Completing your Field Placement

18279 MPH Field Placement Preparation

MEDICAL COLLEGE OF WISCONSIN

In this presentation, we will discuss how to successfully complete the field placement course. Most students successfully complete their projects with their agencies; however, many forget about the course requirements they must complete in order to receive credit for their projects. This presentation explains those final course requirements.

Overview of Presentation

* Timeline
* Action Learning Project Summary Report
* Other Requirements
  * PowerPoint Presentation
  * Exit Interview
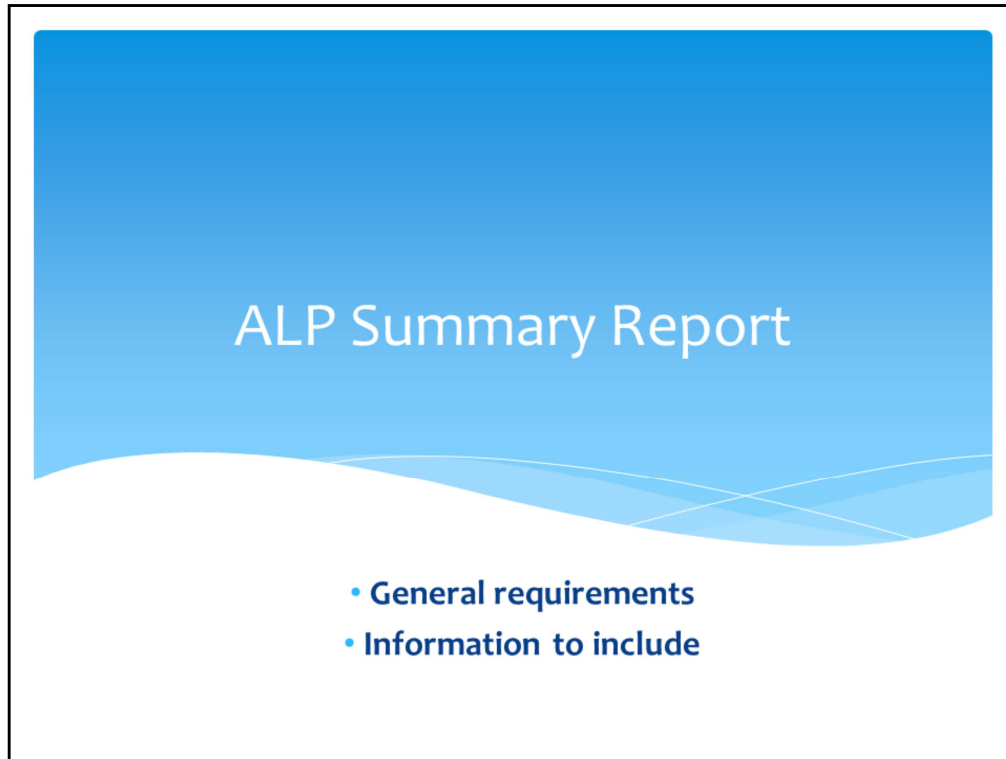 * Final Evaluations

This presentation is broken down into three sections. The first describes the timeframe in which you should complete these final responsibilities. The second centers on the action learning project summary report, which is the final paper you will submit for the field placement course. Finally, the third section explains the other course requirements, including your submission of a PowerPoint presentation, your field placement team's participation in an exit interview, and the final evaluations you must complete.

Timeline of Completion

Activity	Deadline
Submit Final Evaluations	Before end of semester (EOS)
Conduct Exit Interview	1 week before EOS
Submit ALP Summary Report & PPT	2 weeks before EOS

As you finish your field placement, there are a number of responsibilities to fulfill, and it is important to get the timing right. In your proposal, you outlined a timeline, but it is a good idea to keep these timeframes in mind, as your timeline might shift, at least slightly, during the course of your project. When thinking about when items should be completed, I find it is easiest to count backwards from the end of the semester, so I will explain it in that way. Final evaluations must be completed before the end of the semester so that your faculty advisor can determine your grade. The exit interview should occur about a week before the final evaluations are due to provide your faculty advisor and site preceptor with sufficient time to complete their evaluations. Also, you should submit your action learning project summary report and powerpoint presentation about a week before the exit interview to provide your faculty advisor and site preceptor with sufficient time to review the documents before the meeting. Therefore, you should be prepared to submit your summary report and powerpoint at least two weeks before the end of the semester.

ALP Summary Report

- General requirements
- Information to include

The action learning project summary report is the major written product of the Field Placement course. This section provides detailed information regarding the general requirements of the report as well as the information that should be included.

