HEA649 - Applied Learning Experience I

Appendices (Effective Spring Semester 2016 - Updated January, 2016)

A. ALE I Applications

- Community Health Track
- Health Care Management Track
- Environmental Health Track
- Nutrition Track

B. Letter of Agreement
C. Major Project Summary and Competency Selection Form for ALE I and ALE II
D. MPH Student Competency Checklist for the Applied Learning Experience I and II
E. Professional Practice Activities Form for ALE I and II
F. On Site Agency Hours Agreement for ALE I and II
G. Student Logs Forms for ALE I and ALE II
H. Mid-Semester Progress Reports (ALE I Faculty Supervisor and Site Supervisor Forms)
I. Final Evaluation (ALE II - Faculty Supervisor and Site Supervisor Forms)
K. Final Evaluation - ALE Site Supervisor Assessment of Student Competency Attainment in ALE I(Form for each MPH Track)
L. ALE I - Site Supervisor Major Project Review Form
M. Student Evaluation of Applied Learning Experience I
N. ALE I – One Semester Extension Form

MPH APPLICATION FOR HEA649 - APPLIED LEARNING EXPERIENCE I
THIS FORM IS FOR STUDENTS ADMITTED INTO THE CH TRACK PRIOR TO FALL SEMESTER 2014

Date of Application: _____ MPH Track: **COMMUNITY HEALTH**

Instructions: Please complete this form and return it to your Applied Learning Experience Faculty Advisor at the beginning of the semester. At least 30 credits will need to be completed at the start of Applied Learning Experience I. A cumulative GPA of 3.00 is required at the start of Applied Learning Experience I. Attach a current copy of student transcript to this form.

STUDENT INFORMATION

Student: _____
Student I.D. Number _____

Address: _____
_____
_____
Phone: _____
Cell Phone: _____

Cumulative GPA at the start of Applied Learning Experience I: _____

Applied Learning Experience I scheduled for:
Fall ____ Spring ____ Summer ____ Year _____

Number of Completed Credits: _____

COMPLETED MPH CORE COURSES

Course	Credits	Semester Completed	Year Completed	Grade
HEA520 Public Health Epidemiology	3	Fall/Spring	_____	_____
HEA526 Biostatistics for Public Health	3	Fall/Spring	_____	_____
ENV530 General Environmental Health	3	Fall/Spring	_____	_____
HEA516 Health Care Management	3	Fall/Spring	_____	_____
HEA632 Social and Behavioral Aspects of Health	3	Fall/Spring	_____	_____
HEA648 Research Methods in Public Health	3	Fall/Spring	_____	_____

COMPLETED COMMUNITY HEALTH TRACK COURSES

Course	Credits	Semester Completed	Year Completed	Grade
HEA531 Community as a Basis for Health	3	Fall	_____	_____
HEA543 Transcultural Health	3	Fall	_____	_____
HEA539 Health Promotion Program Planning	3	Spring	_____	_____
HEA538 Evaluation of Health Programs	3	Spring	_____	_____
HEA544 Program Admin. Health/Human Service	3	Summer/Winter	_____	_____
HEA___ Health Elective: _____	3	Fall/Spring/Sum	_____	_____
HEA___ Health Elective: _____	3	Fall/Spring/Sum	_____	_____

APPLIED LEARNING EXPERIENCE FACULTY ADVISOR'S APPROVAL

Approval to start Applied Learning Experience I: ____
Date of Approval: _____

Denied approval: ____ (If student is denied approval provide reasons in advisor comment section).
Date of Denial: _____

_____
Applied Learning Experience Faculty Advisor

_____
Student Applicant

Advisor's Comments:

MPH APPLICATION FOR HEA649 - APPLIED LEARNING EXPERIENCE I
THIS FORM IS FOR STUDENTS ADMITTED INTO THE CH TRACK AT FALL SEMESTER 2014

Date of Application: _____ MPH Track: **COMMUNITY HEALTH**

Instructions: Please complete this form and return it to your Applied Learning Experience Faculty Advisor at the beginning of the semester. At least 30 credits will need to be completed at the start of Applied Learning Experience I. A cumulative GPA of 3.00 is required at the start of Applied Learning Experience I. Attach a current copy of student transcript to this form.

STUDENT INFORMATION

Student: _____
Student I.D. Number _____

Address: _____
_____
_____
Phone: _____
Cell Phone: _____

Cumulative GPA at the start of Applied Learning Experience I: _____

Applied Learning Experience I scheduled for:
Fall ____ Spring ____ Summer ____ Year _____

Number of Completed Credits: _____

COMPLETED MPH CORE COURSES

Course	Credits	Semester Completed	Year Completed	Grade
HEA520 Public Health Epidemiology	3	Fall/Spring	_____	_____
HEA526 Biostatistics for Public Health	3	Fall/Spring	_____	_____
ENV530 General Environmental Health	3	Fall/Spring	_____	_____
HEA516 Health Care Management	3	Fall/Spring	_____	_____
HEA632 Social and Behavioral Aspects of Health	3	Fall/Spring	_____	_____
HEA648 Research Methods in Public Health	3	Fall/Spring	_____	_____

COMPLETED COMMUNITY HEALTH TRACK COURSES

Course	Credits	Semester Completed	Year Completed	Grade
HEA531 Community as a Basis for Health	3	Fall	_____	_____
HEA543 Transcultural Health	3	Fall	_____	_____
HEA539 Health Promotion Program Planning	3	Spring	_____	_____
HEA538 Evaluation of Health Programs	3	Spring	_____	_____
HEA544 Program Admin. Health/Human Service	3	Summer/Winter	_____	_____
HEA645 Global Community Health Promotion	3	Summer/Winter	_____	_____
HEA___ Health Elective: _____	3	Fall/Spring/Sum	_____	_____

MPH Community Service Requirement Completed ____Yes ____No - Date of Completion: _____

APPLIED LEARNING EXPERIENCE FACULTY ADVISOR'S APPROVAL

Approval to start Applied Learning Experience I: ____
Date of Approval: _____

Denied approval: ____ (If student is denied approval provide reasons in advisor comment section).
Date of Denial: _____

_____
Applied Learning Experience Faculty Advisor

_____
Student Applicant

Advisor's Comments:

MPH APPLICATION FOR HEA649 - APPLIED LEARNING EXPERIENCE I

Date of Application: _____ MPH Track: **HEALTH CARE MANAGEMENT**

Instructions: Please complete this form and return it to your Applied Learning Experience Faculty Advisor at the beginning of the semester. At least 30 credits will need to be completed at the start of Applied Learning Experience I. A cumulative GPA of 3.00 is required at the start of Applied Learning Experience I. Attach a current copy of student transcript to this form.

STUDENT INFORMATION

Student: _____
Student I.D. Number _____

Address: _____
_____
_____
Phone: _____
Cell Phone: _____

Cumulative GPA at the start of Applied Learning Experience I: _____

Applied Learning Experience I scheduled for:
Fall ____ Spring ____ Summer ____ Year _____

Number of Completed Credits: _____

COMPLETED MPH CORE COURSES

Course	Credits	Semester Completed	Year Completed	Grade
HEA520 Public Health Epidemiology	3	Fall/Spring	_____	_____
HEA526 Biostatistics for Public Health	3	Fall/Spring	_____	_____
ENV530 General Environmental Health	3	Fall/Spring	_____	_____
HEA516 Health Care Management	3	Fall/Spring	_____	_____
HEA632 Social and Behavioral Aspects of Health	3	Fall/Spring	_____	_____
HEA648 Research Methods in Public Health	3	Fall/Spring	_____	_____

COMPLETED HEALTH CARE MANAGEMENT TRACK COURSES

Course	Credits	Semester Completed	Year Completed	Grade
HEA513 Legal Aspects of Health Care	3	Spring	_____	_____
HEA514 Approaches to Health Care Delivery	3	Summer	_____	_____
HEA581 Special Topics: Health Care Financial Analysis and Management	3	Fall	_____	_____
HEA613 Advocacy and Quality of Health Care Services	3	Fall	_____	_____
HEA614 Health Care Technology and Information Management	3	Fall	_____	_____
HEA616 Strategic Leadership in Health Care	3	Spring	_____	_____
HEA___ Approved HCM Elective: _____	3	Fall/Spring/Sum	_____	_____

MPH Community Service Requirement Completed ____Yes ____No - Date of Completion: _____

APPLIED LEARNING EXPERIENCE FACULTY ADVISOR'S APPROVAL

Approval to start Applied Learning Experience I: ____
Date of Approval: _____

Denied approval: ____ (If student is denied approval provide reasons in advisor comment section).
Date of Denial: _____

_____
Applied Learning Experience Faculty Advisor

_____
Student Applicant

Advisor's Comments:

MPH APPLICATION FOR HEA649 - APPLIED LEARNING EXPERIENCE I

Date of Application: _____ MPH Track: **ENVIRONMENTAL HEALTH**

Instructions: Please complete this form and return it to your Applied Learning Experience Faculty Advisor at the beginning of the semester. At least 30 credits will need to be completed at the start of Applied Learning Experience I. A cumulative GPA of 3.00 is required at the start of Applied Learning Experience I. Attach a current copy of student transcript to this form.

STUDENT INFORMATION

Student: _____
Student I.D. Number _____

Address: _____
_____
_____

Phone: _____
Cell Phone: _____

Cumulative GPA at the start of Applied Learning Experience I: _____

Applied Learning Experience I scheduled for:
Fall ____ Spring ____ Summer ____ Year _____

Number of Completed Credits: _____

COMPLETED MPH CORE COURSES

Course	Credits	Semester Completed	Year Completed	Grade
HEA520 Public Health Epidemiology	3	Fall/Spring	_____	_____
HEA526 Biostatistics for Public Health	3	Fall/Spring	_____	_____
ENV530 General Environmental Health	3	Fall/Spring	_____	_____
HEA516 Health Care Management	3	Fall/Spring	_____	_____
HEA632 Social and Behavioral Aspects of Health	3	Fall/Spring	_____	_____
HEA648 Research Methods in Public Health	3	Fall/Spring	_____	_____

COMPLETED ENVIRONMENTAL HEALTH TRACK REQUIRED COURSES

Course	Credits	Semester Completed	Year Completed	Grade
ENV524 Industrial Hygiene	3	Fall	_____	_____
ENV545 Risk Assessment	3	Fall	_____	_____
ENV547 Environmental Regulations	3	Spring	_____	_____
ENV551 Environmental Toxicology	3	Spring	_____	_____
GEO534 Geographic Information Systems	3	Fall	_____	_____

COMPLETED ENVIRONMENTAL HEALTH TRACK ELECTIVE COURSES

Course	Credits	Semester Completed	Year Completed	Grade
ENV533 Water Quality and Health	3	Summer	_____	_____
ENV570 Emergency Preparedness	3	Summer	_____	_____
ENV575 Bioterrorism and Public Health	3	Fall	_____	_____
GEO584 Applications of Geographic Information Systems	3	Spring	_____	_____
GEO___ Environmental Modeling with GIS	3	Fall	_____	_____
ENV581 Special Topics:_____	3	Fall/Spring/Sum	_____	_____

MPH Community Service Requirement Completed ____Yes ____No - Date of Completion: _____

APPLIED LEARNING EXPERIENCE FACULTY ADVISOR'S APPROVAL

Approval to start Applied Learning Experience I: ____
Date of Approval: _____

Denied approval: ____ (If student is denied approval provide reasons in advisor comment section).
Date of Denial: _____

_____
Applied Learning Experience Faculty Advisor

_____
Student Applicant

Advisor's Comments:

MPH APPLICATION FOR HEA649 - APPLIED LEARNING EXPERIENCE I

Date of Application: _____ MPH Track: **NUTRITION**

Instructions: Please complete this form and return it to your Applied Learning Experience Faculty Advisor at the beginning of the semester. At least 30 credits will need to be completed at the start of Applied Learning Experience I. A cumulative GPA of 3.00 is required at the start of Applied Learning Experience I. Attach a current copy of student transcript to this form.

STUDENT INFORMATION

Student: _____
Student I.D. Number _____

Address: _____
_____
_____
Phone: _____
Cell Phone: _____

Cumulative GPA at the start of Applied Learning Experience I: _____

Applied Learning Experience I scheduled for:
Fall ____ Spring ____ Summer ____ Year _____

Number of Completed Credits: _____

COMPLETED MPH CORE COURSES

Course	Credits	Semester Completed	Year Completed	Grade
HEA520 Public Health Epidemiology	3	Fall/Spring	_____	_____
HEA526 Biostatistics for Public Health	3	Fall/Spring	_____	_____
ENV530 General Environmental Health	3	Fall/Spring	_____	_____
HEA516 Health Care Management	3	Fall/Spring	_____	_____
HEA632 Social and Behavioral Aspects of Health	3	Fall/Spring	_____	_____
HEA648 Research Methods in Public Health	3	Fall/Spring	_____	_____

COMPLETED NUTRITION TRACK COURSES

Course	Credits	Semester Completed	Year Completed	Grade
NTD 503 Human Nutrition	3	Spring/Sum	_____	_____
NTD 515 Public Health Nutrition	3	Fall	_____	_____
NTD 600 Maternal, Child Nutrition	3	Spring	_____	_____
NTD 610 Nutrition Assessment	3	Fall	_____	_____
NTD 625 Nutrition Policy & Programs	3	Fall	_____	_____
NTD/HEA___ Elective: _____	3	Spring/Sum	_____	_____
NTD/HEA___ Elective: _____	3	Spring/Sum	_____	_____

MPH Community Service Requirement Completed ____Yes ____No - Date of Completion: _____

APPLIED LEARNING EXPERIENCE FACULTY ADVISOR'S APPROVAL

Approval to start Applied Learning Experience I: ____
Date of Approval: _____

Denied approval: ____ (If student is denied approval provide reasons in advisor comment section).
Date of Denial: _____

_____
Applied Learning Experience Faculty Advisor

_____
Student Applicant

Advisor's Comments:

West Chester University
College of Health Sciences – Department of Health
Master of Public Health
HEA649 – Applied Learning Experience I
HEA650 - Applied Learning Experience II

LETTER OF AGREEMENT FOR STUDENT PLACEMENT

Date: _____

Dear Site Supervisor:

This letter of agreement for the **Applied Learning Experience I and II** confirms the placement of:

Graduate Student: _____

Experience Begins:_____ Experience Ends: _____

Each student is expected to complete a 300 hour learning experience.
(100 hours for HEA649 Applied Learning Experience I and
200 hours for HEA650 Applied Learning Experience II)

Student transcripts will be reviewed to ensure that each graduate student has completed required courses and has maintained the appropriate grade point average (3.0 or better) before placement at the Agency. **Students cannot participate in Applied Learning Experience I and II unless a cumulative grade point average of 3.0 or better is achieved before the start of the experience. The Department of Health reserves the right to terminate this Applied Learning Experience agreement if the student does not obtain a cumulative grade point average of 3.0 or better before the start of the experience.**

Your signature indicates your agreement to provide the student with supervision and your agency's agreement to serve as a host site for the student. Supervision procedures are outlined in the **Master of Public Health – Applied Learning Experience I and II Guidelines**. If you need further clarification about supervision responsibilities or if you need a copy of these Guidelines, please do not hesitate to call the Faculty Advisor. The Applied Learning Experience is finalized when all parties sign this agreement. You will receive a signed copy of this agreement before the start of the Applied Learning Experience.

