



Midwestern Public Health Training Center

Region 7

Field Placement Guide

2022-2023 Academic Year

This guide has been adapted from the Region 6 South Central Public Health Training Center's field placement guide.

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Midwestern Public Health Training Center

Field Placement Program

This guide contains information and materials for the HRSA Region 7 Midwestern Public Health Training Center's (MPHTC) Field Placement Program. Region 7 includes Iowa, Kansas, Missouri, and Nebraska. MPHTC is comprised of one central office and three Community-Based Training Partners (CBT). The University of Iowa College of Public Health houses the central office. Wichita State University, Saint Louis University College for Public Health and Social Justice, and the University of Nebraska Medical Center College of Public Health are the CBTs.

The field placement is a planned and supervised practice experience in which the student demonstrates how the degree program competencies are fulfilled and applies measurable learning objectives to real-world public health practice. The MPHTC field placement program provides the opportunity for students to develop the practical skills needed in the public health workforce. The field placement consists of 175 to 300 hours of field experience at health agencies or organizations, including hospitals, community-based health care facilities, and non-traditional health care settings, preferably in rural and/or medically underserved communities. We encourage students who are underrepresented minorities or from disadvantaged backgrounds to apply.

The student will receive a stipend of \$3,500 upon completion of the field placement. HRSA provides the funds for the stipends through MPHTC. HRSA has mandatory reporting requirements (see below) for those who receive its funds as stipends.

The field placement program promotes partnerships among public health academics and practitioners. Each of the HRSA Region 7 Midwestern Public Health Training Center sites will identify public health agencies or organizations that will provide field placement opportunities and mentor students.

ELIGIBILITY CRITERIA

Eligibility criteria for stipends are as follows:

- Graduate and doctoral students pursuing a degree in a health profession (including public health, psychology, sociology, and social work) **or**
- Undergraduate juniors or seniors enrolled in a health profession degree program (e.g., public health, psychology, sociology, and social work) may be considered **or**
- Preventive Medicine Resident (PMR) placed at state or local health departments **or**
- Tribal College or University (TCU) students enrolled in a health professional degree program (e.g., allied health, community health worker)

- Students and PMRs must be U.S. citizens, nationals, or permanent residents of the United States

Individuals on temporary or student visas are not eligible to receive funding under this program.

ROLES AND RESPONSIBILITIES

Central Site and Community-Based Training Partners Roles and Responsibilities:

- Designate a staff/faculty member to serve as the MPHTC State Advisor for field placements.
- Emphasize field placements with rural and/or medically underserved communities.

MPHTC State Advisor Roles and Responsibilities:

- Provide general oversight of placements that occur in agencies.
- Coordinate with public health schools and programs in each state to identify or approve the field placement agency and preceptor, then match the student to the field placement.
- Ensure field placement sites meet priority project requirements and ensure students have an agreement with the site.
- Advertise placement opportunities to students pursuing a degree in a health profession within the site's state. Encourage students from disadvantaged backgrounds (who comes from a social, cultural, or educational environment that has inhibited the person from obtaining knowledge, skills, and abilities necessary to develop and participate in a health professions education or training program) to apply.
- Work with the student and preceptor to develop a field placement plan for the student.
- Coordinate with the preceptor to ensure agreement on student activities.
- Provide an orientation to the student that includes information on where PHTC trainings and other learning opportunities are available to promote a culture of learning.
- Provide advice and feedback to students.
- Review overall progress of the student during placement.
- Review and approve all blogs and the final report. The report will be shared with HRSA, as required by the cooperative agreement.
- Ensure that students fulfill their field placement and reporting requirements.
- Ensure all HRSA-required reporting documentation is completed and sent to MPHTC. Documentation includes the student application (to include resume and statement of interest, if it applies), Field Placement Agreement Form, three blogs, scientific report, student evaluation, and preceptor evaluation.
- Coordinate with your University to process stipend payments.

Preceptor Roles and Responsibilities:

- Develop the opportunity and agree to accept a student.
- Collaborate with the MPHTC State Advisor on the field placement.
- Work with the student to identify specific objectives, milestones, and deliverables.
- Supervise the student and provide technical and administrative oversight, including signing off on student's hours.
- Provide regular guidance to the student.
- Review the student's progress.
- Complete an online evaluation form at the end of the field placement experience.

Student Roles and Responsibilities:

- Comply with site policies and procedures.
- Complete necessary paperwork prior to starting your field placement.
- Develop a field placement/project plan that includes learning objectives, a timeline of milestones, and final deliverables.
- Ask your faculty advisor and the preceptor at the field placement site to approve your plan.
- Acquire as much information about the agency and project as possible before beginning the placement (visit website, review any material provided, etc.).
- Participate in regularly-scheduled progress review meetings with your preceptor and/or faculty advisor.
- Seek the advice and assistance of the agency preceptor when uncertain about tasks.
- Keep a log of work hours and activities/events.
- Complete 3 blog entries during your field placement.
- Complete a 175- to 300-hour project that fulfills plan requirements.
- Submit a final report to the MPHTC State Advisor. (See the "Scientific Report" section of this document.)
- Exhibit professionalism in all aspects of the placement, including attendance, appointments, meetings, and discussions with supervisors and others.
- Maintain complete client confidentiality.
- Complete the online evaluation survey at the end of your field placement.
- Complete an online follow-up survey on the skills obtained and your job placement approximately one year after completing the field placement.

FOR STUDENTS: ELEMENTS OF THE FIELD PLACEMENT

Blog Entries:

Consider choosing items from the following list to include in your blog entries:

- Background on the field placement organization
- A description of the field placement project and activities you completed
- One to two images of project work, the organization, co-workers, and/or presentations
- How you applied the knowledge and skills gained from your coursework to your field placement
- How your field placement work has helped you with your coursework
- Your project's relationship to broader public health topics (social determinants of health, health equity, pandemic, systems thinking, etc.)
- How the project helps to address the needs of the agency
- How the project and activities impacted the agency, community, or target audience
- Information about any work done with rural or medically underserved populations
- Public health disciplines you worked with to complete this project

Read this [blog post](#) for some easy tips.

The blog entries help MPHTC promote your project and field placement opportunities more broadly, and they provide an example of field placement projects for future preceptors and students. Blog entries should be submitted during the field placement according to the following schedule: one in the first couple of weeks, one midway through, and one upon completion. The mid-point and final blog submissions should draw upon successes of the project for you and the community you are working in. You are encouraged to use your blog entries in writing your final report.

A blog entry should be approximately 200-400 words and include one to two images, if appropriate. Blog entry submissions should include a tweet that can be used to promote the story.

Create your blog entries as Google Docs and save them in this [Google Drive Folder](#). Notify the Region 7 Field Placement Coordinator (Mary Kosobucki at mary-kosobucki@uiowa.edu) and your MPHTC State Advisor when uploading documents.

Please note the following:

- Create your blog as a Google Doc; **do not upload a Word document or a PDF**
- Include a title
- Submit a personal photo to accompany your blog postings
- Submit photos of your field placement activities to accompany your blog postings
NOTE: Upload photos separately as photos/images (JPGs, PNGs, etc.); do not paste your photos into a document
- Provide captions for your photos
- Proofread your writing

Below is an example of a way to structure your posts:

1. MPHTC Student Success Blog Title
2. Title
3. Author
4. School
5. Background
6. Action/Activity
7. Results
8. Reflection

Scientific Report:

Students are required to submit a scientific report that must include the following sections:

- Abstract
- Introduction
- Methodology
- Findings
- Conclusions
- Discussion

In addition to the scientific report, the student may submit an abstract suitable for submission to a scientific conference, a poster presentation, or a PowerPoint presentation.

These deliverables will be submitted to HRSA.

Your project needs to:

- Be rooted in at least one of the core public health disciplines: Biostatistics, Environmental Health Sciences, Epidemiology, Health Policy and Management, or Social and Behavioral Sciences
- Align with and support at least two of the public health core competencies domains: (1) Data Analytics and Assessment Skills, (2) Policy Development and Program Planning Skills, (3) Communication Skills, (4) Health Equity Skills, (5) Community Partnership Skills, (6) Public Health Sciences Skills, (7) Management and Finance Skills, and (8) Leadership and Systems Thinking Skills

Provide a copy of the field placement scientific report and work products to the following individuals:

- Preceptor
- MPHTC State Advisor
- Mary Kosobucki (Region 7 Field Placement Coordinator)

EVALUATION

Evaluation for the field placement program relies on the receipt of these four documents:

1. **Student written final report:** Students submit a scientific report that follows the guidelines above.
2. **Student evaluation survey:** Students submit an evaluation online.
3. **Preceptor evaluation survey:** Preceptors are expected to meet with the student to discuss the evaluation. They must also complete an online evaluation form at the end of the field placement.
4. **Student one-year follow-up survey:** Students are also required to inform MPHTC of their employment after graduation via an online survey that will be sent to a personal email address where the student can be reached after graduation.

HRSA requires MPHTC to report on many elements of the field placements. The evaluation results are used to assist preceptors, advisors, and MPHTC in planning future placements and making program improvements.

FIELD PLACEMENT STUDENT CHECKLIST AND DELIVERABLES

Please use the checklist below to ensure that you have completed all requirements of the HRSA-sponsored Region 7 Midwestern Public Health Training Center (MPHTC) Field Placement. The information listed below must be received by the Region 7 Field Placement Coordinator. Please note that due dates for deliverables vary.

- **BEFORE** beginning the project: [Complete the Field Placement Agreement Form](#)
- **DURING** the project: Submit 3 blog entries detailing project progress
- **AT THE END** of the project: Submit a Scientific Report
- **IMMEDIATELY AFTER** the project: Complete an online evaluation survey
- **ONE YEAR AFTER** the project: Complete the one-year online evaluation survey

Once these items have been submitted, payment will be distributed. If you have any questions, please contact the Region 7 Field Placement Coordinator, Mary Kosobucki, at mary-kosobucki@uiowa.edu.

CONTACT INFORMATION:

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