



EMORY

ROLLINS  
SCHOOL OF  
PUBLIC  
HEALTH

# Applied Practice Experience (APE) Student & Field Supervisor Worksheet

## Applied Practice Experience (APE) Student & Field Supervisor Worksheet

The purpose of this worksheet is to assist students with discussing the APE requirement with their field supervisor after an APE opportunity has been identified.

- ✓ Send a request to your field supervisor to setup a meeting or call to review the APE requirements and discuss the organization goals and expectations for the project.
- ✓ Provide an electronic or hardcopy of the field supervisor handbook to your field supervisor (to locate a copy, visit: <https://www.sph.emory.edu/rollins-life/community-engaged-learning/practicum/index.html>).

### APE Requirements

- Minimum of 200 hours total prior to graduation (Check timeline below for specific deadlines)
- Attainment of three (3) MPH/MSPH foundational competencies and two (2) concentration (department-related) competencies
- Project goals:
  - At least 3 SMART objectives
  - At least 1 strategy for each objective
- Completion of 2 deliverables (*Please consult with your APE Advisor or ADAP for acceptable deliverables within your department*)
- Documentation of the APE information in the APE Portal

### At the meeting:

1. Discuss tasks and responsibilities related to the opportunity:

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2. Review the APE requirements with your field supervisor. (See yellow box above)

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3. How is community engagement defined in this potential APE opportunity? How does this project address the needs of the community being impacted by the student's work/deliverables?

*Definition: Community engagement is the process of working collaboratively with public health organizations and communities to address issues that affect the well-being of a community.*

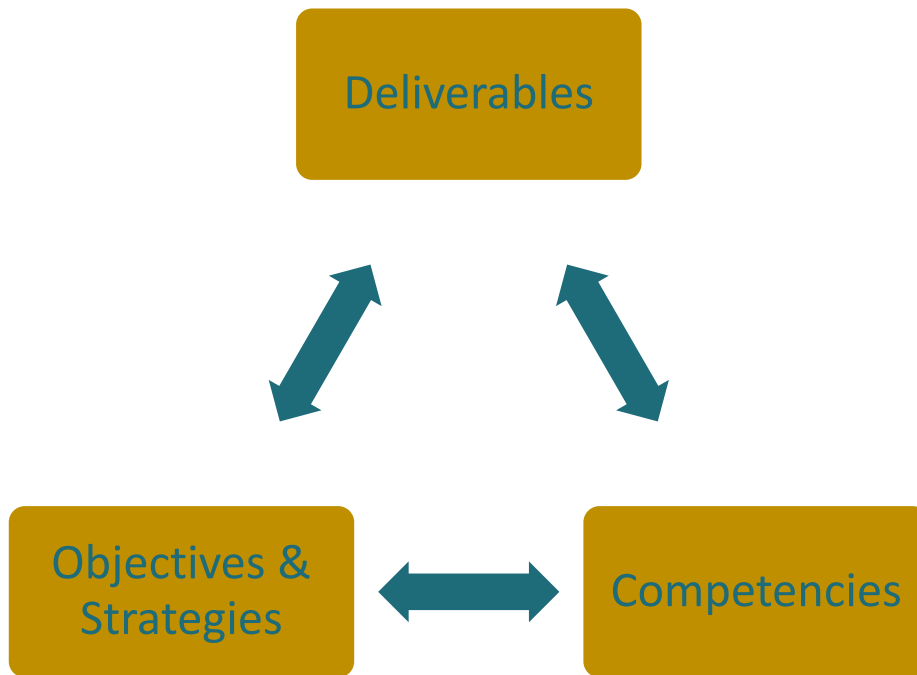
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## Understanding the Relationship between the Objectives & Strategies, Competencies and Deliverables



4. Draft SMART Objectives and Strategies

Objective 1	
	Strategy 1
	Strategy 2

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Strategy 3	
<b>Objective 2</b>	
Strategy 1	
Strategy 2	
Strategy 3	
<b>Objective 3</b>	
Strategy 1	
Strategy 2	
Strategy 3	

Is the objective SMART?

- Specific: Who? (The target population and people doing the activity) and what? (The action or activity).
- Measurable: How much change is expected?
- Achievable: Can objectives be accomplished given current resources and constraints?
- Realistic: Does the objective address the scope of the health program? Does it propose reasonable programmatic steps?
- Time-phased: What is the timeline indicating when the objectives will be met?
- Does it relate to a single result?
- Is it written clearly?

5. Select the appropriate MPH/MSPH foundational and concentration (department-related) competencies\*

MPH/MSPH Foundational Competencies	
1	

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2	
3	
<b>Concentration Competencies</b>	
1	
2	

\*For a list of MPH/MSPH foundational and concentration competencies, go to <https://www.sph.emory.edu/academics/competencies/index.html>

6. Discuss expected deliverables\*

#	Deliverables
1	
2	

\*Consult with your department APE Advisor about acceptable deliverables

7. Is a Memorandum of Understanding (MOU) or other form of agreement required by the site?

- Yes
- No

If yes, please contact Heather Zesiger ([heather.zesiger@emory.edu](mailto:heather.zesiger@emory.edu)) to get the process started as soon as possible.