_____
Site Supervisor

_____
Agency/Organization

_____
Address

_____

_____

_____
Phone

_____
Email Address

_____
MPH Faculty Advisor

_____
MPH Program Director

_____
Chair, Department of Health

MPH PROGRAM
DEPARMENT OF HEALTH
WEST CHESTER UNIVERSITY

HEA649 - APPLIED LEARNING EXPERIENCE I AND HEA650- APPLIED LEARNING EXPERIENCE II
MAJOR PROJECT PLAN SUMMARY AND COMPETENCY SELECTION FORM

The following project and MPH core/track competencies have been discussed and agreed upon to be undertaken by the MPH graduate student from the Department of Health ,West Chester University during his/her Applied Learning Experience I and II.
(If necessary, attach additional sheets.)

Title of Major Project: _____

Project Description:

_____

List the 3 MPH Core Competencies that will be addressed during the completion of the Major Project and Professional Practice Activities:

1.
2.
3.

List the three MPH Track Competencies that will be addressed during the completion of the Major Project and Professional Practice Activities:

1.
2.
3.

_____

Expected Project Outcomes at the completion of the Applied Learning Experience:

1. Major Project Plan and Report: Each student is expected to produce a plan (ALE I) and report (ALE II) about the major project. This report will include: a literature review of the public health problem/issue, a methods section, a results section and a conclusion.

2. Poster Presentation: At the end of ALE II, each student will produce a professional poster that summarizes the major project and research report. This poster will be presented to faculty, students and invited community members.

3. Other Work Related to Major Project:

_____

Date: _____ Student Signature: _____

ALE I Faculty Advisor:_____ ALE Site Supervisor: _____

MPH Student Competency Checklist for the Applied Learning Experience I and II

Competencies are statements describing the knowledge base and skill set MPH students should possess upon graduation. The following check list contains both MPH Core Competencies and Track Specific competencies.

Instructions: After selection of the ALE site, each student will indicate the competencies (under advisement with the **A**LE Faculty Advisor and ALE Site Supervisor) that will be addressed or enhanced through the Applied Learning Experience (ALE I and II). These competencies will be the focused competency areas during the completion of the assignments for ALE I and II. The student will need to select three MPH Core Competencies **(for all MPH students)** and three MPH Track Competencies. These competencies will be listed on the **Major Project Plan Summary and Competency Selection Form. This checklist needs to be attached to the Major Project Plan Summary and Competency Selection Form.** At the end of the ALE I and II students will have the opportunity to document progress in competency attainment through the ALE Assignment: **Professional Practice Activities and Competency Attainment Report.** Th**is** report is a self-evaluation of experiences that demonstrate student mastery of these competencies. Additionally, all students will be able to assess progress in mastering all of the MPH Core and Track Competencies through the MPH Exit Survey at the end of HEA650 ALE II. **Students will continue to work on the same three MPH Core and Track Competencies during the completion of their Major Project and Professional Practice Activities in ALE I and II.**

Student Name:_____ Track: _____ Date: _____

Please attach completed checklist to the Major Project Plan Summary and Competency Selection Form.

MPH Core Competencies (Competencies for all MPH Students)*		
1. Biostatistics	Apply the concepts of biostatistics in the collection, retrieval, analysis and interpretation of health data along with designing health related surveys/experiments and apply the concepts of statistical data analysis to community populations.	
2. Epidemiology	Demonstrate knowledge of the principles of epidemiology through the study of distribution and determinants of disease, disabilities and death in human populations, the characteristics and dynamics of human populations along with the natural history of diseases in community populations	
3. Environmental Health	Interpret and analyze the impact of environmental issues including the biological, physical and chemical factors that affect the health of a community.	
4. Health Care Management	Understand the role of the health care delivery system in the organization, cost, financing, quality, policy issues and equity of health care along with the role of the health care delivery system in maintaining the health of populations.	
5. Social and Behavioral Aspects of Health	Demonstrate knowledge of the concepts of social and behavioral theories relevant to the identification and solution to public health problems.	
6. Research	Synthesize literature in an area of public health, including identification of gaps in knowledge and strengths and limitations in study design.	
7. Needs Assessment	Analyze and synthesize various available resources and data to determine the public health needs in a community setting.	
8. Planning and Evaluation	Demonstrate proficiency in design, development, implementation and evaluation of public health projects/programs in the community setting.	
9. Communication and Informatics	Collect, manage and organize data to produce information and present information to different audiences through information technologies or through media channels to demonstrate how information and knowledge can be utilized to achieve specific objectives.	
10. Professionalism	Subscribe to a professional code of ethics and apply ethical standards to public health issues along with demonstrating professional, culturally competent knowledge and practice.	

***MPH Core Competencies are adapted from the MPH Core Competency Model from the Association of Schools and Programs in Public Health (ASPPH).**

Community Health Track Competencies*		
CH TC 1	Assess Needs, Assets and Capacity for Health Education	
CH TC 2	Plan Health Education	
CH TC 3	Implement Health education	
CH TC 4	Conduct Evaluation and Research Related to Health Education	
CH TC 5	Administer and manage health education.	
CH TC 6	Serve as a health education resource person.	
CH TC 7	Communicate and Advocate for Health and Health Education	

***Community Health competencies are adopted from The National Commission for Health Education Credentialing, Inc., Responsibilities and Competencies .**

Health Care Management Track Competencies*		
HCM TC 1	Effectively transfer information in oral, written, and non-verbal form to others, including the ability to judge what needs to be communicated, when it needs to be communicated, to whom, how and how much, and where this communication should take place.	
HCM TC 2	Formulate the right questions and answers, think logically and independently, conceptualize and problem solve in an unstructured environment.	
HCM TC 3	Develop an understanding of planning and decision-making, organizing, leading, and controlling an organization's human, financial, physical, and information resources to achieve organizational goals in an efficient and effective manner.	
HCM TC 4	Recognize and analyze health system and sub-system properties, processes, and outputs, and the dynamic interactions within the system and with the external environment.	
HCM TC 5	Develop, implement, manage, and evaluate economic and financial models in order to plan and guide the organization to achieve its strategic goals and objectives.	

***The competencies for the Health Care Management Track follow the criteria set forth by the Commission on Accreditation of Healthcare Management Education (CAHME).**

Environmental Health Track Competencies*		
EH TC 1	Identify illness and injury causing agents in workplaces, residences, health care facilities and other institutions, and the outdoor environment.	
EH TC 2	Measure biological, chemical and physical disease agents in any environment and assess compliance with environmental regulations and professional standards.	
EH TC 3	Analyze, interpret and evaluate toxicological, epidemiological and environmental exposure data.	
EH TC 4	Quantitatively assess risk using mathematical models.	
EH TC 5	Communicate risk information to the populations they serve.	
EH TC 6	Plan and manage emergency preparedness programs.	
EH TC 7	Integrate, implement and evaluate control strategies to reduce environmental risks.	
EH TC 8	Lead, manage and administer environmental health programs.	
EH TC 9	Apply appropriate research principles and methods in Environmental Health.	
EH TC 10	Advance the profession of Environmental Health.	

***The competencies for the Environmental Health Track are an adaptation of the requirements for industrial hygiene practice set up by the American Board of Engineering Technology (ABET) which accredits industrial hygiene programs. These industrial hygiene concepts have been broadened to include the whole field of environmental health and some aspects of emergency preparedness.**

Nutrition Track Competencies*		
NTD TC 1	Apply the science of food and nutrition to support optimal nutritional status in individuals, groups and populations.	
NTD TC 2	Manage nutrition care for diverse population groups.	
NTD TC 3	Assesses and prioritizes nutritional problems of individuals, groups and populations using appropriate nutritional assessment techniques.	
NTD TC 4	Develop, implement and evaluate effective community-based food and nutrition programs that promote optimal health and disease prevention.	
NTD TC 5	Utilize the nutrition care process with individuals and groups.	
NTD TC 6	Apply appropriate research principles and methods in community and public health nutrition.	
NTD TC 7	Communicates accurate, evidence-based nutrition information at levels appropriate for various audiences.	
NTD TC 8	Advocate for public policy at local, state and national levels in food and nutrition areas.	
NTD TC 9	Advance the profession of community and public health nutrition.	

***Nutrition Track competencies are adapted from the Academy of Nutrition & Dietetics', Public Health/Community Nutrition Practice Group guidelines and the Academy's knowledge, skills and competencies for community nutrition emphasis.**

MPH PROGRAM
DEPARMENT OF HEALTH
WEST CHESTER UNIVERSITY

HEA649 - APPLIED LEARNING EXPERIENCE I AND HEA650- APPLIED LEARNING EXPERIENCE II PROFESSIONAL PRACTICE ACTIVITIES FORM

Professional Practice Activities: Students will be assessed on their professional performance during the implementation and completion of the Major Project at the agency including relationships to staff, ability to accept guidance from site supervisor and staff, the ability to relate to agency populations groups, the ability to organize and maintain an effective work schedule along with the ability to relate theory to practice. Students will be expected to participate in Professional Practice Activities throughout the ALE I and ALE II semesters. The Professional Practice Activities include: student observation and participation in supervisors and staff work activities, interacting with clients/patients, attending meetings(agency and coalition meetings) and providing support for agency activities.

The student and site supervisor agree on the student participation in the following Professional Practice Activities. Students will need to be present at the site to participate in Professional Practice Activities. (Please list the types of activities with the time requirements needed for student participation during ALE I and ALE II).

Type of Professional Practice Activity	Student Time Commitment
For example: Student attendance in Department Meetings	1 hour bi-weekly meeting on Fridays

Type of Professional Practice Activity	Student Time Commitment

Signatures

Agency Site Supervisor _____ Graduate Student: _____

Applied Learning Experience Faculty Advisor: _____ Date: _____

Applied Learning Experience I and II – On Site Agency Hours Agreement

Student: _____ Date: _____

Applied Learning Experience Supervisor: _____

Applied Learning Experience Site: _____

Applied Learning Experience Faculty Supervisor: _____

Applied Learning Experience I and II Time Commitments

It is important to note that many students in the program have full time jobs and will need to **complete a total of 300 hours for Applied Learning Experience I and II**. Students who are employed may need to make arrangements for time off from work to complete their projects during the Applied Learning Experience I and II. **Students are expected to spend time at the agency to complete their projects and projects should focus on research problems and/or practitioner issues in public health.** The student and Agency Site Supervisor will need to be in agreement about the time needed to be spent on site before the start of the Applied Learning Experience I. **Agency Site Supervisors need to remember that this experience is 300 hours and is to be completed over two semesters, with 100 hours for Applied Learning Experience I and 200 hours for Applied Learning Experience II.** Arrangements for time at the site should be flexible. **The student and the Agency Site Supervisor need to agree about the time commitment at the agency. (pg. 6, Applied Learning experience I and II Guidelines).**

Time Schedule at the Site for HEA649 - Applied Learning Experience I (starting during the second half of the ALE I semester):

Date of start time for on-site hours: _____

Student practicum on-site hours include (days of week and times, for example every Friday morning 9am –Noon):

_____

Time Schedule at the Site for HEA650 - Applied Learning Experience II (on site hours continue throughout the ALE II semester):

Date of start time for on-site hours: _____

Student practicum on-site hours include (days of week and times, for example every Friday morning 9am –Noon):

_____

_____ _____

Student Signature **Site Supervisor Signature**

_____

ALE Faculty Supervisor

HEA649 - APPLIED LEARNING EXPERIENCE I
HEA650 – APPLIED LEARNING EXPERIENCE II

STUDENT LOG

STUDENT: _____ DATE: _____

SEMESTER: _____ SITE: _____ LOG FOR: HEA649 ___ HEA650___

DATE: _____ DAILY HOURS:_____

Major Project Activities:

Professional Practice Activities:

DATE: _____ DAILY HOURS: _____

Major Project Activities:

Professional Practice Activities:

DATE: _____ DAILY HOURS: _____

Major Project Activities:

Professional Practice Activities:

DATE: _____ **DAILY HOURS:** _____

Major Project Activities:

Professional Practice Activities:

DATE: _____ **DAILY HOURS:** _____

Major Project Activities:

Professional Practice Activities:

WEEKLY INSIGHT:

HOUR TOTAL: WEEKLY _____ **CUMULATIVE** _____

_____ _____

Site Supervisor's Signature **Date**

The signature from the Site Supervisor verifies that the student did complete the Major Project Activities and Professional Practice Activities for this week.

HEA649 – Applied Learning Experience I
Progress Report – Site Supervisor

Student: _____ Date: _____
Site Supervisor: _____
Agency: _____
Applied Learning Experience I Faculty Advisor: _____

Progress Report (Site Supervisor)

This Progress Report is an assessment of the progress the student has made as a public health professional in the work setting. Points will not be assigned at this time, however this assessment should provide the student with direction to improve performance in weak areas and to encourage continued professional growth for successful completion of HEA649-Applied Experience I.

Student Professional Performance at the Site -During the first half of the semester, the student:	**Does Not Meet Professional Standards**	**Needs Improvement**	**Meets Professional Standards**	
Demonstrated the ability to articulate his/her goal(s) for the practicum experience in order to develop the Major Project Plan.				
Was knowledgeable and well-prepared.				
Demonstrated the ability to implement a planned course of action to meet the Applied Learning Experience I learning objectives and outcomes.				
Demonstrated the ability to adapt to the site's procedures and culture.				
Was respectful and courteous in his/her interactions with colleagues, support staff, or the general public.				
Worked effectively within groups.				
Demonstrated effective time management skills.				
Demonstrated effective oral and written communication skills.				
Accepted guidance from site supervisor and other designated persons.				
Demonstrated the ability to contribute to the assessment or understanding of the public health problem or issue related to the Major Project Plan.				
Student Participation in Professional Practice Activities. During the semester, the student:				

Participated in assigned Professional Practice Activities.			
Developed a thorough understanding of how the agency works in the delivery of public health services through participation in Professional Service Activities.			
Developed professional skills and selected MPH core and Track competencies by applying theory to practice through participation in Professional Service Activities and management of Major Project assignments.			
Worked effectively during all Professional Service Activities			
Demonstrated potential for professional growth and development during participation in Professional Service Activities			

Areas needing improvement at this time:

Student strengths at this time:

_____ _____
Student Signature Site Supervisor Signature

HEA649 – Applied Learning Experience I
Progress Report – Applied Learning Experience I - Faculty Advisor

Student: _____ Date: _____

Site Supervisor: _____

Agency: _____

Applied Learning Experience Faculty Advisor: _____

Progress Report (Applied Learning Experience I - Faculty Advisor)

This Progress Report is an assessment of the progress the student has made in completion of assignments due at mid-semester. Points will not be assigned at this time, however this assessment should provide the student with direction to improve performance in weak areas and to encourage continued professional growth to successfully complete HEA649-Applied Learning Experience I.

