

INSTRUCTIONS FOR COMPLETION OF FIELD STUDIES SCOPE OF WORK

Each student is required to complete and submit a final scope of work within 5 days of starting field work, as part of the signed contract between the student and the preceptor. The scope of work provides the framework for the field experience, by ensuring that: 1) the student and preceptor have a clear understanding of this planned experience; and 2) the experience is appropriate to earn 4 units of academic credit toward the MPH degree in Community Health Sciences.

Recommended time line and steps for creating the scope of work:

- Meet with preceptor to discuss experience
- Student writes draft of scope of work based on above discussion
- Submit draft scope of work to Dr. Prelip prior to the beginning of field experience
- Revise scope of work based on recommendations
- Submit final scope of work as part of signed contract within 5 days of starting field experience.

Suggestions for creating scope of work

- Be clear in proposed general work
- Create objectives that are specific but not cluttered with language
- Scope of work should be as long as needed to adequately describe planned experience
- Be very specific in activities associated with objectives
- Estimate time for each activity, remember that deciding how much time something should take is always an estimate
- Determine how you will evaluate yourself, think about:
 - How will you and your preceptor know that you completed an activity or objective
 - How will you and your preceptor know how well you completed the activity or objective
 - Some general evaluation:
 - Weekly supervision with preceptor
 - Logs to Dr. Prelip
 - Final preceptor's evaluation
 - Final student's evaluation
 - Student's final report
- See Dr. Prelip for examples of past students' scopes of work.

Remember that, should it become necessary, it is possible (and sometimes expected) to change the scope of work during the 400 hours.