



UCLA Department of Health Services
Program in Health Policy and Management

***SUMMER FIELD STUDIES
STUDENT RESPONSIBILITIES and GUIDELINES***

The Field Studies Program imbues the student with important professional skills and values. It offers the student an opportunity to apply theoretical and conceptual learning to the health industry and public health practice field. As with other successful endeavors, a successful field studies opportunity requires the students to commit to doing the best they can for the organization in which they are placed. In return for the commitment of the organization, the student has a responsibility to the organization as well as to his or her own learning. As a developing professional, you are expected to:

1. Become fully familiar with the requirements of the Field Studies Program;
2. Fulfill the requirement of a full-time position for a minimum of 10 weeks;
3. Complete all academic work and assigned papers relating to your placement in a timely manner; this includes the contract, scope of work and proposal;
4. Become familiar with organizational policies and procedures with which you are expected to comply;
5. Behave in an ethically and morally professional manner at all times;
6. Maintain a positive attitude and exhibit a desire to learn;
7. Conduct yourself in a manner consistent with the values of the organization, including dressing consistently with the norms of the organization;
8. Participate fully in setting goals for your own learning; engage your preceptor and other mentors in helping you develop your goals;
9. Perform professional quality work;
10. Review the Preceptor Guidelines with your preceptor at your first official meeting;
11. Meet with your preceptor on a regular basis – weekly is recommended – to review work in progress and discuss health care management issues on the job and in the field at large;
12. Meet with your preceptor after 6 weeks to complete the 6-week preceptor evaluation;
13. Complete the Student Evaluation of Field Placement at the end of the summer;
14. Contact Dr. Hilberman at hilberma@ucla.edu or (310) 206-6322 if problems arise with the placement. Site visits and telephone consults are available to facilitate problem resolution.