Applied Learning Experience I Assignments	**Does Not Meet Professional Standards**	**Needs Improvement**	**Meets Professional Standards**	
Completed Agency Interview Reaction Paper				
Student finalized placement by mid-semester (completed Letter of Agreement with appropriate signatures)				
Completed Major Project Summary Form by mid-semester				
Completed Agency Report by mid-semester				
Student Logs				
Typed and neatly organized				
Daily log descriptions				
Weekly insight descriptions				
Tracking daily, weekly, cumulative hours				
Logs returned to advisor on time				

Areas needing improvement at this time:

Student strengths at this time:

_____ _____

Student Signature Applied Learning Experience Faculty Advisor

HEA649 – APPLIED LEARNING EXPERIENCE I

ALE I - FACULTY SUPERVISOR FINAL EVALUATION AND GRADING FORM

Student: _____ Date: _____

Applied Learning Experience Site Supervisor: _____

Applied Learning Experience Site: _____

Applied Learning Experience Faculty Advisor: _____

Applied Learning Experience I Assignments	Points
Agency Interview Reaction Paper	4
Major Project Plan Summary	5
Agency Report	12
Professional Practice Activities Report	5
Major Project Plan	35
Student Professional Performance	31
Student Logs	4
Professional Binder	4
Total Points	100

Agency Interview Reaction Paper (4 Points) - Evaluation completed by ALEI - Faculty Supervisor			
The student's Agency Interview Reaction Paper:	**Does Not Meet Professional Standards (0 Points)**	**Needs Improvement (.50 Point)**	**Meets Professional Standards (1 Point)**
Provided contact information about the site (identified site supervisor, agency address and phone number).			
Provided at least two reasons for selecting the site for the Applied Learning Experience.			
Provided details on how the experience at the site will facilitate professional growth and development as a public health professional.			
Indicated that this site was an appropriate match to complete for ALE I and II. (Completed Letter of Agreement)			
			TOTAL POINTS:_____
Comments:			

Major Project Plan Summary (5 Points) – Evaluation completed by the ALE I - Faculty Supervisor			
The student's Major Project Plan Summary:	**Does Not Meet Professional Standards (0 Points)**	**Needs Improvement (.50 Point)**	**Meets Professional Standards (1 Point)**
Provided a summary and overview of the Major Project Plan on appropriate form.			
Identified at least 3 project outcomes.			
Identified other work related projects.			
Obtained consent (with signature)for project plan from the Site Supervisor			
Obtained consent (with signature) for project plan from ALE I Faculty Advisor			
			TOTAL POINTS:_____
Comments:			

Agency Report (12 Points) - Evaluation completed by the ALE I -Faculty Supervisor			
The student's Agency Report contained the following items:	**Does Not Meet Professional Standards (0 Points)**	**Needs Improvement (.50 Points)**	**Meets Professional Standards (1 Point)**
Agency Mission (Included the agency's mission statement in this section)**Agency Goals and Objectives** (Included the agency's goals and objectives in this section the mission, goals and objectives are approximately one page)			
History of the Agency (Provided a one page overview of this history of the agency, the founders, the reason the agency was created, etc., one page)			
Organizational Structure of the Agency (Board of Directors, Executive Director, Staff Members, Volunteers, etc. An organizational chart with a brief narrative is appropriate for this section, one page)			
Overview of Services/Programs Provided by the Agency (Listed and described the services provided by the agency/organization in one page)			
Provided an overview of the successes and challenges of the Agency (Identified the successes of this agency along with the challenges and how these successes/challenges contributed to the current agency? one page)			
Agency Budget and Funding Resources (Included resources such as grants, fund raising activities and other funding services in a one page summary, a budget spread sheet can be used with the narrative, one page)			
The Geographic Service Area of the Agency (Described agency location and the primary service area of this agency. Described how the location promoted or hindered use by the population served. Provided reasons for the current agency location, one page)			
Overview of the Target Population Served by the Agency (provided demographics, gender, age, ethnicity, etc., two pages).			
Staff Interview #1 Included the required 8 questions and two student questions. Followed appropriate interview format.(one page)			
Staff Interview #2 Included the required 8 questions and two student questions. Followed appropriate interview format.(one page)			
Staff Interview #3 Included the required 8 questions and two student questions. Followed appropriate interview format. (one page)			
Met page requirements and required paper format			
			TOTAL POINTS:_____

Comments:

Professional Practice Activities Report – ALE I (5 Points) - Evaluation completed by ALE I - Faculty Supervisor			
The student's Professional Practice Activities Report – ALE I:	**Does Not Meet Professional Standards (0 Points)**	**Needs Improvement (.50 Point)**	**Meets Professional Standards (1 Point)**
Described the types of Professional Practice Activities opportunities at this site.			
Described how these Professional Practice Activities contributed to professional growth and development.			
Related these Professional Practice Activities to the role as a public health professional.			
Identified specific skills acquired through participation in Professional Practice Activities (i.e. program planning and evaluation, needs assessment, program management, grant writing).			
Provided reflection and reaction to the overall experience of working at this site.			
			TOTAL POINTS:_____

Comments:

Major Project Plan (35 Points) – Evaluation completed by ALE I - Faculty Supervisor			
The student's Major Project Plan contained:	**Does Not Meet Professional Standards (0 Points)**	**Needs Improvement (2 Points)**	**Meets Professional Standards (3 Points)**
Introduction to the Problem/Issue : introduced the problem/issue of the major project in this section. Discussed the role of the agency in addressing the issue. Local data or information about the problem was placed in this section along with the impact of this problem/issue in the community setting. This is a referenced section (in APA format) approximately 3 pages.			
Literature Review : Provided an overview of research articles, from peer reviewed journals, that address the problem/issue. This is a referenced section (in APA format) approximately 7 pages.			
Proposed Project Methods: Included proposed plans that will be implemented during Applied Learning Experience II at the site. This section is approximately 14 pages. **Points assigned to items a –f.**	**Does Not Meet Professional Standards (0 Point)**	**Needs Improvement (3 Points)**	**Meets Professional Standards (4 Points)**
a. Project Goal and Objectives: (Provided project goal, objectives and outcomes (these are the outcomes listed in the Major Project Summary Form)			
b. Target Population Analysis:(Provided an overview of the target population impacted by the health problem. Included information on demographics, gender, age, ethnicity, educational levels, socioeconomic status, etc. This is a referenced section in APA format)			
c. Proposed Project Activities: (Provided details on the methods/interventions/activities that will be implemented during the next phase of the project in Applied Learning Experience II. Plans could include development of health education curriculum, development of case studies, plans to conduct needs assessment or risk assessments, and plans to conduct quality assurance reviews, etc.)			
d. Plans for Data Collection: (Discussed plans for collecting data that results from the interventions or activities that will be implemented in section c of this Major Project Plan.)			
e. Plans for Data Analysis: (Discussed how the data will be analyzed for the Major Project Report)			
f. Project Timeline: (Provided a timeline for project completion during Applied Learning Experience I and II).			
Major Project Meets the Mission of the Agency: Addressed how this project meets the mission of the agency. (one page)	**0 Point**	**1 Point**	**2 Points**
References : List of references used in Major Project Plan in APA format.	**0 Point**	**.50 Point**	**1 Point**
Paper Format: (Well organized paper, no typos, appropriate grammar, paper is readable format)	**0 Point**	**1 Point**	**2 Points**
		TOTAL POINTS:_____	
Comments:			

Student Logs (4 Points) – Evaluation completed by the ALE I - Faculty Supervisor			
During the semester, the student's logs:	**Does Not Meet Professional Standards (0 Points)**	**Needs Improvement (.50 Points)**	**Meets Professional Standards (1 Point)**
Were typed and neatly organized and contained daily log descriptions			
Contained weekly insight descriptions			
Contained tracking of daily, weekly, cumulative hours			
Returned to faculty advisor on time			
		TOTAL POINTS:_____	

Comments:

Professional Binder (4 Points) – Evaluation completed by the ALE I - Faculty Supervisor			
The student's professional binder:	**Does Not Meet Professional Standards (0 Points)**	**Needs Improvement (.50 Points)**	**Meets Professional Standards (1 Point)**
Contained Title Page and Table of Contents			
Contained Copies of ALE I Assignments (Agency Interview Reaction Paper, Agency Report, Completed Major Project Plan)			
Contained all appendices for Applied Learning Experience I **(ALE I Application Form, Letter of Agreement, Major Project Plan Summary Form for ALE I and II, Professional Practice Activities Form for ALE I and II, On Site Agency Hours Agreement for ALE I and II, Student Logs, Mid-Term Progress Reports, Final Evaluations, ALE I Site Supervisor Major Project Review Form, Student Evaluation of ALE I)**			
Was well organized with designated section tabs and was presented in a spiral bound binder			
		TOTAL POINTS:_____	

Comments:

Date of Final Evaluation Review: _____

Total Points for Final Evaluation (ALE I Faculty Supervisor and Site Supervisor's Points): _____

Final Grade for Applied Learning Experience II: _____

Student Signature: _____

Applied Learning Experience Faculty Advisor: _____

HEA649 – APPLIED LEARNING EXPERIENCE I
SITE SUPERVISOR FINAL EVALUATION

Student: _____ Date: _____

Applied Learning Experience Site Supervisor: _____

Applied Learning Experience Site: _____

Applied Learning Experience Faculty Advisor: _____

Student Professional Performance at Agency Site (25 Points) – Evaluation completed by the Agency Site Supervisor			
Student Professional Performance at the Site -During the semester, the student:	**Does Not Meet Professional Standards (0 Points)**	**Needs Improvement (1 Point)**	**Meets Professional Standards (2 Points)**
Demonstrated the ability to articulate his/her goal(s) for the practicum experience in order to develop the Major Project Plan.			
Was knowledgeable and well-prepared.			
Demonstrated the ability to implement a planned course of action to meet the Applied Learning Experience I learning objectives and outcomes.			
Demonstrated the ability to adapt to the site's procedures and culture.			
Was respectful and courteous in his/her interactions with colleagues, support staff, or the general public.			
Worked effectively within groups.			
Demonstrated effective time management skills.			
Demonstrated effective oral and written communication skills.			
Accepted guidance from site supervisor and other designated persons.			
Demonstrated the ability to contribute to the assessment or understanding of the public health problem or issue related to the Major Project Plan.			
Student Professional Practice Activities	**Does Not Meet Professional Standards (0 Points)**	**Needs Improvement (.50 Point)**	**Meets Professional Standards (1 Points)**
Participated in assigned Professional Practice Activities.			
Developed a thorough understanding of how the agency works in the delivery of public health services through participation in Professional Service Activities.			
Developed professional skills and MPH Core/Track competencies by applying theory to practice through participation in Professional Service Activities and management of the Major Project. **(Attach: ALE Site Supervisor Assessment of Student Competency Attainment in ALE I Form).**			
Worked effectively during all Professional Service Activities			
Demonstrated potential for professional growth and development during participation in Professional Service Activities			

TOTAL POINTS:_____

Areas needing improvement at this time:

Student strengths at this time:

Date of Final Student Performance Evaluation: _____

_____ _____

Student Signature **Site Supervisor Signature**

ALE SITE SUPERVISOR ASSESSMENT OF STUDENT COMPETENCY ATTAINMENT IN ALE I

FINAL EVALUATION

MPH COMMUNITY HEALTH TRACK

Directions for the ALE Site Supervisor: There are a number of MPH Core and Track Competencies in the MPH Program. These competencies are addressed throughout the MPH Program through MPH core/track course content and assignments. A very important component of the MPH Program is the practicum (ALE I and II) were we expect students to apply theory to practice. We understand that all the core and track competencies (listed in this evaluation) may not be addressed at the ALE Site. Therefore, at the start of the semester each student selected (under advisement) the competencies that a during the development and implementation of their Major Project. The student should also gain experience in the application of these competencies in the assigned Professional Practice Activities (PPAs). enhanced during the These selected competencies (3 MPH Core Competencies and 3 Track Competencies) are the focused competency areas during the student's completion of the assignments for ALE I and II. These competencies are listed on the **Major Project Plan Summary and Competency Selection Form and the MPH Competency Check List.** At the end of the ALE I and II students will have the opportunity to document progress in competency attainment through the ALE Assignment: **Professional Practice Activities and Competency Attainment Report.** This report is a self-evaluation of experiences that demonstrates student mastery of these competencies. Additionally, all students will be able to assess progress in mastering all of the MPH Core and Track Competencies through the MPH Exit Survey at the end of HEA650 ALE II. **Students will continue to work on the same three MPH Core and Track Competencies during the completion of their Major Project and Professional Practice Activities in ALE I and II. As an ALE Site Supervisor, you are evaluating only the student's selected 3 MPH Core Competencies and 3 MPH Track Competencies.**

MPH CORE COMPETENCY ATTAINMENT FOR ALE I - SITE SUPERVISOR ASSESSMENT (3 Points)				
MPH Core Competencies: Please provide ratings for the MPH Core Competencies selected (3 competencies) selected by the student as a competency focus for their Major Project and Professional Practice Activities.	Selected (3) MPH Core Competencies for this student's Major Project and PPAs	Demonstrates little or no understanding of this competency in application (0 points)	Demonstrates adequate understanding of this competency in application (.50 points)	Demonstrates exceptional understanding of this competency in application (1 point)
1. **Biostatistics:** Apply the concepts of biostatistics in the collection, retrieval, analysis and interpretation of health data along with designing health related surveys/experiments and apply the concepts of statistical data analysis to community populations.				
2. **Epidemiology:** Demonstrate knowledge of the principles of epidemiology through the study of distribution and determinants of disease, disabilities and death in human populations, the characteristics and dynamics of human populations along with the natural history of diseases in community populations				
3. **Environmental Health:** Interpret and analyze the impact of environmental issues including the biological, physical and chemical factors that affect the health of a community.				
4. **Health Care Management:** Understand the role of the health care delivery system in the organization, cost, financing, quality, policy issues and equity of health care along with the role of the health care delivery system in maintaining the health of populations.				
5. Social and Behavioral Aspects of Health: Demonstrate knowledge of the concepts of social and behavioral theories relevant to the identification and solution to public health problems.				
6. Research: Synthesize literature in an area of public health, including identification of gaps in knowledge and strengths and limitations in study design.				
7. Needs Assessment: Analyze and synthesize various available resources and data to determine the public health needs in a community setting.				
8. Planning and Evaluation: Demonstrate proficiency in design, development, implementation and evaluation of public health projects/programs in the community setting.				
9. Communication and Informatics: Collect, manage and organize data to produce information and present information to different audiences				

through information technologies or through media channels to demonstrate how information and knowledge can be utilized to achieve specific objectives.				
10. Professionalism**:** Subscribe to a professional code of ethics and apply ethical standards to public health issues along with demonstrating professional, culturally competent knowledge and practice.				