ALP Summary Report

* ALP = Action Learning Project
* Requirements
  * 12 pages in length
  * Double-spaced
  * 12-points font
  * 1 inch margins
* Experiential more than academic
  * Present observations & reflections
* Various organizational formats okay

Your action learning project summary report must be at least 12 pages in length, double-spaced, using 12-point font, and 1 inch margins. (Just so you know, this page count excludes references, tables, and appendices.) Students usually do not find this paper very strenuous because it is an experiential paper, meaning you probably will not need to conduct a lot of background research in order to write it. The paper is labeled as a summary report because it is not a strictly academic paper. Although you should present facts about your organization and project, you should also present your observations and reflections on the experience. I will explain each of the aspects that must be included in the paper in the following slides. However, you do not need to organize your paper using these topics as section titles. You should certainly feel free to do so, if you would like, and many students do. However, you are not required to; you may organize your paper in whichever format works best for your project. As long as all of the information is incorporated, you will meet course requirements.

ALP Summary Report (cont.)

* Information to include
  a) Description of the agency
     * Mission, vision, goals, history, services
  b) Description of the PH problem
     * Issue & importance
     * Literature review (if applicable)
  c) Overall project plan
     * Goal & objectives

Don't forget to cite your sources!

In the action learning project summary report, you should describe the organization with which you worked. Identify the agency's mission, vision, and goals. Describe its history, and explain the services the organization provides. Feel free to also incorporate why you wanted to work with this organization.

The next type of information you should include is a description of the public health problem. Explain the issue and why it is important. This is one of the few sections for which you might need to conduct research. In order to clearly demonstrate why the issue is important, you might need to conduct a literature review. However, you should keep in mind that if you utilize any resources in writing the paper, you need to cite those sources. (While the paper is more experiential than academic, you still need to adhere to professional writing standards.)

In the report, you should also explain your overall project plan. This information will come from your proposal, specifically the overview and chart sections. You should explain your goal - why you engaged in the project. If you developed any project objectives, you should incorporate those. Additionally, you should include your learning objectives.

ALP Summary Report (cont.)

* Information to include (cont.)

d) Implementation of the project
  * Activities & methods utilized
  * Barriers/problems & modifications

e) Theoretical foundations
  * Methods / models utilized
    * i.e. MAPP process, Stages of Change model

f) Application of results / public health significance
  * Impact of project on PH

In your action learning project summary report, you should describe how you implemented your project. Discuss your activities and the methods you utilized to accomplish your goals. Also, describe any barriers or problems you encountered and how you overcame those. If you needed to modify your project in any way, you should explain why you needed the modification as well as the impact of that change on your project.

Incorporating information about the theoretical foundations of your project is the topic students struggle the most with. In developing and implementing your project, you probably drew on framework developed by others. These evidence-based practices, methods, models, and theories influenced why you did what you did, and you should explain that in your report. To provide you with some concrete examples of theoretical foundations, other students have utilized community evaluation or strategic planning processes, such as MAPP, and behavior change theories, such as the stages of change model.

Of course, for any project, you also want to explain the application of your results. How will your organization utilize your efforts and products? What is the significance of your project at the local level, and how does it impact the field of public health, in general?

ALP Summary Report (cont.)
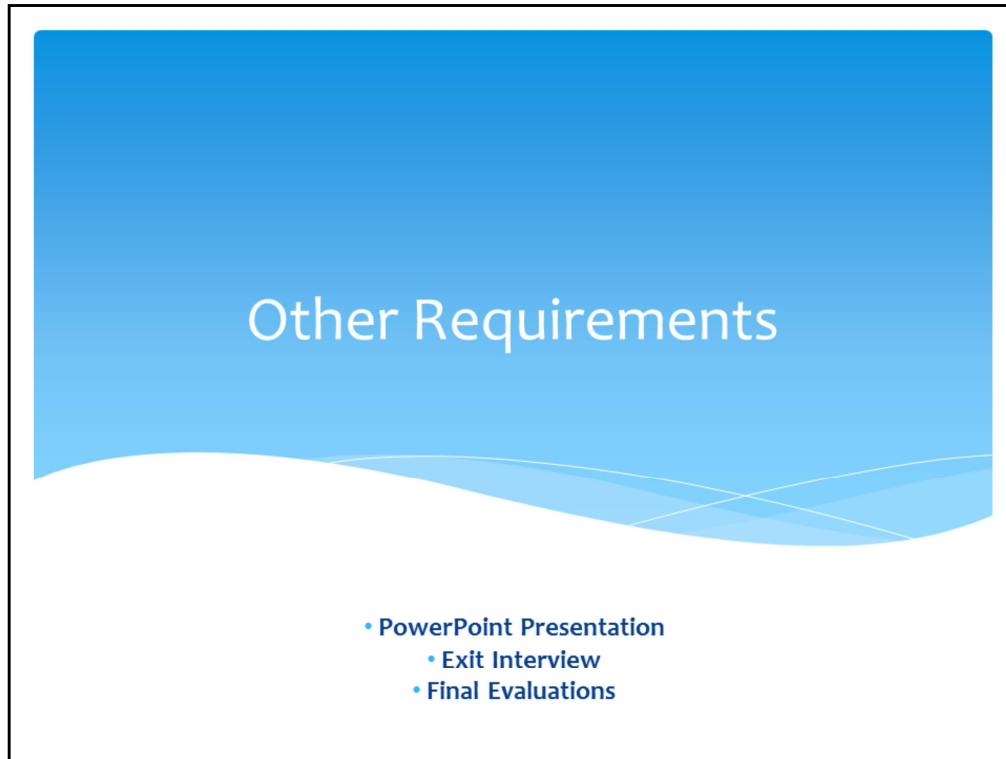
* Information to include (cont.)

