APE Student & Field Supervisor Worksheet

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

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

APE Requirements

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

At the meeting:

1. Discuss tasks and responsibilities related to the opportunity:

____________________________________________________________________________________________
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2. Review the APE requirements with your field supervisor. (See yellow box above)
3. Draft SMART Objectives and Strategies

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<th>Objective 1</th>
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<tbody>
<tr>
<td>Strategy 1</td>
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<td>Strategy 2</td>
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<td>Strategy 3</td>
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<tr>
<th>Objective 2</th>
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<tbody>
<tr>
<td>Strategy 1</td>
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<td>Strategy 3</td>
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<th>Objective 3</th>
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<tbody>
<tr>
<td>Strategy 1</td>
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<td>Strategy 3</td>
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Is the objective SMART?

- Specific: Who? (The target population and people doing the activity) and what? (The action or activity).
- Measurable: How much change is expected?
- Achievable: Can be accomplished given current resources and constraints.
- Realistic: Addresses the scope of the health program and proposes reasonable programmatic steps.
- Time-phased: Provides a timeline indicating when the objective will be met.
- Does it relate to a single result?
- Is it written clearly?
4. Select the appropriate foundational and concentration (department-related) competencies*

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<tr>
<th>Foundational Competencies</th>
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<table>
<thead>
<tr>
<th>Concentration Competencies</th>
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*For a list of foundational and concentration competencies, go to https://www.sph.emory.edu/academics/competencies/index.html

5. Discuss expected deliverables*

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<th>Deliverables</th>
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*Consult with your department for acceptable deliverables

6. Is a Memorandum of Understanding (MOU) or other form of agreement required by the site?
   - [ ] Yes
   - [ ] No
   If yes, please contact Heather Zesiger (heather.zesiger@emory.edu) to get the process started as soon as possible.

7. Is the physical site where you will be working outside of the U.S.?
   - [ ] Yes
   - [ ] No
   If yes, please contact Heather Zesiger (heather.zesiger@emory.edu) to complete the required departure training and receive other important information.
8. Thank your Field Supervisor for their time and opportunity.

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

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

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

1. Complete minimum 9-credit hours at the RSPH
2. Imported into APE Portal
3. Search for an APE
4. Discuss APE requirements & job tasks with Field Supervisor
5. Enter information into APE portal*
6. Approval from APE Advisor
7. Approval from Supervisor
8. Begin APE
9. Complete midpoint hours & revisions to objectives, strategies, competencies, & deliverables, if applicable
   • Reapproval required if revisions are made (see yellow arrow)
10. Student Evaluation, total hours & upload deliverables
11. Field Supervisor Evaluation
12. Deadlines: April 1**
13. APE Advisor Final Review & Approval
14. APE Clearance of Requirement

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

**August graduate deadline is July 1*; December graduate deadline is November 1* for completing all the steps in the APE Portal.