In the 3 selected MPH Core Competencies, please identify any areas that need improvement:

In the 3 selected MPH Core Competencies, please identify strengths demonstrated by the student:

COMMUNITY HEALTH TRACK COMPETENCY ATTAINMENT FOR ALE I - SITE SUPERVISOR ASSESSMENT (3 Points)				
Community Health Track Competencies (CH TC): Please provide ratings for the CH Track Competencies (3 competencies) selected by the student as a competency focus for their Major Project and Professional Practice Activities.	Selected (3) CH TC for this student's Major Project and PPAs	Demonstrates little or no understanding of this competency in application (0 points)	Demonstrates adequate understanding of this competency in application (.50 points)	Demonstrates exceptional understanding of this competency in application (1 point)
CH TC 1. Assess Needs, Assets and Capacity for Health Education				
CH TC 2. **Plan Health Education**				
CH TC 3. Implement Health education				
CH TC 4. Conduct Evaluation and Research Related to Health Education				
CH TC 5. Administer and manage health education.				
CH TC 6. Serve as a health education resource person.				
CH TC 7. Communicate and Advocate for Health and Health Education				

In the 3 selected CH TC competencies please identify any areas that need improvement:

In the 3 selected CH TC competencies please identify strengths demonstrated by the student:

Additional Comments:

Total Points: _____ (Total of 3 MPH Core Competency Points and 3 Track Competency Points)

_____

ALE Site

_____ _____ _____

MPH Student **ALE Site Supervisor** **Date**

ALE SITE SUPERVISOR ASSESSMENT OF STUDENT COMPETENCY ATTAINMENT IN ALE I

FINAL EVALUATION

MPH ENVIRONMENTAL HEALTH TRACK

Directions for the ALE Site Supervisor: There are a number of MPH Core and Track Competencies in the MPH Program. These competencies are addressed throughout the MPH Program through MPH core/track course content and assignments. A very important component of the MPH Program is the practicum (ALE I and II) were we expect students to apply theory to practice. We understand that all the core and track competencies (listed in this evaluation) may not be addressed at the ALE Site. Therefore, at the start of the semester each student selected (under advisement) the competencies that a during the development and implementation of their Major Project. The student should also gain experience in the application of these competencies in the assigned Professional Practice Activities (PPAs). enhanced during the These selected competencies (3 MPH Core Competencies and 3 Track Competencies) are the focused competency areas during the student's completion of the assignments for ALE I and II. These competencies are listed on the **Major Project Plan Summary and Competency Selection Form and the MPH Competency Check List.** At the end of the ALE I and II students will have the opportunity to document progress in competency attainment through the ALE Assignment: **Professional Practice Activities and Competency Attainment Report.** This report is a self-evaluation of experiences that demonstrates student mastery of these competencies. Additionally, all students will be able to assess progress in mastering all of the MPH Core and Track Competencies through the MPH Exit Survey at the end of HEA650 ALE II. **Students will continue to work on the same three MPH Core and Track Competencies during the completion of their Major Project and Professional Practice Activities in ALE I and II. As an ALE Site Supervisor, you are evaluating only the student's selected 3 MPH Core Competencies and 3 MPH Track Competencies.**

MPH CORE COMPETENCY ATTAINMENT FOR ALE I - SITE SUPERVISOR ASSESSMENT (3 Points)				
MPH Core Competencies: Please provide ratings for the MPH Core Competencies selected (3 competencies) selected by the student as a competency focus for their Major Project and Professional Practice Activities.	Selected (3) MPH Core Competencies for this student's Major Project and PPAs	Demonstrates little or no understanding of this competency in application (0 points)	Demonstrates adequate understanding of this competency in application (.50 points)	Demonstrates exceptional understanding of this competency in application (1 point)
1. **Biostatistics:** Apply the concepts of biostatistics in the collection, retrieval, analysis and interpretation of health data along with designing health related surveys/experiments and apply the concepts of statistical data analysis to community populations.				
2. **Epidemiology:** Demonstrate knowledge of the principles of epidemiology through the study of distribution and determinants of disease, disabilities and death in human populations, the characteristics and dynamics of human populations along with the natural history of diseases in community populations				
3. **Environmental Health:** Interpret and analyze the impact of environmental issues including the biological, physical and chemical factors that affect the health of a community.				
4. **Health Care Management:** Understand the role of the health care delivery system in the organization, cost, financing, quality, policy issues and equity of health care along with the role of the health care delivery system in maintaining the health of populations.				
5. Social and Behavioral Aspects of Health: Demonstrate knowledge of the concepts of social and behavioral theories relevant to the identification and solution to public health problems.				
6. Research: Synthesize literature in an area of public health, including identification of gaps in knowledge and strengths and limitations in study design.				
7. Needs Assessment: Analyze and synthesize various available resources and data to determine the public health needs in a community setting.				
8. Planning and Evaluation: Demonstrate proficiency in design, development, implementation and evaluation of public health projects/programs in the community setting.				
9. Communication and Informatics: Collect, manage and organize data to produce information and present information to different audiences through information technologies or through media channels to demonstrate how information and knowledge can be utilized to achieve specific objectives.				

10. Professionalism**:** Subscribe to a professional code of ethics and apply ethical standards to public health issues along with demonstrating professional, culturally competent knowledge and practice.				

In the 3 selected MPH Core Competencies, please identify any areas that need improvement:

In the 3 selected MPH Core Competencies, please identify strengths demonstrated by the student:

ENVIRONMENTAL HEALTH TRACK COMPETENCY* ATTAINMENT FOR ALE I - SITE SUPERVISOR ASSESSMENT (3 Points)				
Environmental Health Track Competencies (EH TC): Please provide ratings for the EH Track Competencies (3 competencies) selected by the student as a competency focus for their Major Project and Professional Practice Activities.	Selected (3) EH TC for this student's Major Project and PPAs	Demonstrates little or no understanding of this competency in application (0 points)	Demonstrates adequate understanding of this competency in application (.50 points)	Demonstrates exceptional understanding of this competency in application (1 point)
EH TC 1. Identify illness and injury causing agents in workplaces, residences, health care facilities and other institutions, and the outdoor environment.				
EH TC 2. Measure biological, chemical and physical disease agents in any environment and assess compliance with environmental regulations and professional standards.				
EH TC 3. Analyze, interpret and evaluate toxicological, epidemiological and environmental exposure data.				
EH TC 4. Quantitatively assess risk using mathematical models.				
EH TC 5. Communicate risk information to the populations they serve.				
EH TC 6. Plan and manage emergency preparedness programs.				
EH TC 7. Integrate, implement and evaluate control strategies to reduce environmental risks.				
EH TC 8. Lead, manage and administer environmental health programs.				
EH TC 9. Apply appropriate research principles and methods in Environmental Health.				
EH TC 10. Advance the profession of Environmental Health.				

In the 3 selected EH TC competencies, please identify any areas that need improvement:

In the 3 selected EH TC competencies, please identify strengths demonstrated by the student:

Additional Comments:

Total Points: _____ (Total of 3 MPH Core Competency Points and 3 Track Competency Points)

_____

ALE Site

_____ _____ _____

MPH Student **ALE Site Supervisor** **Date**

ALE SITE SUPERVISOR ASSESSMENT OF STUDENT COMPETENCY ATTAINMENT IN ALE I

FINAL EVALUATION

MPH HEALTH CARE MANAGEMENT TRACK

Directions for the ALE Site Supervisor: There are a number of MPH Core and Track Competencies in the MPH Program. These competencies are addressed throughout the MPH Program through MPH core/track course content and assignments. A very important component of the MPH Program is the practicum (ALE I and II) were we expect students to apply theory to practice. We understand that all the core and track competencies (listed in this evaluation) may not be addressed at the ALE Site. Therefore, at the start of the semester each student selected (under advisement) the competencies that a during the development and implementation of their Major Project. The student should also gain experience in the application of these competencies in the assigned Professional Practice Activities (PPAs). enhanced during the These selected competencies (3 MPH Core Competencies and 3 Track Competencies) are the focused competency areas during the student's completion of the assignments for ALE I and II. These competencies are listed on the **Major Project Plan Summary and Competency Selection Form and the MPH Competency Check List.** At the end of the ALE I and II students will have the opportunity to document progress in competency attainment through the ALE Assignment: **Professional Practice Activities and Competency Attainment Report.** This report is a self-evaluation of experiences that demonstrates student mastery of these competencies. Additionally, all students will be able to assess progress in mastering all of the MPH Core and Track Competencies through the MPH Exit Survey at the end of HEA650 ALE II. **Students will continue to work on the same three MPH Core and Track Competencies during the completion of their Major Project and Professional Practice Activities in ALE I and II. As an ALE Site Supervisor, you are evaluating only the student's selected 3 MPH Core Competencies and 3 MPH Track Competencies.**

MPH CORE COMPETENCY ATTAINMENT FOR ALE I - SITE SUPERVISOR ASSESSMENT (3 Points)				
MPH Core Competencies: Please provide ratings for the MPH Core Competencies selected (3 competencies) selected by the student as a competency focus for their Major Project and Professional Practice Activities.	Selected (3) MPH Core Competencies for this student's Major Project and PPAs	Demonstrates little or no understanding of this competency in application (0 points)	Demonstrates adequate understanding of this competency in application (.50 points)	Demonstrates exceptional understanding of this competency in application (1 point)
1. **Biostatistics:** Apply the concepts of biostatistics in the collection, retrieval, analysis and interpretation of health data along with designing health related surveys/experiments and apply the concepts of statistical data analysis to community populations.				
2. **Epidemiology:** Demonstrate knowledge of the principles of epidemiology through the study of distribution and determinants of disease, disabilities and death in human populations, the characteristics and dynamics of human populations along with the natural history of diseases in community populations				
3. **Environmental Health:** Interpret and analyze the impact of environmental issues including the biological, physical and chemical factors that affect the health of a community.				
4. **Health Care Management:** Understand the role of the health care delivery system in the organization, cost, financing, quality, policy issues and equity of health care along with the role of the health care delivery system in maintaining the health of populations.				
5. Social and Behavioral Aspects of Health: Demonstrate knowledge of the concepts of social and behavioral theories relevant to the identification and solution to public health problems.				
6. Research: Synthesize literature in an area of public health, including identification of gaps in knowledge and strengths and limitations in study design.				
7. Needs Assessment: Analyze and synthesize various available resources and data to determine the public health needs in a community setting.				
8. Planning and Evaluation: Demonstrate proficiency in design, development, implementation and evaluation of public health projects/programs in the community setting.				
9. Communication and Informatics: Collect, manage and organize data to produce information and present information to different audiences through information technologies or through media channels to demonstrate how information and knowledge can be utilized to achieve specific objectives.				

10. Professionalism**:** Subscribe to a professional code of ethics and apply ethical standards to public health issues along with demonstrating professional, culturally competent knowledge and practice.				

In the 3 selected MPH Core Competencies, please identify any areas that need improvement:

In the 3 selected MPH Core Competencies, please identify strengths demonstrated by the student:

HEALTH CARE MANAGEMENT TRACK COMPETENCY ATTAINMENT FOR ALE I - SITE SUPERVISOR ASSESSMENT (3 Points)				
Health Care Management Track Competencies (HCM TC): Please provide ratings for the HCM Track Competencies (3 competencies) selected by the student as a competency focus for their Major Project and Professional Practice Activities.	Selected (3) HCM TC for this student's Major Project and PPAs	Demonstrates little or no understanding of this competency in application (0 points)	Demonstrates adequate understanding of this competency in application (.50 points)	Demonstrates exceptional understanding of this competency in application (1 point)
HCM TC 1. Effectively transfer information in oral, written, and non-verbal form to others, including the ability to judge what needs to be communicated, when it needs to be communicated, to whom, how and how much, and where this communication should take place.				
HCM TC 2. Formulate the right questions and answers, think logically and independently, conceptualize and problem solve in an unstructured environment.				
HCM TC 3. Develop an understanding of planning and decision-making, organizing, leading, and controlling an organization's human, financial, physical, and information resources to achieve organizational goals in an efficient and effective manner.				
HCM TC 4. Recognize and analyze health system and sub-system properties, processes, and outputs, and the dynamic interactions within the system and with the external environment.				
HCM TC 5. Develop, implement, manage, and evaluate economic and financial models in order to plan and guide the organization to achieve its strategic goals and objectives.				

In the 3 selected HCM TC competencies, please identify any areas that need improvement:

In the 3 selected HCM TC competencies, please identify strengths demonstrated by the student:

Additional Comments:

Total Points: _____ (Total of 3 MPH Core Competency Points and 3 Track Competency Points)

_____

ALE Site

_____ _____ _____

MPH Student **ALE Site Supervisor** **Date**

ALE SITE SUPERVISOR ASSESSMENT OF STUDENT COMPETENCY ATTAINMENT IN ALE I

FINAL EVALUATION

MPH NUTRTION TRACK

Directions for the ALE Site Supervisor: There are a number of MPH Core and Track Competencies in the MPH Program. These competencies are addressed throughout the MPH Program through MPH core/track course content and assignments. A very important component of the MPH Program is the practicum (ALE I and II) were we expect students to apply theory to practice. We understand that all the core and track competencies (listed in this evaluation) may not be addressed at the ALE Site. Therefore, at the start of the semester each student selected (under advisement) the competencies that a during the development and implementation of their Major Project. The student should also gain experience in the application of these competencies in the assigned Professional Practice Activities (PPAs). enhanced during the These selected competencies (3 MPH Core Competencies and 3 Track Competencies) are the focused competency areas during the student's completion of the assignments for ALE I and II. These competencies are listed on the **Major Project Plan Summary and Competency Selection Form and the MPH Competency Check List.** At the end of the ALE I and II students will have the opportunity to document progress in competency attainment through the ALE Assignment: **Professional Practice Activities and Competency Attainment Report.** This report is a self-evaluation of experiences that demonstrates student mastery of these competencies. Additionally, all students will be able to assess progress in mastering all of the MPH Core and Track Competencies through the MPH Exit Survey at the end of HEA650 ALE II. **Students will continue to work on the same three MPH Core and Track Competencies during the completion of their Major Project and Professional Practice Activities in ALE I and II. As an ALE Site Supervisor, you are evaluating only the student's selected 3 MPH Core Competencies and 3 MPH Track Competencies.**

MPH CORE COMPETENCY ATTAINMENT FOR ALE I - SITE SUPERVISOR ASSESSMENT (3 Points)				
MPH Core Competencies: Please provide ratings for the MPH Core Competencies selected (3 competencies) selected by the student as a competency focus for their Major Project and Professional Practice Activities.	Selected (3) MPH Core Competencies for this student's Major Project and PPAs	Demonstrates little or no understanding of this competency in application (0 points)	Demonstrates adequate understanding of this competency in application (.50 points)	Demonstrates exceptional understanding of this competency in application (1 point)
1. **Biostatistics:** Apply the concepts of biostatistics in the collection, retrieval, analysis and interpretation of health data along with designing health related surveys/experiments and apply the concepts of statistical data analysis to community populations.				
2. **Epidemiology:** Demonstrate knowledge of the principles of epidemiology through the study of distribution and determinants of disease, disabilities and death in human populations, the characteristics and dynamics of human populations along with the natural history of diseases in community populations				
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7. Needs Assessment: Analyze and synthesize various available resources and data to determine the public health needs in a community setting.				
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9. Communication and Informatics: Collect, manage and organize data to produce information and present information to different audiences through information technologies or through media channels to demonstrate how information and knowledge can be utilized to achieve specific objectives.				

10. Professionalism**:** Subscribe to a professional code of ethics and apply ethical standards to public health issues along with demonstrating professional, culturally competent knowledge and practice.				

In the 3 selected MPH Core Competencies, please identify any areas that need improvement:

In the 3 selected MPH Core Competencies, please identify strengths demonstrated by the student:

NUTRITION TRACK COMPETENCY* ATTAINMENT FOR ALE I - SITE SUPERVISOR ASSESSMENT (3 Points)				
Nutrition Track Competencies (NTD TC): Please provide ratings for the Nutrition Track Competencies (3 competencies) selected by the student as a competency focus for their Major Project and Professional Practice Activities.	Selected (3) NTD TC for this student's Major Project and PPAs	Demonstrates little or no understanding of this competency in application (0 points)	Demonstrates adequate understanding of this competency in application (.50 points)	Demonstrates exceptional understanding of this competency in application (1 point)
NTD TC 1. Apply the science of food and nutrition to support optimal nutritional status in individuals, groups and populations.				
NTD TC 2. Manage nutrition care for diverse population groups.				
NTD TC 3. Assesses and prioritizes nutritional problems of individuals, groups and populations using appropriate nutritional assessment techniques.				
NTD TC 4. Develop, implement and evaluate effective community-based food and nutrition programs that promote optimal health and disease prevention				
NTD TC 5. Utilize the nutrition care process with individuals and groups.				
NTD TC 6. Apply appropriate research principles and methods in community and public health nutrition.				
NTD TC 7. Communicates accurate, evidence-based nutrition information at levels appropriate for various audiences.				
NTD TC 8. Advocate for public policy at local, state and national levels in food and nutrition areas.				
NTD TC 9. Advance the profession of community and public health nutrition.				