g) Competencies addressed
    * List & explain

h) Application of MPH coursework
    * List & explain

i) Overall quality of the experience
    * Personal opinion / recommendations

In your action learning project summary report, you should explain how you addressed the competencies you stated you planned to address in your proposal. You should not just list the competencies, stating you achieved them. You should discuss how your activities and the successful completion of your field placement helped you achieve competency in these areas. Additionally, if you gained competency in an area you had not identified in your proposal, please highlight that.

In reflecting on your experience, you should consider how the field placement was a culminating experience for your MPH program. Remember, one of the purposes of the field placement is to provide you with the opportunity to utilize the knowledge and skills you gained through MPH coursework. In the summary report, you should describe how you utilized what you learned in those courses in your project. I often like to share this information with the course instructors, so don't be surprised if I contact you, asking for permission to do this.

Finally, you should describe the overall quality of your field placement experience. For this section, you should incorporate your personal opinion. Tell us what went well, and tell us what could be improved upon. You will also complete an evaluation of your site preceptor and field placement experience, but feel free to utilize the summary report as a mechanism for providing feedback on any and every aspect of your field placement.

In addition to the action learning project summary report, you – and the rest of your field placement team – have a few other responsibilities in completing the field placement course. In this section, I will provide information about the PowerPoint presentation you must submit, the exit interview your field placement team should conduct, and the final evaluations you must complete.

As I mentioned, you are required to submit a PowerPoint presentation. If you have presented to stakeholders at your organization, you may just submit the presentation you used. (Please recall, you are strongly encouraged to present your project to community and/or site stakeholders; however, you are not required to do so.)

If you did not create a presentation as part of the project, then you should create one just for the course. If you only create it to fulfill the course requirement, feel free to incorporate aspects of the field placement outside your actual project. For instance, you could describe how you found the site or developed the project; you could identify your learning objectives and the competencies you achieved, or you could mention how the field placement influenced your future career goals.

A PowerPoint presentation describing guidelines for creating engaging presentations is available as a resource. You can access this presentation on the Field Placement Planning and Products Evaluation webpage. Additionally, samples of previous students' projects are available on the Field Placement website.

Exit Interview

* Meeting
  * Phone conference or in person
  * Attendees: entire FP team
* Similar to Midpoint Progress Report
  * Except no report
* Discussion
  * Project completion
  * Impact of project
  * Recommendations

At the end of your field placement, your faculty advisor, site preceptor, you, and I will meet again. This meeting will be somewhat similar to the midpoint progress review except you will conduct your PowerPoint presentation followed by a discussion. This discussion will center on your project. You will describe how you completed your project and your accomplishments, and your site preceptor and faculty advisor will provide feedback on your efforts and results. We will also discuss how the project impacted the organization as well as the greater community, and you, your site preceptor, and your faculty advisor will have the opportunity to provide recommendations regarding how we could improve the field placement course.

Final Evaluations

* Evaluation of Preceptor & FP Experience
    * Complete at end of Field Placement
    * Accessible via Field Placement Forms webpage

* Site Preceptor & Faculty Advisor also complete evals.

At the end of your field placement, you are required to complete an evaluation of your preceptor and field placement experience. This form can be accessed on the Field Placement Forms webpage for you to complete and submit online. Just so you know, I often utilize your feedback regarding your site preceptor and faculty advisor in the thank you letters that I mail to them.

One other item to note is that your site preceptor and faculty advisor also have to complete evaluations at the end of your field placement. They are encouraged to share this feedback with you, so please feel free to ask them if they are willing to share their comments.

After you have met all of the course requirements described in this presentation, your field placement will officially be complete. Congratulations! As always, if you have any questions or concerns, do not hesitate to contact me. In the meantime, I look forward to continuing to work with you.