

UCLA School of Public Health
Department of Community Health Sciences

TYPICAL TIME LINE FOR FIELD STUDIES

The following is a typical timeline for completing the field studies requirement for the MPH degree in Community Health Sciences. *This is by no means the only time line that a student could follow. Bolded time frames are the expected norm, any deviation from this should be discussed with Dr. Prelip. Note this timeline follows plans for conducting one's field studies during the summer between the two years of study.*

TASK	TIME FRAME
Think about the basics of your field studies. Questions to ask yourself, where do you want to do your field studies, are there specific populations you want to work with, specific skills and knowledge you want to gain, is money an absolute necessity, when do you want to complete your studies.	Late Fall Quarter Early Winter Quarter
Prepare Resume. There are resume workshops available, sponsored by the UCLA Career Center.	Copy due to Dr. Prelip by the middle of February
Complete Field Studies Planning Form.	Prior to Field Studies Orientation
Attend field studies orientation session conducted by Dr. Prelip. This will be an overview of the requirements and assistance in designing the ideal plan for each student. Sign-up will occur during early Winter quarter.	January 27, 2003 February 4, 2003 Early Spring Quarter
Meet individually with Dr. Prelip to discuss specific plans, guidance, brainstorming, etc.	After attending orientation sessions - March
Contact potential field sites to learn more about type of setting, opportunities.	February-May
Select approximately 3-4 sites to interview with regarding placement.	April-June
Meet again with Dr. Prelip to discuss plans	Before placement
Finalize field site	By June 1
Initiate Affiliation Agreement between University and Field Site if nonexistent, see Dr. Prelip for details.	As soon as field site is selected
Negotiate scope of work and sign contract with preceptor and submit to Dr. Prelip for approval. It is suggested that draft is submitted before finalizing.	Preferably before placement begins, but no later than one week after the start of field studies
Submit logs for every 20-40 hours of fieldwork.	Within 5 days of time period of log
Arrange at least one site visit with you, preceptor and Dr. Prelip.	During placement
Have preceptor complete evaluation and exit interview.	Due within 5 days of completing field studies
Complete student evaluation	Due within 5 days of completing field studies
Complete Field Studies Report	Due within 5 days of completing field studies
Enroll CHS 400 (Dr. Prelip's section)	Quarter you complete field studies or later.