

MPH

APE_x Checklist



Graduation Steps

If you are graduating at the end of the Applied Practice Experience, please complete the following. **These steps should be completed early, in the semester before you plan to graduate.**

- Complete the [Admission to Candidacy](#) form. You will need to obtain the signatures of your faculty advisor, the program director, and three other faculty members in the Department of Public Health. The program director will then email the completed and signed form to the Graduate School.
- Apply for graduation online at MyUTK and pay the graduation fee.
- Complete your final MPH Comprehensive Exam.

Additional information on the steps to graduation can be found through [The Graduate School](#).

Registration and Payment of Fees

- Register for PUBH 587 (6 credits) as early as possible. UT charges a fee if you register on or after the first day of classes. Email pprother@utk.edu to request removal of any registration holds once you have a proposal for an APE_x site and preceptor. A VolXpress statement will be mailed to your billing address of record four to six weeks before the payment due date.
 - The number of credit hours for PUBH 587 will automatically register at 3 in MyUTK. You need to manually change the credit hours to 6. In MyUTK under 'Register for Classes' click on the tab 'Schedule and Options.' Next to PUBH 587, click on the course credit number (3). This will change to a text box, and six can be manually entered.
- 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. Request waiver in writing to jrussoma@utk.edu
- One year of Student Professional Liability Insurance is required for some students to complete an APE_x. Insurance can be purchased for \$15 and will be billed directly to your MyUTK. More information on liability insurance can be found through the [Office of Risk Management](#). Practicing veterinarians with liability insurance do not need to purchase additional liability insurance. Dual DVM-VPH students may be eligible for complimentary liability insurance through a SAVMA membership. [Find more information here.](#)

Initiating APEX Activities

- Complete the [APEX Student Request Form](#) with approval to complete the APEX from the APEX Coordinator and your faculty advisor.
- Once you have a proposed APEX site and preceptor, contact the APEX coordinator with your proposal to have the registration hold for PUBH 587 removed.
- Be sure that your preceptor has completed a [Preceptor Form](#). This is required to confirm placement and must be submitted prior to starting the internship.
- Contact preceptor to confirm arrival date and to discuss office and work procedures (hours, dress, use of equipment, etc.).
- Meet with your preceptor to discuss specific products and objectives to be accomplished during the APEX.
- Confirm the start date of your APEX with the APEX coordinator.

APEX Deliverables

Information on deliverables and due dates are available on the Canvas site for PUBH 587.

- Identification of Products are due at the end of the first week of your APEX.
- SMART objectives are due at the end of the second week of your APEX.
- Bi-weekly reports are due every other week throughout the semester.
- The midpoint evaluation of objectives is due when half of your hours are complete. Ask your preceptor to fill out the [online midpoint evaluation](#).
- The final evaluation of objectives is due during your last week of the APEX. Ask your preceptor to fill out the [online final evaluation](#).
- The APEX in Action is due by the last day of classes. The consent form must also be completed and included.
- The oral presentation is formally presented on Zoom to faculty, staff, students, and your preceptor (if available). Dates and times are announced on Canvas, but presentations are typically the week before classes end.
- The final report is due by the last day of classes.
- Complete the [student evaluation of the APEX](#) which is due on the last day of classes.

Finalizing Activities

- Send a thank you letter to preceptor.
- If graduating, complete the [Info at Graduation Form](#).

Contact Information

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Applied Practice Experience Coordinator

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