In the 3 selected NTD TC competencies, please identify any areas that need improvement:

In the 3 selected NTD TC competencies, please identify strengths demonstrated by the student:

Additional Comments:

Total Points: _____ (Total of 3 MPH Core Competency Points and 3 Track Competency Points)

_____

ALE Site

_____ _____ _____

MPH Student **ALE Site Supervisor** **Date**

HEA649 - APPLIED LEARNING EXPERIENCE I
SITE SUPERVISOR MAJOR PROJECT REVIEW FORM

Student: _____

MPH Track: _____

WCU Faculty Supervisor: _____

Site Supervisor: _____

Site Location: _____

_____

_____

Site Phone: _____

Important Information for the Site Supervisor and the Student
Student major project papers need to be reviewed by the site supervisor. Student papers can be in draft form. The site supervisor's name and the name of the site will be placed on the Applied Learning Experience Binder along with the name of the WCU faculty supervisor. Since site supervisors' names are on the major project binders, each site supervisor should make sure that the information about their agency and the student project is accurate. Site supervisor reviews of major project drafts should be completed at least one week before the due date. ***Failure to obtain this review with the signed form (given to the faculty supervisor at the end of the semester) will result in a 20 point deduction in the student's final grade. This form will be placed in the student's ALEI binder.*** **Important Note**: **The site supervisor will not grade the major project paper. The grading will be done by the West Chester University Faculty Supervisor. Site supervisor review is required to ensure that the student's project accurately represents the agency and the scope of the project. By signing this form the site supervisor has reviewed the student's major project and agrees that the material reflects the scope of the project and accurately represents the agency.**

Review Signatures **Date of Review**:_____

Student: _____

Site Supervisor: _____

WCU Faculty Supervisor: _____

DEPARTMENT OF HEALTH - MPH PROGRAM
GRADUATE STUDENT'S EVALUATION OF HEA649 - APPLIED LEARNING EXPERIENCE I

Student Name: _____ **Date:** _____

Agency Site: _____

Site Supervisor: _____ **ALE Faculty Advisor:**_____

ALE I Course Objectives: During ALE I, were you able to:	**Did not meet expectations**	**Met expectations**	**Exceeded expectations**
1. participate in selection of a practicum that enabled you to gain experience in an organization or agency that provides services relevant to public health.			
2. apply and synthesize the knowledge and skills learned during the MPH Program to the planning of the culminating project (the Major Project) to be implemented during Applied Learning Experience II.			
3. identify an Applied Learning Experience practice site, which would benefit from the application of public health principles.			
4. communicate effectively with a variety of public health professionals during the development of the Agency Interview Reaction Paper, the Agency Report and the Major Project Plan.			
5. effectively maintain records, data and other public/private information for the Agency Report and the Major Project Plan in an ethical and secure manner.			
6. develop a thorough understanding of how the selected agency contributes to the health of the community through the completion of the Major Project Plan.			
7. further develop professional skills and competencies by applying theory to practice in a public health setting through participation in professional service activities.			
8. gain exposure to community context for public health activities through the practicum experience.			
9. demonstrate knowledge of the political, economic, social, and organizational context for the delivery of services in the public health.			
ALE I – Agency Site and Site Supervisor (please provide your ratings and comments about the Agency Site and Site Supervisor.	**Did not meet expectations**	**Met expectations**	**Exceeded expectations**
Access to site supervisor during the development and completion of ALE I assignments.			
Level of guidance and supervision from site supervisor while participating in Professional Service Activities.			
Access to agency resources during the development and completion of ALE I assignments.			
Access to staff during the development and completion of ALE I assignments.			

Site Supervisor: In your opinion, should this supervisor be assigned another student in the future? Why or why not? What are the strengths and weaknesses of your Site Supervisor?

Placement Site: In your opinion, should this placement location be used again? Why or why not? What are the positive and negative aspects of working in this agency, organization, department, hospital, etc.?

ALE I – Faculty Supervisor (please provide your ratings and comments about the ALE I Faculty Supervisor)	Did not meet expectations	Met expectations	Exceeded expectations
Access to faculty advisor (in classroom, phone, or through email)			
Level of guidance and supervision from faculty advisor for ALE I assignments			
Advisement for selection of the ALE site			

ALE I Faculty Supervisor: Please provide comments on the ALE I Faculty Supervisor's role during the ALE I experience.

Competency Attainment in ALE I

ALE I – Did this ALE Site enable you to gain experience in your selected MPH Core and Track Competencies. (List your 3 MPH Core Competencies and 3 Track Competencies for the ALE)	Did not meet expectations	Met expectations	Exceeded expectations
1. MPH Core Competency:			
2. MPH Core Competency:			
3. MPH Core Competency:			
1. Track Competency:			
2. Track Competency:			
3. Track Competency:			

Competency Attainment: In your opinion, did your professional experience provide an opportunity for you to demonstrate your competencies as a public health professional? Why or why not? What suggestions for improvement can you make?

APPLIED LEARNING EXPERIENCE I – ONE SEMESTER EXTENSION FORM

Student: _____
Address: _____
_____
_____
Phone: _____
Email: _____
Semester Extension for _____ Fall ____ Spring
_____ Summer Year: _____

Site Supervisor: _____
ALE I Site: _____
Address: _____
_____
_____
_____
Phone: _____
Email: _____

Reasons for need of one semester extension for Applied Learning Experience I:

Proof of need of extension (letter from Physician, letter from site supervisor or other documentation) is attached to the form. _____Yes ____No

Policy for IP Grade for Applied Learning Experience and Request for Additional Semester for Project Completion

It is expected that students use appropriate time management during the ALE I and II semesters and obtain the placement site along with completing all of the appropriate paper work and assignments within each semester. **For students completing ALE I and II in the accelerated format all ALE I and II requirement and professional practice hours need to be completed within the 15 week semester. For students completing ALE I and II in the traditional format; all ALE I requirements and professional practice hours need to be completed within the 15 week first semester and all ALE II requirements and professional practice hours need to be completed within the 15 week second semester.** An IP (In Progress) grade will only be assigned to a student who cannot complete ALE I or II in the accelerated or traditional format due to an extreme emergency or illness. Proof of the emergency situation and/or illness will be needed. The IP will be replaced with a grade when the student completes the course requirements. A student who receives an IP for ALE I will not be able to begin the Applied Learning Experience II until the IP is changed to a letter grade. Students requesting an extension for ALE I or II will need to complete an **ALE I - One Semester Extension Form** or an **ALE II –One Semester Extension Form** (forms are found in the appendices) and attach proof of need of extension to complete ALE I or II. (Proof can include a physician's note verifying an illness or a letter from the Site Supervisor indicating a need for a one semester extension due to site related issue that caused a delay in assignment completion or other types of proof as indicated by the Faculty Supervisor). **If an IP grade is assigned, the student will have only one semester extension to complete ALE I and one semester extension to complete ALE II. If a student cannot complete their ALE I or ALE II assignments after the additional semester extensions, the student will receive an F grade for ALE I or ALE II.**

The student fully understands the Policy for IP Grade for the Applied Learning Experience I

_____ _____
Student Signature **Date**

Approved for one semester extension for ALE I: _____
Denied one semester extension for ALE I: _____

If denied provide reasons for denial of the one semester extension:

_____ _____ _____ _____
Faculty Supervisor **Date** **Site Supervisor** **Date**

HEA650 - Applied Learning Experience II

Appendices (Effective Fall Semester, 2015 - Updated August, 2015)

A. Applied Learning Experience II - Applications

- Community Health Track
- Health Care Management Track
- Environmental Health Track
- Nutrition Track

B. Mid-Semester Progress Reports (ALE II - Faculty Supervisor and Site Supervisor Forms)

C. Final Evaluation (ALE II - Faculty Supervisor and Site Supervisor Forms)

D. Final Evaluation - ALE Site Supervisor Assessment of Student Competency Attainment in ALE II (Form for each MPH Track)

E. ALE II – Site Supervisor Major Project and Poster Review Form

F. Student Evaluation of Applied Learning Experience II

G. ALE II – One Semester Extension Form

THIS FORM IS FOR STUDENTS ADMITTED INTO THE CH TRACK AT FALL SEMESTER 2014

MPH APPLICATION FOR HEA650 - APPLIED LEARNING EXPERIENCE II

THIS FORM IS FOR STUDENTS ADMITTED INTO THE CH TRACK PRIOR TO FALL SEMESTER 2014

Date of Application: _____ MPH Track: **COMMUNITY HEALTH**

Instructions: Please complete this form and return it to your Applied Learning Experience Faculty Advisor at start of Applied Learning Experience II. All core and track courses need to be completed at the start of Applied Learning Experience II with a cumulative GPA of 3.00. Attach a current copy of student transcript to this form.

STUDENT INFORMATION	PLACEMENT SITE INFORMATION
Student: _____	Site Supervisor: _____
Student I.D. Number _____	Placement Site: _____
Address: _____	Address: _____
_____	_____
_____	_____
Phone: _____	Phone: _____
Cell Phone: _____	**Scheduled Start Date for Applied Learning Experience II**: _____

COMPLETED MPH CORE COURSES

Course	Credits	Semester Completed	Year Completed	Grade
HEA520 Public Health Epidemiology	3	Fall/Spring	_____	_____
HEA526 Biostatistics for Public Health	3	Fall/Spring	_____	_____
ENV530 General Environmental Health	3	Fall/Spring	_____	_____
HEA516 Health Care Management	3	Fall/Spring	_____	_____
HEA632 Social and Behavioral Aspects of Health	3	Fall/Spring	_____	_____
HEA648 Research Methods in Public Health	3	Fall/Spring	_____	_____

COMPLETED COMMUNITY HEALTH TRACK COURSES

Course	Credits	Semester Completed	Year Completed	Grade
HEA531 Community as a Basis for Health	3	Fall	_____	_____
HEA543 Transcultural Health	3	Fall	_____	_____
HEA539 Health Promotion Program Planning	3	Spring	_____	_____
HEA538 Evaluation of Health Programs	3	Spring	_____	_____
HEA544 Program Admin. Health/Human Service	3	Summer/Winter	_____	_____
HEA___ Health Elective: _____	3	Fall/Spring/Sum	_____	_____
HEA___ Health Elective: _____	3	Fall/Spring/Sum	_____	_____
HEA649 Applied Learning Experience I	3	Fall/Spring/Sum	_____	_____

TOTAL NUMBER OF CREDITS AT THE START OF APPLIED LEARNING EXPERIENCE II : _____

(A total of 42 MPH course credits is required before the start of Applied Learning Experience II)

Cumulative GPA at start of Applied Learning Experience II: _____	**Advisor's Comments**:
Approval to start Applied Learning Experience II: ____	
Date of Approval: _____	
Denied approval: ____ (If student is denied approval provide reasons in advisor comment section).	
Date of Denial: _____	
_____ Applied Learning Experience Faculty Advisor	
_____ Student Applicant	

MPH APPLICATION FOR HEA650 - APPLIED LEARNING EXPERIENCE II
THIS FORM IS FOR STUDENTS ADMITTED INTO THE CH TRACK AT FALL SEMESTER 2014

Date of Application: _____ MPH Track: **COMMUNITY HEALTH**

Instructions: Please complete this form and return it to your Applied Learning Experience Faculty Advisor at start of Applied Learning Experience II. All core and track courses need to be completed at the start of Applied Learning Experience II with a cumulative GPA of 3.00. Attach a current copy of student transcript to this form.

STUDENT INFORMATION	PLACEMENT SITE INFORMATION
Student: _____ Student I.D. Number _____ Address: _____ _____ _____ Phone: _____ Cell Phone: _____	Site Supervisor: _____ Placement Site: _____ Address: _____ _____ _____ Phone: _____ **Scheduled Start Date for Applied Learning Experience II**: _____

COMPLETED MPH CORE COURSES

Course	Credits	Semester Completed	Year Completed	Grade
HEA520 Public Health Epidemiology	3	Fall/Spring	_____	_____
HEA526 Biostatistics for Public Health	3	Fall/Spring	_____	_____
ENV530 General Environmental Health	3	Fall/Spring	_____	_____
HEA516 Health Care Management	3	Fall/Spring	_____	_____
HEA632 Social and Behavioral Aspects of Health	3	Fall/Spring	_____	_____
HEA648 Research Methods in Public Health	3	Fall/Spring	_____	_____

COMPLETED COMMUNITY HEALTH TRACK COURSES

Course	Credits	Semester Completed	Year Completed	Grade
HEA531 Community as a Basis for Health	3	Fall	_____	_____
HEA543 Transcultural Health	3	Fall	_____	_____
HEA539 Health Promotion Program Planning	3	Spring	_____	_____
HEA538 Evaluation of Health Programs	3	Spring	_____	_____
HEA544 Program Admin. Health/Human Service	3	Summer/Winter	_____	_____
HEA645 Global Community Health Promotion	3	Fall/Spring/Sum	_____	_____
HEA___ Health Elective: _____	3	Fall/Spring/Sum	_____	_____
HEA649 Applied Learning Experience I	3	Fall/Spring/Sum	_____	_____

TOTAL NUMBER OF CREDITS AT THE START OF APPLIED LEARNING EXPERIENCE II : _____
(A total of 42 MPH course credits is required before the start of Applied Learning Experience II)

Cumulative GPA at start of Applied Learning Experience II: _____ Approval to start Applied Learning Experience II: ____ Date of Approval: _____ Denied approval: ____ (If student is denied approval provide reasons in advisor comment section). Date of Denial: _____ _____ Applied Learning Experience Faculty Advisor _____ Student Applicant	**Advisor's Comments**:

MPH APPLICATION FOR HEA650 - APPLIED LEARNING EXPERIENCE II

Date of Application: _____ MPH Track: **HEALTH CARE MANAGEMENT**

Instructions: Please complete this form and return it to your Applied Learning Experience Faculty Advisor at start of Applied Learning Experience II. All core and track courses need to be completed at the start of Applied Learning Experience II with a cumulative GPA of 3.00. Attach a current copy of student transcript to this form.

STUDENT INFORMATION	PLACEMENT SITE INFORMATION
Student: _____ Student I.D. Number _____ Address: _____ _____ _____ Ph Phone: _____ Cell Phone: _____	Site Supervisor: _____ Placement Site: _____ Address: _____ _____ _____ Phone: _____ **Scheduled Start Date for Applied Learning Experience II**: _____

COMPLETED MPH CORE COURSES

Course	Credits	Semester Completed	Year Completed	Grade
HEA520 Public Health Epidemiology	3	Fall/Spring	_____	_____
HEA526 Biostatistics for Public Health	3	Fall/Spring	_____	_____
ENV530 General Environmental Health	3	Fall/Spring	_____	_____
HEA516 Health Care Management	3	Fall/Spring	_____	_____
HEA632 Social and Behavioral Aspects of Health	3	Fall/Spring	_____	_____
HEA648 Research Methods in Public Health	3	Fall/Spring	_____	_____

COMPLETED HEALTH CARE MANAGEMENT TRACK COURSES

Course	Credits	Semester Completed	Completed	Grade
HEA513 Legal Aspects of Health Care	3	Spring	_____	_____
HEA514 Approaches to Health Care Delivery	3	Summer	_____	_____
HEA581 Special Topics: Health Care Financial Analysis And Management	3	Fall	_____	_____
HEA613 Advocacy and Quality of Health Care Services	3	Fall	_____	_____
HEA614 Health Care Technology and Information Management	3	Fall	_____	_____
HEA616 Strategic Leadership in Health Care	3	Spring	_____	_____
HEA___ Approved HCM Elective: _____	3	Fall/Spring/Sum	_____	_____

TOTAL NUMBER OF CREDITS AT THE START OF APPLIED LEARNING EXPERIENCE II : _____

(A total of 42 MPH course credits is required before the start of Applied Learning Experience II)

Cumulative GPA at start of Applied Learning Experience II: _____ Approval to start Applied Learning Experience II: ____ Date of Approval: _____ Denied approval: ____ (If student is denied approval provide reasons in advisor comment section). Date of Denial: _____ _____ Applied Learning Experience Faculty Advisor _____ Student Applicant	**Advisor's Comments**:

MPH APPLICATION FOR HEA650 - APPLIED LEARNING EXPERIENCE II

Date of Application: _____ MPH Track: **ENVIRONMENTAL HEALTH**

Instructions: Please complete this form and return it to your Applied Learning Experience Faculty Advisor at start of Applied Learning Experience II. All core and track courses need to be completed at the start of Applied Learning Experience II with a cumulative GPA of 3.00. Attach a current copy of student transcript to this form.

