

## **GUIDELINES FOR THE SUPERVISED FIELD EXPERIENCE**

The supervised field experience provides an opportunity for the student to gain valuable knowledge and experience that would not normally be available through other courses in the College and Department. The field experience will occur outside the College, depending on the students interests and skills, opportunities exist in county public units, county and state regulatory agencies, or private industry and consulting.

### **Objectives of the Supervised Field Experience**

The specific objectives of the supervised field experience are:

- To provide the student with the opportunity to utilize knowledge and practice new skills learned in their course work.
- To expose the students to a broader range of professional activities than the student has experienced.
- To contribute to the student's professional education through assignments that are useful to the field organization and that refine the student's professional skills.
- To help the student identify his or her professional strengths and weaknesses and areas of knowledge for further study.

### **Administrative Guidelines for the Supervised Field Experience**

The number of credit hours (1-12) needed in the field experience is determined by the student's advisor after carefully reviewing the student's experience. For each semester credit hour the student is expected to spend a minimum of 45 hours in field experience during the semester in which the student is enrolled for the credit hours. The normal number of hours for enrollment for students with little or no relevant experience, is 3 credit hours. Students with significant and diverse experience should anticipate enrolling for 1 hour.

An application for Field Experience is to be submitted to the Office of Academics by the end of the first week of the semester in which the field experience is to occur. The field experience should occur after the student has completed 30 credit hours of the program, including all required core courses, though there are some instances where a student may benefit from taking some field experience earlier in their training.

An agreement between the College and the agency must be on file with the advisor and the Office of Academics within two weeks of the beginning of the semester during which the field experience take place (e.g., special work conditions, hours of work, products, activities, travel).

For students doing a field placement in which a formal affiliation agreement between the College and the field agency is necessary, the affiliation must be on file with the advisor and the Office of Academics within two weeks of the beginning of the semester during which the field experience take place.

### **Responsibilities of Student, Faculty Advisor, College of Public Health, Department of Environmental and Occupational Health, and Preceptor**

Supervision of the student during the field experience is a joint responsibility of the agency in which the field experience is taking place and the student's advisor or the designee.

- A. Responsibilities of the Student
  - Carefully assess his/her academic preparation, experience, and professional development to identify areas to address in the field experience.
  - Assume lead responsibility for identifying suitable field experience sites and preceptors.
  - Initiate the activities necessary for the completion of the Application for Field Experience, the agreement between the College and the field agency, and the affiliation agreement if necessary.
  - Submit a proposal for the field experience to the advisor before beginning the supervised field experience. The proposal should include goals, objectives, and activities of field experience and the responsibilities of agency. The proposal must be developed jointly by the student, the advisor, and the field agency preceptor.

- Participate fully in the field opportunity structured for him/her, performing activities necessary to complete the field experience as defined in the proposal and agreements.
- Follow the rules, procedures, and customs of the field organization.
- Maintain regular communication with the advisor.
- Provide appropriate feedback to the preceptor and advisor, and the College official (e.g., department chair, or College coordinator).
- Submit a report on the field experience to the preceptor and advisor, following guidelines provided by the advisor.

B. Responsibilities of Faculty Advisor

- Aid the student in developing goals and outlining the educational and experiential objectives of the field experience.
- Assist the student in identifying suitable field sites and preceptors.
- Review and approve the prospective site and preceptor and the written proposal for the field experience.
- Respond to requests from the preceptor for information about the placement experience and the student.
- Respond to request from the preceptor or student for assistance in facilitating the field experience.
- Consult as necessary with the College coordinator of field experience.
- Send a letter to the preceptor outlining the expectations of the field experience.