

**ELIGIBILITY AND INFORMATION  
REGARDING  
FIELD PRACTICE/MASTER'S ESSAY**

**Student Eligibility for Participation**

1. MPH students usually complete field practice during the last semester of study; however may vary based on concentration and/or dual degree status. Approval is required by advisor and field practice coordinator. To request approval, students should fill out a Request for Field Practice form. Master's Essay option requires a minimum of 15 semester hours.
2. Must have earned an overall grade point average of 3.0 or higher.

**Initiating Actions to be taken by student no later than one semester prior to desired placement (for master's essay, no later than twelfth week of the first semester of study)**

1. Obtain and review carefully, *Guidelines for Master of Public Health Field Practice or Master's Essay*
2. Complete and submit to Field Practice Coordinator (VPH students submit to advisor):
  - a) Student Request for Field Practice form (PH-11a) or Master's Essay form (PH-11b)
  - b) An up-to-date resume (see Recommended Resume Format, PH-10)
3. Schedule an individual conference with Field Practice Coordinator (VPH students meet with advisor)
4. If applying to Master's Essay, after discussing with advisor, prepare Summary Sheet for Master's Essay (ME-01), if applicable.

**Constraints**

1. The master's essay option is restricted to those students receiving MPH Academic Program Committee (MPHAPC) approval of petition.
2. A student must not initiate contact with potential field organizations (particularly in the Knoxville area) without express permission of the Field Practice Coordinator (or faculty advisor for VPH students).
3. If field practice is desired out of state or an affiliation agreement is required, additional time for negotiation will be necessary.
4. A student may not take more than one 3 credit hour course during field practice scheduled full-time for the summer months unless a petition is addressed to the MPHAPC, which will rule on the request by majority vote.