STUDENT INFORMATION

Student: _____
Student I.D. Number _____

Address: _____
_____
_____

Phone: _____
Cell Phone: _____

PLACEMENT SITE INFORMATION

Site Supervisor: _____
Placement Site: _____
Address: _____
_____
_____

Phone: _____
Scheduled Start Date for Applied Learning Experience II:
_____

COMPLETED MPH CORE COURSES

Course	Credits	Semester Completed	Year Completed	Grade
HEA520 Public Health Epidemiology	3	Fall/Spring	_____	_____
HEA526 Biostatistics for Public Health	3	Fall/Spring	_____	_____
ENV530 General Environmental Health	3	Fall/Spring	_____	_____
HEA516 Health Care Management	3	Fall/Spring	_____	_____
HEA632 Social and Behavioral Aspects of Health	3	Fall/Spring	_____	_____
HEA648 Research Methods in Public Health	3	Fall/Spring	_____	_____
HEA649 Applied Learning Experience I	3	Fall/Spring/Sum	_____	_____

COMPLETED ENVIRONMENTAL HEALTH TRACK REQUIRED COURSES

Course	Credits	Semester Completed	Year Completed	Grade
ENV524 Industrial Hygiene	3	Fall	_____	_____
ENV545 Risk Assessment	3	Fall	_____	_____
ENV547 Environmental Regulations	3	Spring	_____	_____
ENV551 Environmental Toxicology	3	Spring	_____	_____
GEO534 Geographic Information Systems	3	Fall	_____	_____

COMPLETED ENVIRONMENTAL HEALTH TRACK ELECTIVE COURSES

Course	Credits	Semester Completed	Year Completed	Grade
ENV533 Water Quality and Health	3	Summer	_____	_____
ENV570 Emergency Preparedness	3	Summer	_____	_____
ENV575 Bioterrorism and Public Health	3	Fall	_____	_____
GEO584 Applications of Geographic Information Systems	3	Spring	_____	_____
GEO___ Environmental Modeling with GIS	3	Fall	_____	_____
ENV581 Special Topics:_____	3	Fall/Spring/Sum	_____	_____

TOTAL NUMBER OF CREDITS AT THE START OF APPLIED LEARNING EXPERIENCE II : _____
(A total of 42 MPH course credits is required before the start of Applied Learning Experience II)

Cumulative GPA at start of Applied Learning Experience II: ___
Approval to start Applied Learning Experience II: ____
Date of Approval: _____
Denied approval: ____ (If student is denied approval provide reasons in advisor comment section).
Date of Denial: _____

_____
Applied Learning Experience Faculty Advisor

_____
Student Applicant

Advisor's Comments:

MPH APPLICATION FOR HEA650 - APPLIED LEARNING EXPERIENCE II

Date of Application: _____ MPH Track: **NUTRITION**

Instructions: Please complete this form and return it to your Applied Learning Experience Faculty Advisor at start of Applied Learning Experience II. All core and track courses need to be completed at the start of Applied Learning Experience II with a cumulative GPA of 3.00. Attach a current copy of student transcript to this form.

STUDENT INFORMATION	PLACEMENT SITE INFORMATION
Student: _____ Student I.D. Number _____ Address: _____ _____ _____ Ph Phone: _____ Cell Phone: _____	Site Supervisor: _____ Placement Site: _____ Address: _____ _____ _____ Phone: _____ **Scheduled Start Date for Applied Learning Experience II**: _____

COMPLETED MPH CORE COURSES

Course	Credits	Semester Completed	Year Completed	Grade
HEA520 Public Health Epidemiology	3	Fall/Spring	_____	_____
HEA526 Biostatistics for Public Health	3	Fall/Spring	_____	_____
ENV530 General Environmental Health	3	Fall/Spring	_____	_____
HEA516 Health Care Management	3	Fall/Spring	_____	_____
HEA632 Social and Behavioral Aspects of Health	3	Fall/Spring	_____	_____
HEA648 Research Methods in Public Health	3	Fall/Spring	_____	_____

COMPLETED NUTRITION TRACK COURSES

Course	Credits	Semester Completed	Year Completed	Grade
NTD 503 Human Nutrition	3	Spring/Sum	_____	_____
NTD 515 Public Health Nutrition	3	Fall	_____	_____
NTD 600 Maternal, Child Nutrition	3	Spring	_____	_____
NTD 610 Nutrition Assessment	3	Fall	_____	_____
NTD 625 Nutrition Policy & Programs	3	Fall	_____	_____
NTD/HEA___ Elective: _____	3	Spring/Sum	_____	_____
NTD/HEA___ Elective: _____	3	Spring/Sum	_____	_____

TOTAL NUMBER OF CREDITS AT THE START OF APPLIED LEARNING EXPERIENCE II : _____

(A total of 42 MPH course credits is required before the start of Applied Learning Experience II)

Cumulative GPA at start of Applied Learning Experience II: _____ Approval to start Applied Learning Experience II: ____ Date of Approval: _____ Denied approval: ____ (If student is denied approval provide reasons in advisor comment section). Date of Denial: _____ _____ Applied Learning Experience Faculty Advisor _____ Student Applicant	**Advisor's Comments**:

HEA650 – Applied Learning Experience II
Mid-Semester Progress Report – Site Supervisor

Student: _____ Date: _____

Site Supervisor: _____
Agency: _____
Applied Learning Experience Faculty Advisor: _____

Mid-Semester Progress Report (Site Supervisor)

This Mid-Semester Progress Report is an assessment of the progress the student has made as a public health professional in the work setting. Points will not be assigned at this time, however this assessment should provide the student with direction to improve performance in weak areas and to encourage continued professional growth for successful completion of HEA650-Applied Experience II.

Student Professional Performance at the Site -During the first half of the semester, the student:	**Does Not Meet Professional Standards**	**Needs Improvement**	**Meets Professional Standards**	
Demonstrated the ability to articulate his/her goal(s) for the practicum experience in order to develop the Major Project Plan.				
Was knowledgeable and well-prepared.				
Demonstrated the ability to implement a planned course of action to meet the Applied Learning Experience I learning objectives and outcomes.				
Demonstrated the ability to adapt to the site's procedures and culture.				
Was respectful and courteous in his/her interactions with colleagues, support staff, or the general public.				
Worked effectively within groups.				
Demonstrated effective time management skills.				
Demonstrated effective oral and written communication skills.				
Accepted guidance from site supervisor and other designated persons.				
Demonstrated the ability to contribute to the assessment or understanding of the public health problem or issue related to the Major Project Plan.				
Student Professional Practice Activities	**Does Not Meet Professional Standards**	**Needs Improvement**	**Meets Professional Standards**	
Participated in assigned Professional Practice Activities.				
Developed a thorough understanding of how the agency works in the delivery of public health services through participation in Professional Service Activities.				
Developed professional skills and MPH Core and Track competencies by applying theory to practice through participation in Professional Service Activities.				
Worked effectively during all Professional Service Activities				
Demonstrated potential for professional growth and development during participation in Professional Service Activities				

TOTAL POINTS:_____

Areas needing improvement at this time:

Student strengths at this time:

_____ _____

Student Signature Site Supervisor Signature

HEA650 – Applied Learning Experience II
Mid-Semester Progress Report – Applied Learning Experience II - Faculty Advisor

Student: _____ Date: _____

Site Supervisor: _____

Agency: _____

Applied Learning Experience Faculty Advisor: _____

Mid-Semester Progress Report (Applied Learning Experience Faculty Supervisor)

This Mid-Semester Progress Report is an assessment of the progress the student has made in completion of assignments due at mid- semester. Points will not be assigned at this time, however this assessment should provide the student with direction to improve performance in weak areas and to encourage continued professional growth to successfully complete HEA650-Applied Learning Experience II.

During the first half of the semester, the student:	**Does Not Meet Professional Standards**	**Needs Improvement**	**Meets Professional Standards**	
Demonstrated the ability to articulate his/her goal(s) for the practicum experience in order to implement the Major Project Plan.				
Demonstrated the ability to implement a planned course of action to meet the Applied Learning Experience II learning objectives and outcomes.				
Demonstrated effective time management skills.				
Accepted guidance from Applied Learning Experience Faculty Advisor.				
Demonstrated the ability to contribute to the assessment or understanding of the public health problem or issue related to the Major Project Plan.				
Student Logs				
Typed and neatly organized				
Daily log descriptions				
Weekly insight descriptions				
Tracking daily, weekly, cumulative hours				
Logs returned to advisor on time				

Areas needing improvement at this time:

Student strengths at this time:

_____ _____

Student Signature Applied Learning Experience Faculty Advisor

HEA650 – APPLIED LEARNING EXPERIENCE II
ALE II - FACULTY SUPERVISOR'S FINAL EVALUATION AND GRADING FORM

Student: _____ Date: _____

Applied Learning Experience Site: _____

Applied Learning Experience Site Supervisor: _____

Applied Learning Experience Site: _____

Applied Learning Experience Faculty Advisor: _____

Applied Learning Experience II Assignments	Points
Completed Major Project Report	36
Student Logs	4
Student Professional Performance and Competency Attainment	36
Professional Practice Activities Report	5
Poster Presentation/Handouts	14
Professional Binder	5
Total Points	100

Major Project Report (36 points) – Evaluation completed by the ALE Faculty Supervisor			
The student's major project report:	**Does Not Meet Professional Standards**	**Needs Improvement**	**Meets Professional Standards**
1. Introduction to the Problem/Issue This is the same section found in Applied Learning Experience I This is a referenced section (in APA format) approximately 3 pages.	**0 Points**	**.50 Point**	**1 Point**
2. Literature Review This is the same literature review that was used in Applied Learning Experience I. This is a referenced section (in APA format) approximately 7 pages.			
3. Completed Project Methods This section is the completed project plans that were implemented during Applied Learning Experience II at the site. Student added updates for project activities, data collection plans, data analysis and the time line. Approximately 14 pages. (Provide points for items a-d and number 4)			
a. Project Goal and Objectives (Student listed project goal, objectives and outcomes these are the outcomes listed in the Major Project Summary Form)	**0 Points**	**.50 Point**	**1 Point**
b. **Target Population Analysis** (Student provided an overview of the target population who are impacted by the health problem. Information on demographics, gender, age, ethnicity, educational levels, socioeconomic status, etc were included in this section. References were in APA format)			
c. **Completed Project Activities** (Student provided details on the methods/ interventions/activities that were implemented during the final phase of the project in Applied Learning Experience II.	**0 Points**	**3 Points**	**5 Points**
d. **Completed Plans for Data Analysis** (Student discussed how the data was analyzed for the Major Project Plan with data reporting methods)			
4. Completed Project Timeline: Student provided a timeline for project completion during Applied Learning Experience I and II			

5. Project Results Student presented the results of project implementation. This included a discussion of the data (with charts, tables, etc). Approximately 3 pages.	**0 Point**	**3 Points**	**5 Points**
6. Project Recommendations and Conclusion Student provided recommendations as a result of the project implementation. This section focused on the issues generated during project implementation and completion. Approximately 3 pages.			
7. Major Project Meets the Mission of the Agency This section addressed how this project met the mission of the agency. One page minimum for this section.	**0 Point**	**2 Points**	**3 Points**
8. References List of references used in Major Project Final Report in APA format.	**0 Point**	**.50 Point**	**1 Point**
9. Quality of paper organization (met page requirements, no typos, appropriate grammar)	**0 Point**	**2 Point**	**3 Points**

TOTAL POINTS:_____

Comments:

Student Logs (4 points) – Evaluation completed by the ALE Faculty Supervisor			
During the semester, the student's logs:	**Does Not Meet Professional Standards (0 Points)**	**Needs Improvement (.50 Points)**	**Meets Professional Standards (1 Point)**
Were typed and neatly organized, contained daily log descriptions			
Contained weekly insight descriptions			
Contained tracking of daily, weekly, cumulative hours			
Returned to faculty advisor on time			

TOTAL POINTS:_____

Comments:

Professional Practice Activities Report – ALE II (5 Points) - Evaluation completed by ALE II Faculty Supervisor			
The student's Professional Practice Activities Report – ALE II:	**Does Not Meet Professional Standards (0 Points)**	**Needs Improvement (.50 Point)**	**Meets Professional Standards (1 Point)**
Described the types of Professional Practice Activities opportunities at this site.			
Described how these Professional Practice Activities contributed to professional growth and development.			
Related these Professional Practice Activities to the role as a public health professional.			
Identified specific skills acquired through participation in Professional Practice Activities (i.e. program planning and evaluation, needs assessment, program management, grant writing).			
Provided reflection and reaction to the overall experience of working at this site.			

