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Instructions for writing the final report

In the final report, you will make critical reflections about the Applied Practice Experience and provide an organized compilation of your major contributions (deliverables). Your audience is the Applied Practice Experience coordinator, your faculty advisor, preceptor, and prospective interns interested in the same field site in the future. The hard copy report is filed in the UT Department of Public Health office in a locked cabinet.

Submitting the report

- **An electronic copy of the report is due by the last day of classes.** Upload to Canvas. Students are encouraged to wait to print the hard copy until after feedback has been received on the electronic copy. Any deadline extensions must be agreed upon in advance.
- **A hard copy of the report is due at the student’s oral presentation date.** The hard copy report must be bound, but not with 3-ring binder (too bulky for our filing cabinet). Printing front and back is preferred to conserve paper.

Required content:

1. Title page, Table of contents
2. Reflection
3. Appendices

Instructions for each section

1. **Title page and table of contents.** This report template includes an example title page and table of contents. You are welcome to tailor yours based on your style and situation. Please include a UT Department of Public Health logo on your title page.

2. **Reflection.** The final report must begin with an original narrative reflection (8-10 pages double-spaced, size 11 or 12 font, 1 inch margins). The original narrative should start with a brief (1-2 pages) background on the organization such as the vision, mission, population served, priority areas, perhaps an organizational chart, with particular focus on the department you worked in, and rationale for choosing this particular field site. The remaining 6-9 pages should be your personal reflections and analysis of the experience. The reflection should address four major areas: 1) how the experience related to your academic exposures (including MPH and other/prior degrees or coursework); 2) relation
to past work experience (including GRA or volunteer positions if applicable); 3) relation to career interests; 4) advice to future interns. Make observations about the organizational culture, processes, decision-making, staff development, communication channels, challenges, or whatever stood out to you. What surprised you? What challenged you? What prepared you for the experience? What do you wish you had to prepare you prior to the experience? What was most valuable? What would have made the experience better? What type of intern would be best-suited for this Applied Practice Experience? Be critical! Be sure to talk about the public health competencies that you developed during the experience. Do not simply re-state or list your objectives or copy content from your weekly reports. This should be an original narrative reflection.

3. **Appendix.** The appendix should be an organized compilation of your field reports and products with product summaries.

   a. **Field reports** – APE in Action (1 pager with pictures, see template provided), Evaluation of objectives, Weekly reports

   b. **Products** – Minimum of two products are required. Show the substance of the work you did, whether it was part of an objective, or a side-project you were involved in. Example products: reports, analyses, presentations, fact sheets, manuals, meeting agenda or minutes if you facilitated or had an active role, manuscripts, interview guides, focus group questions and summaries, etc. For multimedia, include a screenshot and a hyperlink when possible.

   i. Note: If you contributed to a project that contains proprietary, sensitive, or protected health information, then you should mark out the sensitive information. Include as much of the actual document as possible while respecting the privacy/sensitivity of the information. Discuss with the APE coordinator and your preceptor.

   c. **Product summaries** – each product should be prefaced by an executive summary (1 page) that states which competencies were developed and provides context to the product. Context includes what the product is, why and how it was developed (methods, challenges, successes), and how it is being used or will be used. Be sure to convey how the product demonstrates selected competency development.

You are welcome to view examples of past intern reports in the Department of Public Health office, but the reports are not permitted outside the building.