

## OVERVIEW OF FIELD STUDIES

Field experience is required for all students. Students must complete CHS 210 and 211 A & B **before** beginning their fieldwork. Students who have had previous professional experience involving program planning and development, program evaluation, or policy formulation and analysis, may qualify for a partial waiver of fieldwork hours. Students with a terminal doctoral degree who have appropriate professional experience may qualify to waive field studies. Clinical experience does not qualify. These waivers require a blue petition to be approved by the student's advisor, Department Chair, and Dr. Prelip.

Students are required to complete a minimum of 400 hours of field studies. Students enroll in CHS 400 for 4 units. Students typically enroll in CHS 400 during the quarter that they will finish the required 400 minimum hours.

Purpose of the Field Experience. The field experience gives the student firsthand experience within a health or health-related social service agency or community program in elements of planning, program implementation, evaluation; and/or policy formulation, implementation and analysis. During the field placement the student will become familiar with the operation of the agency or program, its goals, policies, administrative structure, types of health professionals employed, and clientele served.

Agency Requirements. Overall, the placement should provide the student with a wide variety of agency experiences. Ideally, the tenor of the placement should be one of apprenticeship within the agency, or of collaboration between the student and a "preceptor." The preceptor, an individual within the agency who is responsible for giving guidance and advice to the student, is an essential prerequisite for a suitable placement. Preceptors must have an M.P.H. or related graduate degree and at least three years of experience in developing and managing community health programs.

Contract and Workplan. All students are required to complete a field studies work plan or scope of work. This scope of work becomes an integral part of the contract signed by both the student and the preceptor. This workplan must be approved by Dr. Prelip. **All students must file contract and work plan with Dr. Prelip within one week of the placement.** It is recommended that the work plan and contract be completed prior to the beginning of the fieldwork.

Report on the Field Experience. The student must complete field logs that account for every 20-40 hours of field work. These logs should be sent to Dr. Prelip within 5 days after the time period described in the logs. See attached sheet *Guidelines for Writing Field Logs*. Basically, these logs should include hours worked, people seen, functions performed, problems encountered. Also, each student is required to submit a brief written report, "Overview of Field Studies" on the field experience. This report should include an abstract of the project. See attached *Guidelines for Field Studies Report*. The report and abstract should be filed with Dr. Prelip within 5 days of completing the field studies.

Grade for the Field Experience. The grade will be based primarily on the student's report and discussions between the student and Dr. Prelip. In addition, the agency preceptor will complete an evaluation of the student's work which will be considered in the final grade, see attached *Performance Evaluation: Field Studies*. Remember that the field studies is a professional experience, all paper work should be executed in a timely professional manner.

#### Required Deliverables

- Workplan and contract - due one week of start of fieldwork
- Logs for a minimum of 400 hours, submitted in 20-40 hour increments - due within 5 days of log period
- Final report and abstract - due within 5 days of fieldwork completion
- Preceptor's evaluation - due within 5 days of fieldwork completion
- Intern's evaluation - due within 5 days of fieldwork completion