TOTAL POINTS:_____

Comments:

Professional Binder (5 points) – Evaluation completed by the ALE Faculty Supervisor			
The student's professional binder:	**Does Not Meet Professional Standards (0 Points)**	**Needs Improvement (.50 Points)**	**Meets Professional Standards (1 Point)**
Contained Title Page and Table of Contents			
Contained Copies of ALE II Assignments (Completed Major Project Report, Copy of Poster and Handout)			
Was well organized with designated section tabs			
Was presented in a spiral bound binder			
Contained all appendices for Applied Learning Experience II **(ALE II Application Form, Student Logs, Major Project Plan Summary Form for ALE I and II, Professional Practice Activities Form for ALE I and II, On Site Agency Hours Agreement for ALE I and II, Mid-Term Progress Reports, Final Evaluations, ALE II- Site Supervisor Major Project and Poster Review Form, Student Evaluation of ALE II, Completed Major Project Work Samples)**			
			TOTAL POINTS:_____
Comments:			

Poster Presentation/Handout (14 Points) – Evaluated completed by the ALE Faculty Supervisor			
The student's poster and handout:	**Does Not Meet Professional Standards (0 Points)**	**Needs Improvement (2 Points)**	**Meets Professional Standards (3 Points)**
Poster contained all components for a professional poster			
Poster was well organized and visually appropriate			
Poster effectively summarized the important aspects of the major project.			
Student presented poster in professional manner			
Handout was well organized		**1 Point**	**2 Points**
			TOTAL POINTS:_____
Comments:			

Date of Final Evaluation Review: _____

Total Points for Final Evaluation (ALE II Faculty Supervisor and Site Supervisor Evaluation Points) :_____

Final Grade for Applied Learning Experience II: _____

Student Signature: _____

Applied Learning Experience Faculty Advisor: _____

HEA650 – APPLIED LEARNING EXPERIENCE II
SITE SUPERVISOR FINAL EVALUATION

Student: _____ Date: _____

Applied Learning Experience Site Supervisor: _____

Applied Learning Experience Site: _____

Applied Learning Experience Faculty Advisor: _____

Student Professional Performance at Agency Site (30 Points) – Evaluation completed by the Agency Site Supervisor			
Student Professional Performance at the Site -During the semester, the student:	**Does Not Meet Professional Standards (0 Points)**	**Needs Improvement (1 Point)**	**Meets Professional Standards (2 Points)**
Demonstrated the ability to articulate his/her goal(s) for the practicum experience in order to develop the Major Project Plan.			
Was knowledgeable and well-prepared.			
Demonstrated the ability to implement a planned course of action to meet the Applied Learning Experience I learning objectives and outcomes.			
Demonstrated the ability to adapt to the site's procedures and culture.			
Was respectful and courteous in his/her interactions with colleagues, support staff, or the general public.			
Worked effectively within groups.			
Demonstrated effective time management skills.			
Demonstrated effective oral and written communication skills.			
Accepted guidance from site supervisor and other designated persons.			
Demonstrated the ability to contribute to the assessment or understanding of the public health problem or issue related to the Major Project Plan.			
Student Professional Practice Activities	**Does Not Meet Professional Standards (0 Points)**	**Needs Improvement (1 Point)**	**Meets Professional Standards (2 Points)**
Participated in assigned Professional Practice Activities.			
Developed a thorough understanding of how the agency works in the delivery of public health services through participation in Professional Service Activities.			
Developed professional skills and MPH Core/Track competencies by applying theory to practice through participation in Professional Service Activities. **(Attach: ALE Site Supervisor Assessment of Student Competency Attainment in ALE II Form).**			
Worked effectively during all Professional Service Activities			
Demonstrated potential for professional growth and development during participation in Professional Service Activities			
		TOTAL	

POINTS:_____

<u>Areas needing improvement at this time:</u>

<u>Student strengths at this time:</u>

Date of Final Student Performance Evaluation: _____

_____ _____

Student Signature **Site Supervisor Signature**

ALE SITE SUPERVISOR ASSESSMENT OF STUDENT COMPETENCY ATTAINMENT IN ALE II

FINAL EVALUATION

MPH COMMUNITY HEALTH TRACK

Directions for the ALE Site Supervisor: There are a number of MPH Core and Track Competencies in the MPH Program. These competencies are addressed throughout the MPH Program through MPH core/track course content and assignments. A very important component of the MPH Program is the practicum (ALE I and II) were we expect students to apply theory to practice. We understand that all the core and track competencies (listed in this evaluation) may not be addressed at the ALE Site. Therefore, at the start of the semester each student selected (under advisement) the competencies that a during the development and implementation of their Major Project. The student should also gain experience in the application of these competencies in the assigned Professional Practice Activities (PPAs). enhanced during the These selected competencies (3 MPH Core Competencies and 3 Track Competencies) are the focused competency areas during the student's completion of the assignments for ALE I and II. These competencies are listed on the **Major Project Plan Summary and Competency Selection Form and the MPH Competency Check List.** At the end of the ALE I and II students will have the opportunity to document progress in competency attainment through the ALE Assignment: **Professional Practice Activities and Competency Attainment Report.** This report is a self-evaluation of experiences that demonstrates student mastery of these competencies. Additionally, all students will be able to assess progress in mastering all of the MPH Core and Track Competencies through the MPH Exit Survey at the end of HEA650 ALE II. **Students will continue to work on the same three MPH Core and Track Competencies during the completion of their Major Project and Professional Practice Activities in ALE I and II. As an ALE Site Supervisor, you are evaluating only the student's selected 3 MPH Core Competencies and 3 MPH Track Competencies.**

MPH CORE COMPETENCY ATTAINMENT FOR ALE II - SITE SUPERVISOR ASSESSMENT (3 Points)				
MPH Core Competencies: Please provide ratings for the MPH Core Competencies selected (3 competencies) selected by the student as a competency focus for their Major Project and Professional Practice Activities.	Selected (3) MPH Core Competencies for this student's Major Project and PPAs	Demonstrates little or no understanding of this competency in application (0 points)	Demonstrates adequate understanding of this competency in application (.50 points)	Demonstrates exceptional understanding of this competency in application (1 point)
1. **Biostatistics:** Apply the concepts of biostatistics in the collection, retrieval, analysis and interpretation of health data along with designing health related surveys/experiments and apply the concepts of statistical data analysis to community populations.				
2. **Epidemiology:** Demonstrate knowledge of the principles of epidemiology through the study of distribution and determinants of disease, disabilities and death in human populations, the characteristics and dynamics of human populations along with the natural history of diseases in community populations				
3. **Environmental Health:** Interpret and analyze the impact of environmental issues including the biological, physical and chemical factors that affect the health of a community.				
4. **Health Care Management:** Understand the role of the health care delivery system in the organization, cost, financing, quality, policy issues and equity of health care along with the role of the health care delivery system in maintaining the health of populations.				
5. Social and Behavioral Aspects of Health: Demonstrate knowledge of the concepts of social and behavioral theories relevant to the identification and solution to public health problems.				
6. Research: Synthesize literature in an area of public health, including identification of gaps in knowledge and strengths and limitations in study design.				
7. Needs Assessment: Analyze and synthesize various available resources and data to determine the public health needs in a community setting.				
8. Planning and Evaluation: Demonstrate proficiency in design, development, implementation and evaluation of public health projects/programs in the community setting.				
9. Communication and Informatics: Collect, manage and organize data to produce information and present information to different audiences through information technologies or through media channels to demonstrate how information and knowledge can be utilized to achieve specific objectives.				

10. Professionalism**:** Subscribe to a professional code of ethics and apply ethical standards to public health issues along with demonstrating professional, culturally competent knowledge and practice.				

In the 3 selected MPH Core Competencies, please identify any areas that need improvement:

In the 3 selected MPH Core Competencies, please identify strengths demonstrated by the student:

COMMUNITY HEALTH TRACK COMPETENCY ATTAINMENT FOR ALE II - SITE SUPERVISOR ASSESSMENT (3 Points)				
Community Health Track Competencies (CH TC): Please provide ratings for the CH Track Competencies (3 competencies) selected by the student as a competency focus for their Major Project and Professional Practice Activities.	Selected (3) CH TC for this student's Major Project and PPAs	Demonstrates little or no understanding of this competency in application (0 points)	Demonstrates adequate understanding of this competency in application (.50 points)	Demonstrates exceptional understanding of this competency in application (1 point)
CH TC 1. Assess Needs, Assets and Capacity for Health Education				
CH TC 2. Plan Health Education				
CH TC 3. Implement Health education				
CH TC 4. Conduct Evaluation and Research Related to Health Education				
CH TC 5. Administer and manage health education.				
CH TC 6. Serve as a health education resource person.				
CH TC 7. Communicate and Advocate for Health and Health Education				

In the 3 selected CH TC competencies please identify any areas that need improvement:

In the 3 selected CH TC competencies please identify strengths demonstrated by the student:

Additional Comments:

Total Points: _____ (Total of 3 MPH Core Competency Points and 3 Track Competency Points)

_____

ALE Site

_____ _____ _____

MPH Student **ALE Site Supervisor** **Date**

ALE SITE SUPERVISOR ASSESSMENT OF STUDENT COMPETENCY ATTAINMENT IN ALE II

FINAL EVALUATION

MPH ENVIRONMENTAL HEALTH TRACK

Directions for the ALE Site Supervisor: There are a number of MPH Core and Track Competencies in the MPH Program. These competencies are addressed throughout the MPH Program through MPH core/track course content and assignments. A very important component of the MPH Program is the practicum (ALE I and II) were we expect students to apply theory to practice. We understand that all the core and track competencies (listed in this evaluation) may not be addressed at the ALE Site. Therefore, at the start of the semester each student selected (under advisement) the competencies that a during the development and implementation of their Major Project. The student should also gain experience in the application of these competencies in the assigned Professional Practice Activities (PPAs). enhanced during the These selected competencies (3 MPH Core Competencies and 3 Track Competencies) are the focused competency areas during the student's completion of the assignments for ALE I and II. These competencies are listed on the **Major Project Plan Summary and Competency Selection Form and the MPH Competency Check List.** At the end of the ALE I and II students will have the opportunity to document progress in competency attainment through the ALE Assignment: **Professional Practice Activities and Competency Attainment Report.** This report is a self-evaluation of experiences that demonstrates student mastery of these competencies. Additionally, all students will be able to assess progress in mastering all of the MPH Core and Track Competencies through the MPH Exit Survey at the end of HEA650 ALE II. **Students will continue to work on the same three MPH Core and Track Competencies during the completion of their Major Project and Professional Practice Activities in ALE I and II. As an ALE Site Supervisor, you are evaluating only the student's selected 3 MPH Core Competencies and 3 MPH Track Competencies.**

MPH CORE COMPETENCY ATTAINMENT FOR ALE II - SITE SUPERVISOR ASSESSMENT (3 Points)				
MPH Core Competencies: Please provide ratings for the MPH Core Competencies selected (3 competencies) selected by the student as a competency focus for their Major Project and Professional Practice Activities.	Selected (3) MPH Core Competencies for this student's Major Project and PPAs	Demonstrates little or no understanding of this competency in application (0 points)	Demonstrates adequate understanding of this competency in application (.50 points)	Demonstrates exceptional understanding of this competency in application (1 point)
1. **Biostatistics:** Apply the concepts of biostatistics in the collection, retrieval, analysis and interpretation of health data along with designing health related surveys/experiments and apply the concepts of statistical data analysis to community populations.				
2. **Epidemiology:** Demonstrate knowledge of the principles of epidemiology through the study of distribution and determinants of disease, disabilities and death in human populations, the characteristics and dynamics of human populations along with the natural history of diseases in community populations				
3. **Environmental Health:** Interpret and analyze the impact of environmental issues including the biological, physical and chemical factors that affect the health of a community.				
4. **Health Care Management:** Understand the role of the health care delivery system in the organization, cost, financing, quality, policy issues and equity of health care along with the role of the health care delivery system in maintaining the health of populations.				
5. Social and Behavioral Aspects of Health: Demonstrate knowledge of the concepts of social and behavioral theories relevant to the identification and solution to public health problems.				
6. Research: Synthesize literature in an area of public health, including identification of gaps in knowledge and strengths and limitations in study design.				
7. Needs Assessment: Analyze and synthesize various available resources and data to determine the public health needs in a community setting.				
8. Planning and Evaluation: Demonstrate proficiency in design, development, implementation and evaluation of public health projects/programs in the community setting.				
9. Communication and Informatics: Collect, manage and organize data to produce information and present information to different audiences through information technologies or through media channels to demonstrate how information and knowledge can be utilized to achieve specific objectives.				

10. Professionalism**:** Subscribe to a professional code of ethics and apply ethical standards to public health issues along with demonstrating professional, culturally competent knowledge and practice.				

In the 3 selected MPH Core Competencies, please identify any areas that need improvement:

In the 3 selected MPH Core Competencies, please identify strengths demonstrated by the student:

ENVIRONMENTAL HEALTH TRACK COMPETENCY* ATTAINMENT FOR ALE II - SITE SUPERVISOR ASSESSMENT (3 Points)				
Environmental Health Track Competencies (EH TC): Please provide ratings for the EH Track Competencies (3 competencies) selected by the student as a competency focus for their Major Project and Professional Practice Activities.	Selected (3) EH TC for this student's Major Project and PPAs	Demonstrates little or no understanding of this competency in application (0 points)	Demonstrates adequate understanding of this competency in application (.50 points)	Demonstrates exceptional understanding of this competency in application (1 point)
EH TC 1. Identify illness and injury causing agents in workplaces, residences, health care facilities and other institutions, and the outdoor environment.				
EH TC 2. Measure biological, chemical and physical disease agents in any environment and assess compliance with environmental regulations and professional standards.				
EH TC 3. Analyze, interpret and evaluate toxicological, epidemiological and environmental exposure data.				
EH TC 4. Quantitatively assess risk using mathematical models.				
EH TC 5. Communicate risk information to the populations they serve.				
EH TC 6. Plan and manage emergency preparedness programs.				
EH TC 7. Integrate, implement and evaluate control strategies to reduce environmental risks.				
EH TC 8. Lead, manage and administer environmental health programs.				
EH TC 9. Apply appropriate research principles and methods in Environmental Health.				
EH TC 10. Advance the profession of Environmental Health.				

In the 3 selected EH TC competencies, please identify any areas that need improvement:

In the 3 selected EH TC competencies, please identify strengths demonstrated by the student:

Additional Comments:

Total Points: _____ (Total of 3 MPH Core Competency Points and 3 Track Competency Points)

_____

ALE Site

_____ _____ _____

MPH Student **ALE Site Supervisor** **Date**

ALE SITE SUPERVISOR ASSESSMENT OF STUDENT COMPETENCY ATTAINMENT IN ALE II

FINAL EVALUATION

MPH HEALTH CARE MANAGEMENT TRACK

Directions for the ALE Site Supervisor: There are a number of MPH Core and Track Competencies in the MPH Program. These competencies are addressed throughout the MPH Program through MPH core/track course content and assignments. A very important component of the MPH Program is the practicum (ALE I and II) were we expect students to apply theory to practice. We understand that all the core and track competencies (listed in this evaluation) may not be addressed at the ALE Site. Therefore, at the start of the semester each student selected (under advisement) the competencies that a during the development and implementation of their Major Project. The student should also gain experience in the application of these competencies in the assigned Professional Practice Activities (PPAs). enhanced during the These selected competencies (3 MPH Core Competencies and 3 Track Competencies) are the focused competency areas during the student's completion of the assignments for ALE I and II. These competencies are listed on the **Major Project Plan Summary and Competency Selection Form and the MPH Competency Check List.** At the end of the ALE I and II students will have the opportunity to document progress in competency attainment through the ALE Assignment: **Professional Practice Activities and Competency Attainment Report.** This report is a self-evaluation of experiences that demonstrates student mastery of these competencies. Additionally, all students will be able to assess progress in mastering all of the MPH Core and Track Competencies through the MPH Exit Survey at the end of HEA650 ALE II. **Students will continue to work on the same three MPH Core and Track Competencies during the completion of their Major Project and Professional Practice Activities in ALE I and II. As an ALE Site Supervisor, you are evaluating only the student's selected 3 MPH Core Competencies and 3 MPH Track Competencies.**

MPH CORE COMPETENCY ATTAINMENT FOR ALE II - SITE SUPERVISOR ASSESSMENT (3 Points)				
MPH Core Competencies: Please provide ratings for the MPH Core Competencies selected (3 competencies) selected by the student as a competency focus for their Major Project and Professional Practice Activities.	Selected (3) MPH Core Competencies for this student's Major Project and PPAs	Demonstrates little or no understanding of this competency in application (0 points)	Demonstrates adequate understanding of this competency in application (.50 points)	Demonstrates exceptional understanding of this competency in application (1 point)
1. **Biostatistics:** Apply the concepts of biostatistics in the collection, retrieval, analysis and interpretation of health data along with designing health related surveys/experiments and apply the concepts of statistical data analysis to community populations.				
2. **Epidemiology:** Demonstrate knowledge of the principles of epidemiology through the study of distribution and determinants of disease, disabilities and death in human populations, the characteristics and dynamics of human populations along with the natural history of diseases in community populations				
3. **Environmental Health:** Interpret and analyze the impact of environmental issues including the biological, physical and chemical factors that affect the health of a community.				
4. **Health Care Management:** Understand the role of the health care delivery system in the organization, cost, financing, quality, policy issues and equity of health care along with the role of the health care delivery system in maintaining the health of populations.				
5. Social and Behavioral Aspects of Health: Demonstrate knowledge of the concepts of social and behavioral theories relevant to the identification and solution to public health problems.				
6. Research: Synthesize literature in an area of public health, including identification of gaps in knowledge and strengths and limitations in study design.				
7. Needs Assessment: Analyze and synthesize various available resources and data to determine the public health needs in a community setting.				
8. Planning and Evaluation: Demonstrate proficiency in design, development, implementation and evaluation of public health projects/programs in the community setting.				
9. Communication and Informatics: Collect, manage and organize data to produce information and present information to different audiences through information technologies or through media channels to demonstrate how information and knowledge can be utilized to achieve specific objectives.				

