

FIELD STUDIES PLANNING FORM

Please indicate below what skills/functions you have experience in by checking the appropriate listings. Circle those skills/functions that you want to develop/include in your field studies.

1. ASSESSMENT

- Research and gather data
- Data analysis
- Questionnaire
 - Administration
 - Design
- Key informant interviews
- Focus group discussions
- Assessment tools: development / selection / use

2. PLANNING

- Presentation planning
 - One-time
- Program Planning
 - Short term
 - Long term
- Writing:
 - Abstract / executive summary / curriculum / content outline
 - Lesson plan(s)
 - Education protocols
 - Goals / Objectives
 - Grant proposal / other proposal
 - Scope of work / program plan
 - Program report
 - Job description
- Tracking tools selection and use
- Planning meetings
- Involving key individuals in planning process

3. IMPLEMENTATION

- Conducting a presentation
- Directing and coordinating a program
- Contacting / informing community organizations
- Soliciting support / involving community leaders and members of target group(s).
- Training staff / volunteers
- Direct supervising staff/volunteers
- Preparing / disseminating promotional materials:
 - Feature news articles
 - Press releases / radio spots
 - Coordinate press conference / public hearings
- Designing / developing and producing audio / visual materials

3. EVALUATION

- Formative evaluation, focus group or market test:
 - Designing
 - Conducting
 - Analyzing
- Reviewing grant proposals / funding applications
- Program evaluation:
 - Designing
 - Conducting
 - Analyzing
- Evaluating instruments / plans
 - Developing
 - Administering
- Performance evaluation of staff / volunteers
- Reviewing of educational material

5. COMPUTER/INFORMATION SYSTEMS

- Work with computers
- Software
 - Use
 - Designing and Developing
- Familiarity with Software:
 - Word processing
 - Statistical packages
 - Data bases
 - Spreadsheets
 - Other (list): _____
- Graphics
 - Use
 - Design
 - Develop
- Webpage
 - Design
 - Evaluate
- Desktop publishing: familiarity and experience

6. MATERIAL DESIGN / DEVELOPMENT

- Design materials
 - Print
 - Audio
 - Visual
- Market test materials
- Production of audio / visual / print material
 - Plan
 - Coordinate
 - Direct

Material Design / Development Continued...

- Edit audio / visual materials
- Materials distribution
 - Plan
 - Coordinate
 - Direct
- Translate / evaluate translation of materials
- Evaluate print / audio / visual materials for educational effectiveness and cultural sensitivity

7. POLICY

- Policy research
 - Conduct
 - Analysis
- Develop policy legislation / regulations
- Advocate for policy

8. FISCAL FUNCTIONS

- Budgets
 - Develop
 - Manage
- Financial planning
- Write grants / fundraise
- Program budget review

9. CORE AND SPECIALTY KNOWLEDGE

- Apply relevant skills, knowledge and theory in practice setting
- Demonstrate in-depth knowledge of specific public health issues (list: _____)
- Demonstrate in-depth knowledge of specific populations (list: _____)

10. CONTEXT AND ENVIRONMENT

- Identify and analyze social / environmental / biological determinants of health and illness
- Assess internal and external forces (e.g. historical, political, economic, scientific) affecting response to public health issue
- Describe the roles and relationships of public, private, and non profit organizations in solving public health problems
- Describe an organization's mission, goals, objectives, structure and operations

11. COMMUNICATIONS

- Clearly communicate ideas to a variety of audiences
 - Verbal
 - Written
- Listen attentively and solicit input from organizations and individuals
- Use technology as a communications tool

12. CULTURAL COMPETENCE

- Understand one's own cultural background in relationship to others
- Establish sensitive and effective working relations with diverse individuals
- Design culturally and linguistically relevant interventions and materials

13. MANAGEMENT

- Plan, organize, coordinate, monitor people and resources

- Identify, analyze, solve problems
- Adapt to change
- Establish agendas and facilitate meetings

14. PUBLIC HEALTH LEADERSHIP

- Lead and participate in interdisciplinary teams
- Envision the future and provide innovative approaches to public health problems
- Adhere to ethical standards

15. PERSONAL ASSESSMENT AND LEARNING

- Work collaboratively in team settings
- Work independently and take initiative
- Aware of personal strengths and limitations
- Incorporate suggestions to improve performance

16. ORGANIZATION AND TIME MANAGEMENT

- Set priorities / allocate time efficiently
- Perform several tasks at once

17. CAREER DEVELOPMENT

- Utilize knowledge of trends in public health and specialty area to seek employment
- Establish a network of contacts in area of concentration

ADDITIONAL SKILLS / EXPERIENCES (List):

- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____

What are your career goals?

List (in rank order) at least three public health issues or areas you would like to explore during your internship.

Please RANK your preferences for the type of professional setting you would like for your internship:

- | | |
|---------------------------------|-------------------------------------|
| _____ Federal health agency | _____ Community based organization |
| _____ State health agency | _____ Corporation (e.g. biotech) |
| _____ Local health agency | _____ Consulting firm |
| _____ University (non-research) | _____ Health System |
| _____ University (research) | _____ Managed care organization/HMO |
| _____ Research policy institute | _____ Other (please specify): |

Where would you like to be located? Indicate all you are considering:

- _____ Southern California (any particular city): _____
- _____ Other California (specify location): _____
- _____ Other United States (please specify): _____
- _____ International (specify region/country): _____

Please list any specific organization(s) you are interested in exploring: