



EMORY  
ROLLINS  
SCHOOL OF  
PUBLIC  
HEALTH

# Applied Practice Experience Roles & Responsibilities



# APE Roles & Responsibilities

The purpose of this document is to outline the roles and responsibilities of all parties involved in the Applied Practice Experience (APE) process. The roles and responsibilities outlined in this document include:

- ✓ Students
- ✓ Field Supervisors
- ✓ Assistant/Associate Directors of Academic Programs (ADAPs)
- ✓ APE Advisors
- ✓ APE Portal Administrator
- ✓ Student Engagement Liaison in the Office of Admission and Student Services

## Students

Students enrolled in a degree-seeking program at the RSPH and who have completed a minimum of 9-credit hours are eligible to complete an approved, supervised APE experience.

The responsibilities of a Student related to the APE program, includes:

- ✓ Reviewing the APE Student Handbook
- ✓ Completing a demographic profile and uploading a resume into the online APE Portal
- ✓ Meeting with potential Field Supervisors to discuss the APE requirement and possible project opportunities
- ✓ Adding an APE and completing the APE Info, Objectives/Strategies, and Competency Information in the online APE Portal
- ✓ Receiving approval from the APE Advisor and Field Supervisor prior to starting work on the project
- ✓ Tracking hours and project progress
- ✓ Entering midpoint hours in the online APE Portal
- ✓ Requesting a midpoint performance evaluation from the Field Supervisor
- ✓ Completing the student evaluation, entering total hours and uploading deliverables to the online APE Portal near the end date of the project
- ✓ Reminding the Field Supervisor to complete the Field Supervisor Evaluation in the online APE Portal
- ✓ Ensuring all steps and information are documented in the online portal to receive final approval from the APE Advisor and clearance for graduation from the ADAP
- ✓ Thanking the Field Supervisor and key members at the host organization for the opportunity to gain valuable experience in the field

**Reminder: It is the student's responsibility to ensure all required information and documents are entered and completed in the APE portal, including the Field Supervisor evaluation by the designated deadline.**

# APE Roles & Responsibilities

## Field Supervisors

A Field Supervisor is an on-site supervisor that manages the APE of a student and oversees the day-to-day work of the student. This individual helps to mentor, supervise and direct the student's APE. The Field Supervisor must be qualified to evaluate the professional performance of the student, attainment of MPH/MSPH Foundational Competencies OUTLINED BY THE Council of Education on Public Health (CEPH) and RSPH Concentration Competencies, learning objectives, strategies and deliverables.

Employers should post available job opportunities that may be appropriate for meeting the APE requirement and any other employment opportunities for students and/or alumni of the RSPH to [ROL/Handshake](#).

The responsibilities of a Field Supervisor related to the APE program include:

- ✓ Reviewing the APE Field Supervisor Handbook
- ✓ Completing the Field Supervisor Profile (credentials and contact information)
- ✓ Supervising the work of the student within the community of practice
- ✓ Mentoring the student
- ✓ Reviewing and approving objectives, strategies and competencies in the online APE Portal (The student should have previously discussed these with the Field Supervisor prior to entry in the APE Portal)
- ✓ Completing a midpoint and final performance evaluation with the students (resources are available online to provide assistance)
- ✓ Completing a Field Supervisor Evaluation in the online APE Portal

## Department ADAPs

ADAPs provide departmentally-based advisement to students. ADAPs monitor student progress from the point of admission through graduation and beyond, serving as an advocate based on individual student needs. ADAPs can help students think about possible APEs to meet their interests and career goals; however, it is not their responsibility to secure an APE for students. In addition, the ADAP can help students resolve issues about the suitability of the APE for their concentration or resolve issues that might take place during the APE, if needed. The ADAP will complete the final graduation check at the conclusion of the APE to ensure all approvals have been obtained by the student to certify successful completion of the APE requirement.

The responsibilities of an ADAP related to the APE program include:

- ✓ Participating in the APE Program orientation training for students
- ✓ Communicating the APE process, essential components, and other key information to students
- ✓ Assisting students with identifying appropriate APE opportunities
- ✓ Ensuring the APE complies with CEPH requirements
- ✓ Clearing students who have completed the APE requirement
- ✓ Submitting grades in OPUS and make necessary grade changes

# APE Roles & Responsibilities

## APE Advisors

Each academic department will have a designated APE Advisor (some departments may have more than one) who will provide guidance and advice to students as they secure and/or create suitable APEs. The APE Advisor may be a faculty member in the student's department or another designated person qualified to serve in this role. The APE Advisor can help students address questions about securing an appropriate APE or resolve issues that might arise during the APE. The APE Advisor will review and approve student's APE plans prior to the start of the APE and will certify successful completion of this requirement at the conclusion of the APE.

The responsibilities of an APE Advisor related to the APE program include:

- ✓ Reviewing objectives/competencies for each practicum
- ✓ Assisting students with identifying appropriate APE opportunities
- ✓ Ensuring APE complies with CEPH requirements
- ✓ Addressing questions about securing appropriate APE opportunities for students enrolled in your department
- ✓ Reviewing and approving student APE information in the APE Portal including:
  - information, project and appropriateness of identified site
  - foundational and concentration (department-related) competencies
  - objectives and strategies
  - deliverables
- ✓ Final review and approval of completed student APE, including:
  - Deliverables
  - Attainment of competencies
  - Successful completion of objectives and strategies outlined

## APE Portal Administrator

The RSPH has designated a staff member within the Office of Career Development to serve as the administrator for the APE Portal. This staff person ensures that the school's current APE practices meet the outlined CEPH criteria. The APE Portal Administrator manages the current portal system and provides technical assistance to users, which has been updated for compliance.

The responsibilities of the APE Portal Administrator related to the APE program include:

- ✓ Managing the APE Portal
- ✓ Providing technical assistance and support to students, ADAPs, Field Supervisors and APE Advisors
- ✓ Collaborating with the Office of Information Technology (IT) to resolve database issues and to implement updates as needed
- ✓ Providing training and online materials/resources to students, ADAPs, APE Advisors and Field Supervisors regarding the APE program and APE Portal
- ✓ Updating APE materials and website information as necessary

# APE Roles & Responsibilities

## Student Engagement Liaison in the Office of Admission and Student Services

- ✓ Assists students with obtaining documents that may be required by an APE site, including memoranda of understanding (MOU); educational agreements; ACEMAPP administrator for clinical settings; and proof of institutional insurance
- ✓ Provides pre-departure safety and security training and resources for students completing a field experience outside of the United States