10. Professionalism**:** Subscribe to a professional code of ethics and apply ethical standards to public health issues along with demonstrating professional, culturally competent knowledge and practice.				

In the 3 selected MPH Core Competencies, please identify any areas that need improvement:

In the 3 selected MPH Core Competencies, please identify strengths demonstrated by the student:

HEALTH CARE MANAGEMENT TRACK COMPETENCY ATTAINMENT FOR ALE II - SITE SUPERVISOR ASSESSMENT (3 Points)				
Health Care Management Track Competencies (HCM TC): Please provide ratings for the HCM Track Competencies (3 competencies) selected by the student as a competency focus for their Major Project and Professional Practice Activities.	Selected (3) HCM TC for this student's Major Project and PPAs	Demonstrates little or no understanding of this competency in application (0 points)	Demonstrates adequate understanding of this competency in application (.50 points)	Demonstrates exceptional understanding of this competency in application (1 point)
HCM TC 1. Effectively transfer information in oral, written, and non-verbal form to others, including the ability to judge what needs to be communicated, when it needs to be communicated, to whom, how and how much, and where this communication should take place.				
HCM TC 2. Formulate the right questions and answers, think logically and independently, conceptualize and problem solve in an unstructured environment.				
HCM TC 3. Develop an understanding of planning and decision-making, organizing, leading, and controlling an organization's human, financial, physical, and information resources to achieve organizational goals in an efficient and effective manner.				
HCM TC 4. Recognize and analyze health system and sub-system properties, processes, and outputs, and the dynamic interactions within the system and with the external environment.				
HCM TC 5. Develop, implement, manage, and evaluate economic and financial models in order to plan and guide the organization to achieve its strategic goals and objectives.				

In the 3 selected HCM TC competencies, please identify any areas that need improvement:

In the 3 selected HCM TC competencies, please identify strengths demonstrated by the student:

Additional Comments:

Total Points: _____ (Total of 3 MPH Core Competency Points and 3 Track Competency Points)

_____

ALE Site

_____ _____ _____

MPH Student **ALE Site Supervisor** **Date**

ALE SITE SUPERVISOR ASSESSMENT OF STUDENT COMPETENCY ATTAINMENT IN ALE II

FINAL EVALUATION

MPH NUTRTION TRACK

Directions for the ALE Site Supervisor: There are a number of MPH Core and Track Competencies in the MPH Program. These competencies are addressed throughout the MPH Program through MPH core/track course content and assignments. A very important component of the MPH Program is the practicum (ALE I and II) were we expect students to apply theory to practice. We understand that all the core and track competencies (listed in this evaluation) may not be addressed at the ALE Site. Therefore, at the start of the semester each student selected (under advisement) the competencies that a during the development and implementation of their Major Project. The student should also gain experience in the application of these competencies in the assigned Professional Practice Activities (PPAs). enhanced during the These selected competencies (3 MPH Core Competencies and 3 Track Competencies) are the focused competency areas during the student's completion of the assignments for ALE I and II. These competencies are listed on the **Major Project Plan Summary and Competency Selection Form and the MPH Competency Check List.** At the end of the ALE I and II students will have the opportunity to document progress in competency attainment through the ALE Assignment: **Professional Practice Activities and Competency Attainment Report.** This report is a self-evaluation of experiences that demonstrates student mastery of these competencies. Additionally, all students will be able to assess progress in mastering all of the MPH Core and Track Competencies through the MPH Exit Survey at the end of HEA650 ALE II. **Students will continue to work on the same three MPH Core and Track Competencies during the completion of their Major Project and Professional Practice Activities in ALE I and II. As an ALE Site Supervisor, you are evaluating only the student's selected 3 MPH Core Competencies and 3 MPH Track Competencies.**

MPH CORE COMPETENCY ATTAINMENT FOR ALE II - SITE SUPERVISOR ASSESSMENT (3 Points)				
MPH Core Competencies: Please provide ratings for the MPH Core Competencies selected (3 competencies) selected by the student as a competency focus for their Major Project and Professional Practice Activities.	Selected (3) MPH Core Competencies for this student's Major Project and PPAs	Demonstrates little or no understanding of this competency in application (0 points)	Demonstrates adequate understanding of this competency in application (.50 points)	Demonstrates exceptional understanding of this competency in application (1 point)
1. **Biostatistics:** Apply the concepts of biostatistics in the collection, retrieval, analysis and interpretation of health data along with designing health related surveys/experiments and apply the concepts of statistical data analysis to community populations.				
2. **Epidemiology:** Demonstrate knowledge of the principles of epidemiology through the study of distribution and determinants of disease, disabilities and death in human populations, the characteristics and dynamics of human populations along with the natural history of diseases in community populations				
3. **Environmental Health:** Interpret and analyze the impact of environmental issues including the biological, physical and chemical factors that affect the health of a community.				
4. **Health Care Management:** Understand the role of the health care delivery system in the organization, cost, financing, quality, policy issues and equity of health care along with the role of the health care delivery system in maintaining the health of populations.				
5. Social and Behavioral Aspects of Health: Demonstrate knowledge of the concepts of social and behavioral theories relevant to the identification and solution to public health problems.				
6. Research: Synthesize literature in an area of public health, including identification of gaps in knowledge and strengths and limitations in study design.				
7. Needs Assessment: Analyze and synthesize various available resources and data to determine the public health needs in a community setting.				
8. Planning and Evaluation: Demonstrate proficiency in design, development, implementation and evaluation of public health projects/programs in the community setting.				
9. Communication and Informatics: Collect, manage and organize data to produce information and present information to different audiences through information technologies or through media channels to demonstrate how information and knowledge can be utilized to achieve specific objectives.				

10. Professionalism**:** Subscribe to a professional code of ethics and apply ethical standards to public health issues along with demonstrating professional, culturally competent knowledge and practice.				

In the 3 selected MPH Core Competencies, please identify any areas that need improvement:

In the 3 selected MPH Core Competencies, please identify strengths demonstrated by the student:

NUTRITION TRACK COMPETENCY* ATTAINMENT FOR ALE II - SITE SUPERVISOR ASSESSMENT (3 Points)				
Nutrition Track Competencies (NTD TC): Please provide ratings for the Nutrition Track Competencies (3 competencies) selected by the student as a competency focus for their Major Project and Professional Practice Activities.	Selected (3) NTD TC for this student's Major Project and PPAs	Demonstrates little or no understanding of this competency in application (0 points)	Demonstrates adequate understanding of this competency in application (.50 points)	Demonstrates exceptional understanding of this competency in application (1 point)
NTD TC 1. Apply the science of food and nutrition to support optimal nutritional status in individuals, groups and populations.				
NTD TC 2. Manage nutrition care for diverse population groups.				
NTD TC 3. Assesses and prioritizes nutritional problems of individuals, groups and populations using appropriate nutritional assessment techniques.				
NTD TC 4. Develop, implement and evaluate effective community-based food and nutrition programs that promote optimal health and disease prevention				
NTD TC 5. Utilize the nutrition care process with individuals and groups.				
NTD TC 6. Apply appropriate research principles and methods in community and public health nutrition.				
NTD TC 7. Communicates accurate, evidence-based nutrition information at levels appropriate for various audiences.				
NTD TC 8. Advocate for public policy at local, state and national levels in food and nutrition areas.				
NTD TC 9. Advance the profession of community and public health nutrition.				

In the 3 selected NTD TC competencies, please identify any areas that need improvement:

In the 3 selected NTD TC competencies, please identify strengths demonstrated by the student:

Additional Comments:

Total Points: _____ (Total of 3 MPH Core Competency Points and 3 Track Competency Points)

_____

ALE Site

_____ _____ _____

MPH Student **ALE Site Supervisor** **Date**

HEA650 - APPLIED LEARNING EXPERIENCE II
SITE SUPERVISOR MAJOR PROJECT REVIEW AND POSTER FORM

Student: _____
MPH Track: _____
WCU Faculty Supervisor: _____

Site Supervisor: _____
Site Location: _____
_____
_____
Site Phone: _____

Important Information for the Site Supervisor and the Student
Student major project papers and posters need to be reviewed by the site supervisor. Student papers and posters can be in draft form. The site supervisor's name and the name of the site will be placed on the Applied Learning Experience Binder and poster along with the name of the WCU faculty supervisor. Since site supervisors' names are on the major project binders and posters, each site supervisor should make sure that the information about their agency and the student project is accurate. Site supervisor reviews of major project drafts and posters should be completed at least two weeks before the poster session. ***Failure to obtain this review with the signed form (given to the faculty supervisor at the end of the semester) will result in a 20 point deduction in the student's final grade. This form will be placed in the student's ALEII binder.*** **Important Note**: **The site supervisor will not grade the major project paper. The grading will be done by the West Chester University Faculty Supervisor. Site supervisor review is required to ensure that the student's project accurately represents the agency and the scope of the project. By signing this form the site supervisor has reviewed the student's major project/poster and agrees that the material reflects the scope of the project and accurately represents the agency.**

Review Signatures **Date of Review**:_____

Student: _____

Site Supervisor: _____

WCU Faculty Supervisor: _____

DEPARTMENT OF HEALTH - MPH PROGRAM
GRADUATE STUDENT'S EVALUATION OF HEA650 - APPLIED LEARNING EXPERIENCE II

Student Name: _____ **Date:** _____

Agency Site: _____

Site Supervisor: _____ **Faculty Supervisor:**_____

ALE II Course Objectives: During ALE II, were you able to:	**Did not meet expectations**	**Met expectations**	**Exceeded expectations**
1. apply and synthesize the knowledge and skills learned in the MPH Program to the implementation and completion of the Major Project Plan and Major Project Report.			
2. implement the Major Project Plan (developed during Applied Learning Experience I) at the selected practicum site and this site benefited from the application of public health principles.			
3. continue to communicate effectively with a variety of public health professionals during the implementation and completion of the Major Project Plan and Report.			
4. implement and complete the Major Project Plan under the direct supervision of the practicum site supervisor.			
5. develop the final components of the Major Project Report under the supervision of the Applied Learning Experience Faculty Advisor.			
6. maintain records, data and other public/private information for the Major Project Report in an ethical and secure manner.			
7. complete logs reflecting the experience at the site and return logs to the Applied Learning Experience Faculty Advisor in a timely manner.			
8. develop professional skills through participation in professional service activities that include: student observation and participation in supervisor and staff work activities, interacting with clients/patients, attending meetings (agency and coalition meetings) and providing support for agency activities.			
ALE II – Agency Site and Site Supervisor (please provide your ratings and comments about the Agency Site and Site Supervisor.	**Did not meet expectations**	**Met expectations**	**Exceeded expectations**
Access to site supervisor during the development and completion of ALE II assignments.			
Level of guidance and supervision from site supervisor while participating in Professional Service Activities.			
Access to agency resources during the development and completion of ALE II assignments.			
Access to staff during the development and completion of ALE II assignments.			

Site Supervisor: In your opinion, should this supervisor be assigned another student in the future? Why or why not? What are the strengths and weaknesses of your Site Supervisor?

Placement Site: In your opinion, should this placement location be used again? Why or why not? What are the positive and negative aspects of working in this agency, organization, department, hospital, etc.?

ALE II – Faculty Supervisor (please provide your ratings and comments about the ALE II Faculty Supervisor)	Did not meet expectations	Met expectations	Exceeded expectations
Access to faculty advisor (in classroom, phone, or through email)			
Level of guidance and supervision from faculty advisor for ALE II assignments			
Advisement for selection of the ALE site			

ALE II Faculty Supervisor: Please provide comments on the ALEII Faculty Supervisor's role during the ALE II experience.

Competency Attainment in ALE II

ALE II – Did this ALE Site enable you to gain experience in your selected MPH Core and Track Competencies. (List your 3 MPH Core Competencies and 3 Track Competencies for the ALE)	Did not meet expectations	Met expectations	Exceeded expectations
1. MPH Core Competency:			
2. MPH Core Competency:			
3. MPH Core Competency:			
1. Track Competency:			
2. Track Competency:			
3. Track Competency:			

Competency Attainment: In your opinion, did your professional experience provide an opportunity for you to demonstrate your competencies as a public health professional? Why or why not? What suggestions for improvement can you make?

APPLIED LEARNING EXPERIENCE II – ONE SEMESTER EXTENSION FORM

Student: _____
Address: _____
_____
_____
Phone: _____
Email: _____
Semester Extension for _____ Fall ____ Spring
_____ Summer Year: _____

Site Supervisor: _____
ALEII Site: _____
Address: _____
_____
_____
_____
Phone: _____
Email: _____

Reasons for need of one semester extension for Applied Learning Experience II:

Proof of need of extension (letter from Physician, letter from site supervisor or other documentation) is attached to the form. _____Yes ____No

Policy for IP Grade for Applied Learning Experience and Request for Additional Semester for Project Completion

It is expected that students use appropriate time management during the ALE I and II semesters and obtain the placement site along with completing all of the appropriate paper work and assignments within each semester. **For students completing ALE I and II in the accelerated format all ALE I and II requirement and professional practice hours need to be completed within the 15 week semester. For students completing ALE I and II in the traditional format; all ALE I requirements and professional practice hours need to be completed within the 15 week first semester and all ALE II requirements and professional practice hours need to be completed within the 15 week second semester.** An IP (In Progress) grade will only be assigned to a student who cannot complete ALE I or II in the accelerated or traditional format due to an extreme emergency or illness. Proof of the emergency situation and/or illness will be needed. The IP will be replaced with a grade when the student completes the course requirements. A student who receives an IP for ALE I will not be able to begin the Applied Learning Experience II until the IP is changed to a letter grade. Students requesting an extension for ALE I or II will need to complete an **ALE I - One Semester Extension Form** or an **ALE II –One Semester Extension Form** (forms are found in the appendices) and attach proof of need of extension to complete ALE I or II. (Proof can include a physician's note verifying an illness or a letter from the Site Supervisor indicating a need for a one semester extension due to site related issue that caused a delay in assignment completion or other types of proof as indicated by the Faculty Supervisor). **If an IP grade is assigned, the student will have only one semester extension to complete ALE I and one semester extension to complete ALE II. If a student cannot complete their ALE I or ALE II assignments after the additional semester extensions, the student will receive an F grade for ALE I or ALE II.**

The student fully understands the Policy for IP Grade for the Applied Learning Experience II

_____ _____
Student Signature **Date**

Approved for one semester extension for ALE II: _____
Denied one semester extension for ALE II: _____

If denied provide reasons for denial of the one semester extension:

_____ _____ _____ _____
Faculty Supervisor **Date** **Site Supervisor** **Date**