

## 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:**