching Hospital 2407 River Dr. Knoxville, TN 37996-4543
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FP COORDINATOR Julie Hansen Grubaugh Office: (865) 974-9277 Email: jgrubaugh@utk.edu	
CHE ADVISORS	HPM ADVISORS
Dr. Jennifer Jabson Office: (865) 974-0796 Email: jjabson@utk.edu	Dr. Kathleen Brown Office: (865) 974-1104 Email: kcbrown@utk.edu
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VPH ADVISORS	
Dr. Marcy Souza Office: (865) 974-5505 Email: msouza@utk.edu	
<p>All reports should be sent to the FP Coordinator and the student's advisor. The preceptor may also wish to receive reports.</p>	