**Summary of Responsibilities for Advanced Field Practice**

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| Student | Site Preceptor | Faculty Advisor |
| Before Advanced Field Practice Begins |
| * Identify an area of interest
* Communicate with faculty advisor to discuss ideas about advanced field practice (AFP)
* Complete AFP application and send to DrPH Director (deadlines: Fall – May 1; Spring – Oct. 1; Summer – March 1)
* Outline and finalize AFP proposal
 | * Provide structure and support for student’s success (e.g., space, equipment, notify staff or partners)
* Negotiate communication methods
* Plan for direct contact and supervision (preferably no less than 1 hour per week)
 | * Meet with student to discuss student’s ideas about AFP
* Provide information about AFP to site preceptor
* Provide clear description of the expectations for the AFP to all stakeholders
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| Student | Site Preceptor | Faculty Advisor |
| During Advanced Field Practice |
| * Coordinate meeting with between student, site preceptor, and faculty advisor at beginning of AFP
* Maintain professional conduct at all times
* Complete 150 hours of supervised AFP at approved site
* Maintain and analyze timeline, outline, and budget (if applicable) of AFP project
* Meet weekly for no less than 1 hour with site preceptor
* Meet with faculty advisor as needed
* Have direct contact and interact with site preceptor, staff, partners, and others
* Understand the site, its policies, goals, and demonstrate capacity to work within the framework of the site
* Submit bi-weekly journal entries to faculty advisor
* Produce and submit assignments, tasks, assessments, etc. to site preceptor by due date: these products should demonstrate development or refinement of the competencies during the AFP (e.g., grant application, research analysis, policy analysis, policy brief, program plans, evaluation designs, curriculum development, article for publication, etc.)
* Complete mid-point evaluation of the AFP and site preceptor at about 70 hours
 | * Meet with student and faculty advisor at beginning of the AFP
* Familiarize student with structure, function, and resources of the site, as well as its relationship with other agencies
* Define student’s roles and responsibilities and inform other agency staff of these
* Provide student with opportunities to participate in staff meetings, in-service training, etc.
* Meet with student no less than 1 hour per week on a regularly scheduled basis; “uninterrupted” time to review/discuss goals, activities, student’s assignments, tasks, assessments, etc.
* If requested by student, review and provide input on student assignments, tasks, assessments, etc.
* Review drafts of executive summary
* Complete mid-point evaluation of student at about 70 hours
* Supervision should include review of competencies
 | * Meet with student and site preceptor at the beginning of the semester to review AFP proposal, goals, and expectations; answer questions
* Meet with student as needed
* Read and review bi-weekly journal entries
* Provide feedback to student, site preceptors, about progress of AFP
* Mentor student: provide feedback on issues and challenges encountered in the field
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| Student | Site Preceptor | Faculty Advisor |
| At Completion of Advanced Field Practice |
| * Complete comprehensive report documenting the experience, and focusing on the learning objectives and leadership aspects of the experience
* Submit executive summary to site preceptor
* Professional presentation
* Complete final evaluation of the AFP and site preceptor
 | * Attend professional presentation
* Provide feedback to student
* Complete final evaluation of the student: discuss assessment with student and faculty advisor
 | * Attend professional presentation in person or remotely
* Review evaluations
* Track progress and provide assistance to maintain established partnerships
* Maintain all evaluation data in strict professional confidentiality, and use for individual advising or program
* Maintain written evaluations in the student’s advising file in the DPH locked file cabinet
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