

FIELD STUDIES GUIDELINES FOR WRITING LOGS

The purpose of the weekly logs is to help you to develop the discipline of keeping track of significant activities and progress toward reaching the objectives that you have set out to achieve in your field studies. Additionally, the logs serve to:

- Provide a chronology of important events related to your professional development;
- Provide feedback to Dr. Prelip. Indicate if there is any need for consultation or assistance by Dr. Prelip with the Preceptor or the Student;
- Provide the basis for analysis of the process of reaching your objectives, writing reports, and evaluating achieved results.

Logs should be **brief** and concise (1-2 pages), covering the basis of **WHO, WHAT, WHERE, HOW**, in the process of attempting to achieve your objectives. Your observations and feelings about your experience should include the following:

- Significant activities or progress in reaching objectives
- Highlights of what occurred in a 40 or 20 hour increment and your reactions and perceptions to events that transpired
- Management/Leadership styles that you are observing in your Preceptor and others in management positions
- Work styles of your co-workers and the work style that you prefer/exhibit
- Obstacles and problems encountered and what was done to overcome them
- How everything is fitting into your professional growth

Logs should be submitted to Dr. Prelip within 5 days of covered period.

Logs are considered correspondence between you and Dr. Prelip, therefore confidential.

By the end of your field work, you should have submitted logs corresponding to at least 400 hours of field work.

Format of your logs should follow this model:

	Your Name Preceptor Agency Log For Week Ending (Date) Total Hours this period: Cumulative Hours:
Write narrative of progress that occurred toward achievement of your objectives in the week being reported. If nothing of note occurred during that week, indicate that. Note your observations, reactions, and feelings about events described using the above guidelines.	

In addition to the general information provided in each log, you should address the following weekly questions. These questions should provide an opportunity for discussion with your Preceptor and the other staff at your field agency.

- Week 2: What are the major sources of funding? How is this funding secured?
- Week 3: What role does the governing board (Board of Directors, Elected Officials, etc.) play in day-to-day operations and decision-making?
- Week 4: How are intra and inter agency/departmental conflicts handled?
- Week 5: What were you hoping to experience in your field studies that is not happening?
- Week 6: What public health/community health issues should be addressed by the agency but are not, and why are they not being addressed?
- Week 7: What experience in this public health practice experience is *related* to what you have learned in the classroom at UCLA?
- Week 8: What experience in this public health practice experience is *different* to what you have learned in the classroom at UCLA?
- Week 9: If you had to do it over again, would you have approached your Preceptor differently in the negotiation process? If so, how?