



Mid-Atlantic Regional Public Health Training Center

Field Placements

*A member of the national Public Health Learning Network | www.marphtc.pitt.edu
12/12/22*

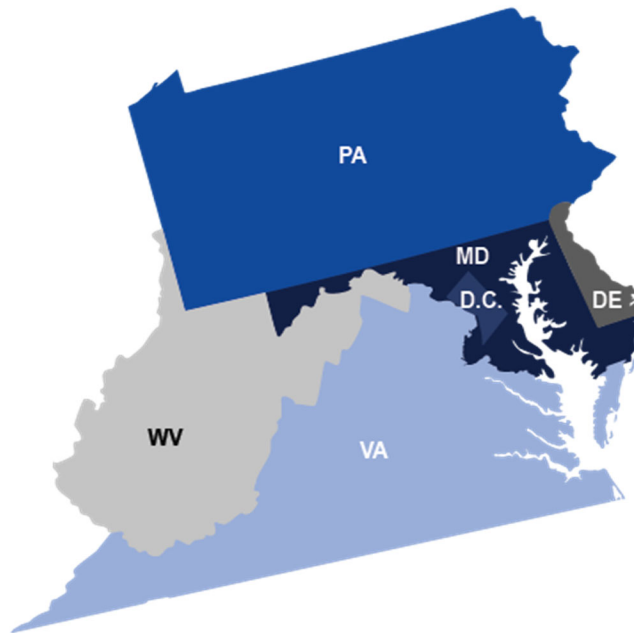


Table of Contents

WELCOME!	3
ABOUT FIELD PLACEMENTS	4
STUDENT ELIGIBILITY	5
STIPENDS AND TRAVEL REIMBURSEMENTS	5
STUDENT REQUIREMENTS AND DELIVERABLES	6
SITE SUPERVISOR RESPONSIBILITIES	7
ACADEMIC PARTNER FIELD PLACEMENTS	7
SITE-INITIATED FIELD PLACEMENTS	7
STUDENT-INITIATED FIELD PLACEMENTS (Pitt Public Health students)	8
EXCHANGE	8
ATTACHMENT A: MAR-PHTC Experiential Learning Team Organizational Chart & Contacts	9
ATTACHMENT B: Checklists	10
ATTACHMENT C: Field Placement Student Agreement	12
ATTACHMENT D: Public Health Conference Examples	13

WELCOME!

Colleagues:

Thank you for your interest in Field Placements—experiential learning opportunities for public health students offered by the Mid-Atlantic Regional Public Health Training Center (MAR-PHTC). MAR-PHTC is one of 10 public health training centers supported by the Health Resources and Services Administration (HRSA). MAR-PHTC’s mission is to “increase the number of the individuals in the public health workforce, enhance the quality of the public health workforce, and improve the ability of the public health workforce to meet national, state, and local health care needs.”

To achieve these outcomes, MAR-PHTC established a community-based training partnership to serve students and public health practitioners across Delaware, Maryland, Pennsylvania, Virginia, Washington D.C, and West Virginia. Our Community-based Training Partners (CBTP) include:

- DC Health
- Delaware Department of Health and Social Sciences Division of Public Health
- Drexel University Dornsife School of Public Health
- The Institute for Public Health Innovation
- Johns Hopkins Bloomberg School of Public Health
- Pennsylvania Association of Community Health Centers
- West Virginia Local Health Inc.
- West Virginia School of Public Health

Field Placements provide both a rewarding educational experience for students as well as utility for practice partners. In addition to working to address real public health issues, students experience the day-to-day operations of an active health department or other practice site while working with experienced public health practitioners. This experience will foster leadership and help ensure that the future public health workforce is well prepared to address ever expanding public health mandates.

We hope that this guidance helps you to establish Field Placements at your site. We welcome your questions and comments and look forward to working with you.

Warm regards,



Patricia I. Documet, MD, DrPH
Director, MAR-PHTC
pdocumet@pitt.edu



ABOUT FIELD PLACEMENTS

The Mid-Atlantic Regional Public Health Training Center (MAR-PHTC) is the Health Resources and Services Administration (HRSA) funded Public Health Training Center in Region 3. MAR-PHTC adopts a collaborative team approach for its experiential learning opportunities. The MAR-PHTC Experiential Learning Team is comprised of academic institutions, governmental and community-based public health organizations, and experts in marketing and evaluation (see Attachment A, organizational chart and contact information). Drexel University (Drexel), Johns Hopkins University (JHU), and West Virginia University (WVU) are Pitt Public Health’s Academic Partners. Together, we strive to create opportunities to help the future public health workforce meet the demands they will face as public health professionals.

MAR-PHTC offers two experiential learning opportunities for students of public health: Collaborative Projects and Field Placements. *Field Placements*, described in this handbook, embed students in a public or non-profit health agency or organization, particularly one serving underserved areas and populations, to work on discrete public health projects. These placements provide structured opportunities and experiences that allow students to apply acquired knowledge and skills in a public health practice setting.

