



Office of Career Development

# APPLIED PRACTICE EXPERIENCE

## ROLES & RESPONSIBILITIES

August 2020

# APE ROLES & RESPONSIBILITIES

The Rollins School of Public Health (RSPH) requires all MPH and MSPH students to successfully complete an Applied Practice Experience (APE). The APE provides students with a unique opportunity to apply knowledge and skills acquired through their courses of study in a professional public health setting that complements the student's interests and career goals. More information about the APE, including comprehensive APE Handbooks for both students and supervisors can be found on the RSPH Applied Practice Experience Program [website](#).

The purpose of this document is to outline the roles and responsibilities of all parties involved in the Applied Practice Experience (APE) process. The roles and responsibilities outlined in this document include:

- Students
- Field Supervisors
- Assistant/Associate Directors of Academic Programs (ADAPs)
- APE Advisors
- APE Portal Administrator
- Student Engagement Liaison in the Office of Admission and Student Services

## Students

Students enrolled in a degree-seeking program at the RSPH and who have completed a minimum of 9-credit hours are eligible to complete an approved, supervised APE experience. Student responsibilities related to the APE program, include:

- Reviewing the [APE Student Handbook](#)
- Completing a demographic profile and uploading a resume into the online [APE Portal](#)
- Meeting with potential Field Supervisors to discuss the APE requirement and possible project opportunities
- Checking with their APE Advisor or ADAP to see if there is a pre-approval form required by their department
- Adding an APE into the online APE Portal, including the APE Info, objectives/strategies, and competencies
- Receiving approval in the APE Portal from the APE Advisor and Field Supervisor prior to starting work on the project
- Tracking hours and project progress
- Entering midpoint hours in the online APE Portal
- Requesting a midpoint performance conversation with the Field Supervisor
- Completing the student evaluation, entering total hours and uploading deliverables in the APE Portal near the end date of the project
- Reminding the Field Supervisor to complete the Field Supervisor Evaluation in the online APE Portal
- Ensuring all steps and information are documented in the APE Portal to receive final approval from the APE Advisor and clearance for graduation from the ADAP
- Completing other department-required, if any, APE requirements (e.g., some departments require a poster)
- Thanking the Field Supervisor and key members at the host agency for the opportunity to gain valuable field experience

**Reminder:** It is the student's responsibility to ensure all required information and documents (including the Field Supervisor's evaluation) are entered and completed in the APE portal by the designated deadline.

## Field Supervisors

A Field Supervisor is an on-site supervisor (at the organization where the student is working) that manages the APE of a student and oversees the student's day-to-day work. This individual helps to mentor, supervise and direct the student's APE. The Field Supervisor must be qualified to evaluate the professional performance of the student, as well as the attainment of [MPH/MSPH Foundational Competencies and Concentration Competencies](#) and APE objectives, and completion of deliverables. Complete information about these elements are included in the Supervisor APE Handbook found on the RSPH Applied Practice Experience Program [website](#).

Employers should post available job opportunities that may be appropriate for meeting the APE requirement, and any other employment opportunities for students and/or alumni of the RSPH, to [ROL/Handshake](#).

### **The responsibilities of a Field Supervisor related to the APE program include:**

- Reviewing the [APE Field Supervisor Handbook](#)
- Assisting the student with developing mutually agreeable goals, objectives, strategies and deliverables prior to the start of the experience
- Completing the Field Supervisor Profile (credentials and contact information) in the [APE Portal](#)
- Approving objectives, strategies, competencies and intended deliverables in the APE Portal
- Supervising the work of the student within the community of practice
- Mentoring the student, which may include career and professional guidance, motivation or role modeling
- Completing a midpoint and final performance evaluation conversation with the student (resources are available on the RSPH Applied Practice Experience Program [website](#) to provide assistance)
- Completing a Field Supervisor Evaluation in the APE Portal

## Department ADAPs

Assistant/Associate Directors of Academic Programs (ADAPs) provide departmentally-based advisement to students. ADAPs monitor student progress from the point of admission through graduation and beyond, serving as an advocate based on individual student needs. ADAPs can help students think about possible APEs to meet their interests and career goals; however, it is not their responsibility to secure an APE for students. In addition, the ADAP can help students resolve issues about the suitability of the APE for their concentration or help resolve issues that might take place during the APE, if needed. The ADAP will complete the final graduation check at the conclusion of the APE to ensure all approvals have been obtained by the student to certify successful completion of the APE requirement.

### **The responsibilities of an ADAP related to the APE program include:**

- Communicating the APE process, essential components, and other key information to students
- Assisting students with identifying appropriate APE opportunities and sources
- Ensuring the APE complies with CEPH requirements
- Clearing students who have completed the APE requirement
- Submitting grades in OPUS

## APE ADVISORS

Each academic department will have a designated APE Advisor (some departments may have more than one) who will provide guidance and advice to students as they secure and/or create suitable APEs. The APE Advisor may be a faculty member in the student's department or another designated person qualified to serve in this role. The APE Advisor can help students address questions about securing an appropriate APE or resolve issues that might arise during the APE. The APE Advisor will review and approve student's APE plans prior to the start of the APE and will certify successful completion of this requirement at the conclusion of the APE.

### **The responsibilities of an APE Advisor related to the APE program include:**

- Assisting students with identifying appropriate APE opportunities
- Addressing questions about securing appropriate APE opportunities for students enrolled in your department
- Ensuring APE complies with CEPH requirements (in some departments, the APE Advisor may do this through the use of a pre-approval process)
- Reviewing objectives, competencies and deliverables for each APE
- Providing pre-approval of student APE information in the APE Portal including:
  - Suitability of project and organization
  - Foundational and concentration (department-related) competencies
  - Objectives and strategies
  - Deliverables
- Providing final approval of completed student APE in the APE Portal, including:
  - Deliverables
  - Attainment of competencies
  - Successful completion of objectives and strategies outlined

## APE Portal Administrator

The RSPH has designated a staff member within the Office of Career Development to serve as the administrator for the APE Portal. This staff person ensures that the school's current APE practices meet the outlined CEPH criteria. The APE Portal Administrator manages the current portal system and provides technical assistance to users.

### **The responsibilities of the APE Portal Administrator related to the APE program include:**

- Managing the APE Portal
- Providing technical assistance and support to students, Field Supervisors, ADAPs and APE Advisors
- Collaborating with the Office of Information Technology (IT) to resolve database issues and to implement updates as needed
- Providing training and online materials/resources to students, Field Supervisors, ADAPs and APE Advisors regarding the APE program and APE Portal
- Updating APE materials and website information as necessary

## Student Engagement Liaison in the Office of Admission and Student Services

### **The responsibilities of the Student Engagement Liaison related to the APE program include:**

- Assisting students with obtaining documents that may be required by an APE site, including memoranda of understanding (MOU); educational agreements; ACEMAPP administration for clinical settings; and proof of institutional insurance
- Providing pre-departure safety and security training and resources for students completing a field experience outside of the United States

# CONTACT US

Please check

<https://www.sph.emory.edu/rollins-life/community-engaged-learning/ape/contact/index.html>

for the most up-to-date list of Department APE Advisors and ADAPs.

Should you have questions about the APE requirement, the APE Portal, or how to post a position, please contact:

Office of Career Development  
[rsphpracticum@emory.edu](mailto:rsphpracticum@emory.edu)  
404-727-9957



OFFICE OF CAREER DEVELOPMENT  
ROLLINS SCHOOL OF PUBLIC HEALTH

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