



EMORY

ROLLINS  
SCHOOL OF  
PUBLIC  
HEALTH

# APE Student & Field Supervisor Worksheet

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## APE Student & Field Supervisor Worksheet

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

- ✓ Send a request to your field supervisor to setup a meeting or call to review the APE requirements and discuss the organization goals and expectations for the project.
- ✓ 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)

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## 3. Draft SMART Objectives and Strategies

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

Is the objective SMART?

- Specific: Who? (The target population and people doing the activity) and what? (The action or activity).
- Measurable: How much change is expected?
- Achievable: Can 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?

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4. Select the appropriate foundational and concentration (department-related) competencies\*

Foundational Competencies	
1	
2	
3	
Concentration Competencies	
1	
2	

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

5. Discuss expected deliverables\*

#	Deliverables
1	
2	

\*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](mailto: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](mailto:heather.zesiger@emory.edu)) to complete the required departure training and receive other important information.

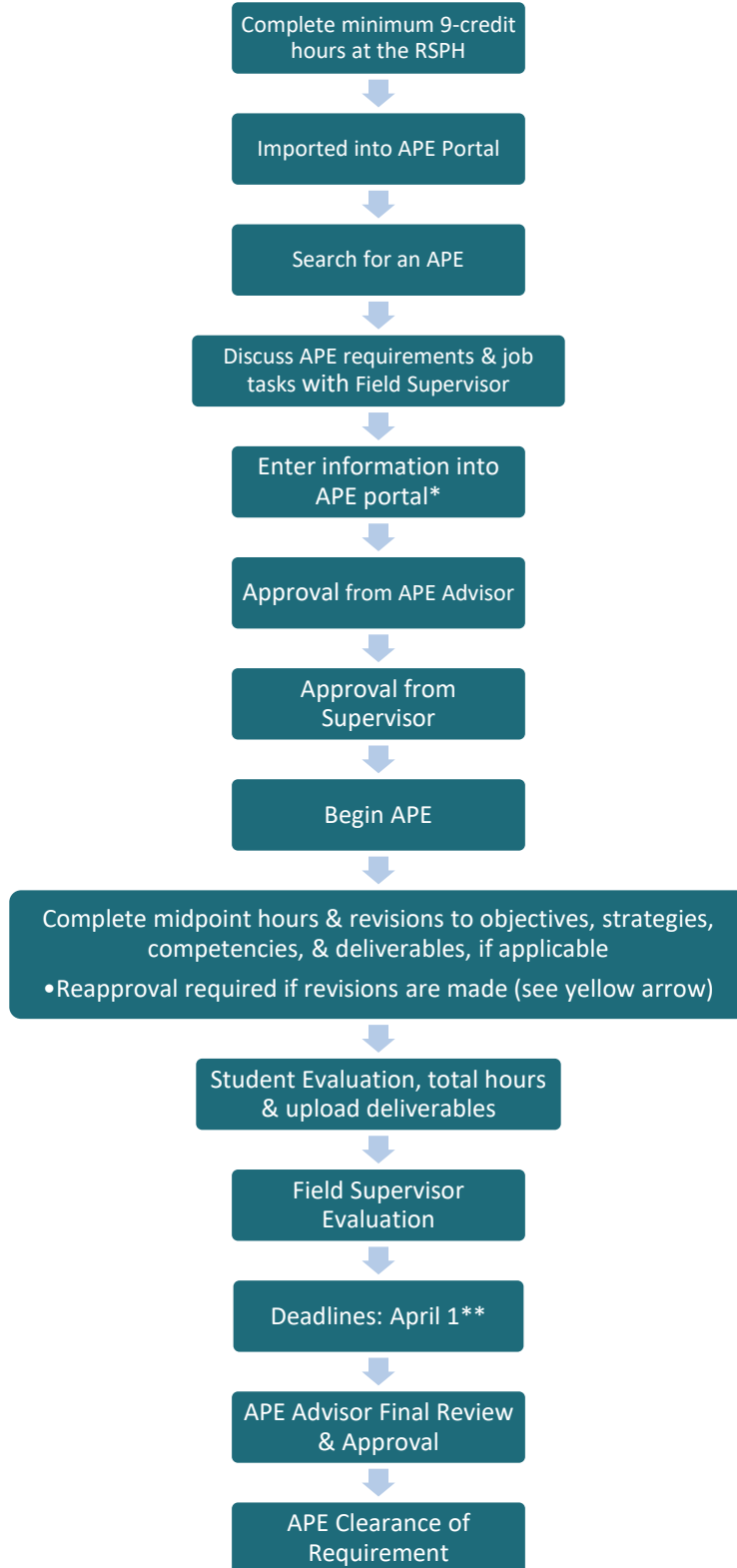
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8. Thank your Field Supervisor for their time and opportunity.
9. Enter the information from this worksheet into the APE portal for review and approval from your department  
Note: The approval process for EMPH students may be different. Please confirm with your ADAP.

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

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## APE Student Timeline



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