Our experiential learning opportunities focus on eliminating health disparities. Healthy People 2030 defines a health disparity as:

“a particular type of health difference that is closely linked with social, economic, and/or environmental disadvantage. Health disparities adversely affect groups of people who have systematically experienced greater obstacles to health based on their racial or ethnic group; religion; socioeconomic status; gender; age; mental health; cognitive, sensory, or physical disability; sexual orientation or gender identity; geographic location; or other characteristics historically linked to discrimination or exclusion.” (Source: <https://health.gov/healthypeople/priority-areas/health-equity-healthy-people-2030>)

Examples of Previous Field Placements		
Location	Title	Description
Dover, DE; DHSS Division of Public Health	DHSS Medical Marijuana Program: Education & Training for Medical Professionals	The student developed training modules that incorporate state regulations, prescriber responsibilities, dispensing rules, legal risks, and patient counseling.
Pittsburgh, PA; University of Pittsburgh Medical Center	UPMC Legal Department Externship	The student assisted attorneys with projects including research, writing, drafting agreements, organizing information, and participating in the creation/delivery of presentations.
Huntington, WV; Cabell-Huntington Health Department	Community Health Assessment Research and Analysis	The student completed updates for the Cabell-Huntington Health Department’s Community Health Assessment through data research and analysis.

Field Placements may fulfill practica requirements. Usually they occur during the summer months, but can take place during the academic year. The placement organization identifies a Site Supervisor to coordinate the student’s experience and serve as the preceptor, role model, and guide.

There are three types of Field Placements within MAR-PHTC:

- **Academic Partner Field Placements** – opportunities facilitated by Drexel, JHU, and WVU for their respective students.
- **Site-initiated Field Placements** – opportunities developed by MAR-PHTC’s partners and other public or non-profit health agencies or organizations. Students from Pitt, Drexel, JHU, and WVU schools of public health are eligible to apply. These placements, posted on the MAR-PHTC website, are also available to students from any Region 3 school of public health.
- **Student-initiated Field Placements** – projects initiated and developed by Pitt students. Placements are conducted at appropriate public or non-profit host organizations.

Students, Site Supervisors, and Academic Partners should review the checklists at Attachment B to ensure adherence to project guidelines. Each checklist pertains to a designated role.

STUDENT ELIGIBILITY

A student is eligible to participate in a Field Placement if they are:

- enrolled, either part- or full-time, in an accredited graduate school of public health (Master’s or Doctoral program), and
- a citizen of the United States, a non-citizen U.S. national, or a foreign national who is a U.S. Lawful Permanent Resident.

What is a Non-citizen U.S. National? A Non-citizen U.S. National is a native of an American territorial possession (possessions include American Samoa and Swains Island).	What is a foreign national who is a U.S. Lawful Permanent Resident? A U.S. Lawful Permanent Resident is a citizen of another country who has a ‘green card.’ Individuals here on a student visa only DO NOT fit this category.
--	--

If the student is full-time, they must complete the Field Placement within one (1) year. If the student is part-time, they must complete the Field Placement within two (2) years.

Students can receive funding once through a HRSA-supported experiential learning opportunity (i.e., they can participate in either a Collaborative Project or Field Placement).

STIPENDS AND TRAVEL REIMBURSEMENTS

Students receive a \$3,500 stipend for completing a Field Placement. Stipends are subsistence allowances for students to help defray living expenses during the Field Placement cannot be used for tuition, fees, health insurance, or other associated costs. Stipends are disbursed in accordance with the policies of the student’s academic institution.

Academic Partners must include each stipend as a budget line item. HRSA does not allow compensation for Site Supervisors or to any organization participating in Field Placements.

MAR-PHTC may award additional travel support if a student’s abstract is accepted for a public health conference or meeting.

STUDENT REQUIREMENTS AND DELIVERABLES

All Field Placement students should conduct themselves in a professional and ethical manner. In addition, students must:

- meet with their Site Supervisor in the first week of the placement to review the project requirements and complete any school and/or departmental paperwork (school and departmental paperwork are the *student's* responsibility to review with their supervisor);
- touch base with their Site Supervisor weekly in person, through email, in a phone call, or via a virtual conversation like Zoom;
- meet with Kim Francis at the project start and mid-point;
- serve in the Field Placement for at least 200 hours; and
- participate in the Exchange (recommended).

Field Placement students must also complete the following documents which they will receive as a Qualtrics form in an email from Pitt Public Health unless otherwise noted.

- Field Placement Student Agreement: Signed by the student and submitted to Leslie Fink (lfink@pitt.edu) at Pitt Public Health before the Field Placement begins (Attachment C, sample student agreement; received with notification letter).
- Field Placement Student Intake Form: Completed before the Field Placement begins (HRSA requirement).
- Field Placement Student Post-evaluation: Completed after the Field Placement concludes (HRSA requirement).
- Field Placement Student 1-Year Post-evaluation: Completed approximately one year after the Field Placement concludes (HRSA requirement).