8. Is the physical site where you will be working outside of the U.S.?

- Yes
- No

If yes, please contact Heather Zesiger ([heather.zesiger@emory.edu](mailto:heather.zesiger@emory.edu)) to complete the required pre-departure training and receive other important information.

9. Thank your Field Supervisor for their time and the opportunity.

10. Enter the information from this worksheet into the APE portal for review and approval by your department APE Advisor.

Note: The approval process for EMPH students may be different. Please confirm with your ADAP.

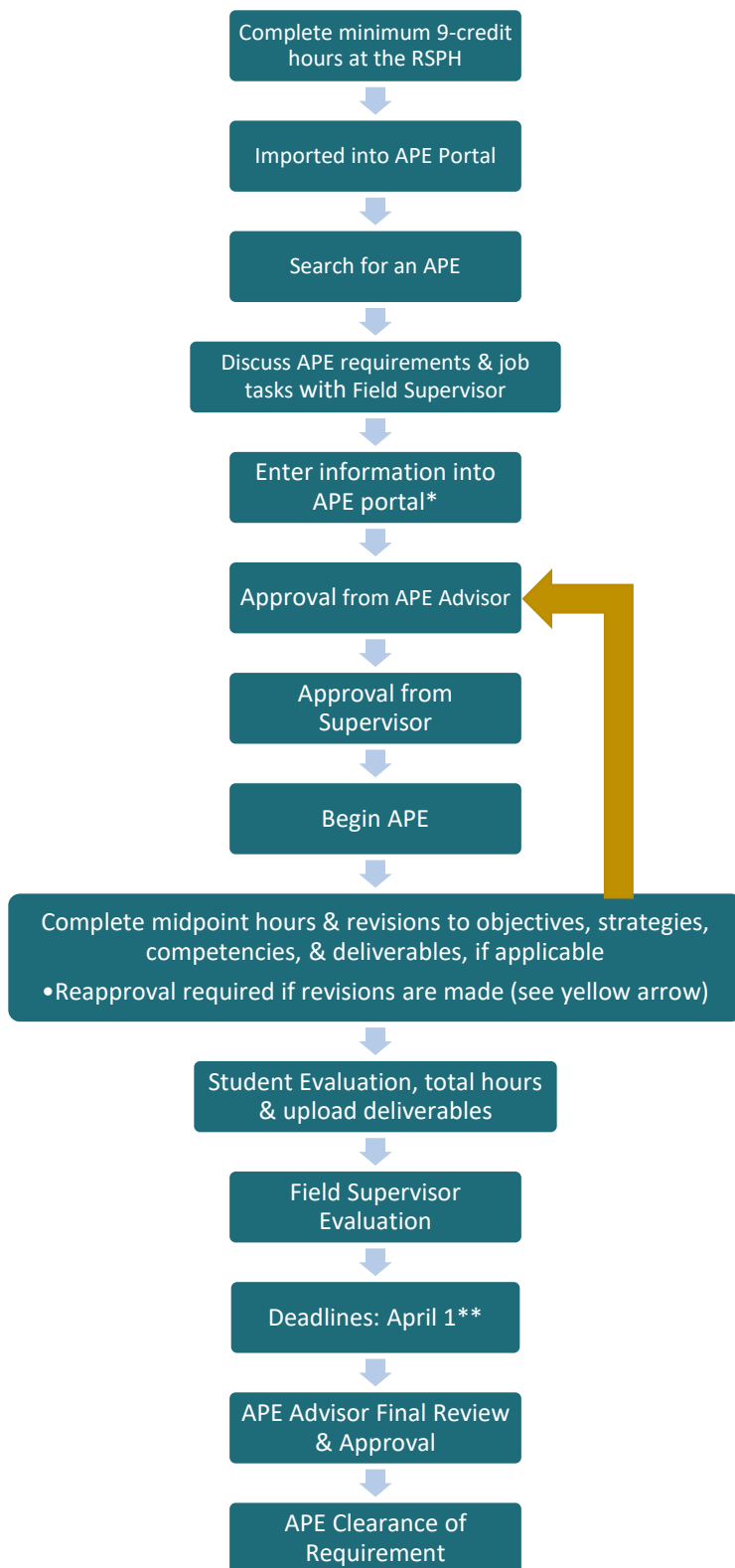
Notes:

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- Students enrolled in the *Hubert Department of Global Health* must complete the form and approval process through Canvas prior to accessing the APE Portal and entering information.
- Students enrolled in the *EMPH Program* must receive approval from your APE Advisor prior to accessing the APE Portal and entering information.

**For more information, refer to the Applied Practice Experience (APE) Student Handbook.**

## APE Student Timeline



\* EMPH and GH require APE agreement forms to be completed and approved prior to entry of data in portal. Please check with your ADAP.

\*\*August graduate deadline is July 1<sup>st</sup>; December graduate deadline is November 1<sup>st</sup> for completing all the steps in the APE Portal.