All Field Placement students must also submit:

- *a scientific report or poster presentation* including an abstract, introduction, methodology, findings, conclusions, and discussion;
 - If the Field Placement does not lend itself to a scientific report, alternative formats may be acceptable. Examples of alternative formats are:
 - abstract, introduction, background, learning objectives, expected outcomes, methods, discussion, and conclusion; or
 - abstract, organization profile, organization analysis, project description, and self-evaluation of the practicum experience.
- *an abstract suitable for submission at a public health conference* (see Attachment D for suggested conferences);
- *any deliverables required by the Site Supervisor*; and
- *a poster for participation in Dean's Day or other departmental poster fair, for example, Epi in Action (Pitt Public Health students only)*.

The following federal funding language and MAR-PHTC logo must be on all deliverables and presentations (contact us at marphtc@pitt.edu to obtain the logo):

This project is supported by the Health Resources and Services Administration (HRSA) of the U.S. Department of Health and Human Services (HHS) under grant number 2UB6HP31689-05-00 "Public Health Training Centers." This information or content and conclusions are those of the author and should not be construed as the official position or policy of, nor should any endorsements be inferred by HRSA, HHS, or the U.S. Government.

Students should send deliverables to MAR-PHTC (marphtc@pitt.edu) at the conclusion of their project. On their final reports, students must include their name, site and supervisor name, and their university. MAR-PHTC will ensure the report comports with HRSA requirements and will submit the deliverables to HRSA on behalf of all Field Placement students.

If the report does not meet the format criteria, the student will receive feedback on required changes and will have 30 days to submit a corrected report.

SITE SUPERVISOR RESPONSIBILITIES

Each Site Supervisor is responsible for:

- completing either a Field Placement Request Form (site-initiated projects, https://pitt.co1.qualtrics.com/jfe/form/SV_1FidiMDeA0V2PfU) or, together with the student, a Student-initiated Proposal (https://pitt.co1.qualtrics.com/jfe/form/SV_6ybAlfnWwlZc4u2);
- meeting with the student in the first week of the project to review the project requirements and complete any school and/or departmental paperwork;
- touching base with students weekly in person, through email, in a phone call, or via a virtual conversation like Zoom;
- meeting with Kim Francis at the project mid-point (supervisors of Pitt students only);
- ensuring project completion in one year; and
- determining any additional project deliverables.

Supervisors should communicate with the student's academic institution to resolve any issues (see Attachment A, contact information).

In addition, Site Supervisors must complete the following documents which they will receive as a Qualtrics form in an email from Pitt Public Health.

- Field Placement Site Supervisor Intake Form: Completed shortly after the Field Placement begins (HRSA requirement).
- Field Placement Site Supervisor Post-evaluation: Completed after the Field Placement concludes (HRSA requirement).
- Any additional forms required by the student's school and/or department.

ACADEMIC PARTNER FIELD PLACEMENTS

Academic Partners Drexel, JHU, and WVU facilitate Field Placements for students at their respective universities. Each Academic Partner develops their own processes for facilitating and promoting their Field Placements.

Academic Partners must confirm student eligibility (see [Student Eligibility](#)) and complete a Partner Cover Sheet for each placed student (https://pitt.co1.qualtrics.com/jfe/form/SV_8oGUzrxctzWlzQG).

SITE-INITIATED FIELD PLACEMENTS

We encourage CBTPs and other organizations to create Field Placement opportunities. Field Placements developed by the CBTPs and other organizations are available to Drexel, JHU, Pitt Public Health, and WVU students. The Field Placement Request Form is at https://pitt.co1.qualtrics.com/jfe/form/SV_1FidiMDeA0V2PfU.

Pitt Public Health will facilitate and promote Site-initiated Field Placements. Open positions and the Field Placement Application are at <https://lms.marphctc.pitt.edu/mod/page/view.php?id=256> and https://pitt.co1.qualtrics.com/jfe/form/SV_3ZPclmWBfuVRP82 respectively. Application deadlines are project specific.

STUDENT-INITIATED FIELD PLACEMENTS (Pitt Public Health students)

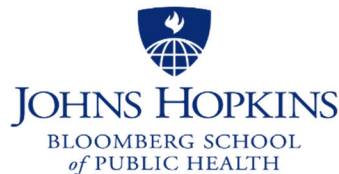
We encourage students to work with an organization to develop their own Field Placement project. Students are responsible for identifying an appropriate public or non-profit host organization and Site Supervisor with whom to partner. A Field Placement can take place anywhere provided it meets all other requirements.

To apply, the student and host organization must complete the Field Placement Proposal form (https://pitt.co1.qualtrics.com/jfe/form/SV_6ybAlfnWwlZc4u2). MAR-PHTC reviews proposals upon receipt and notifies students approximately two weeks after receiving their proposal.

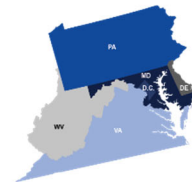
Need help? Contact Kim Francis (kaf73@pitt.edu) for assistance with your proposal.

EXCHANGE

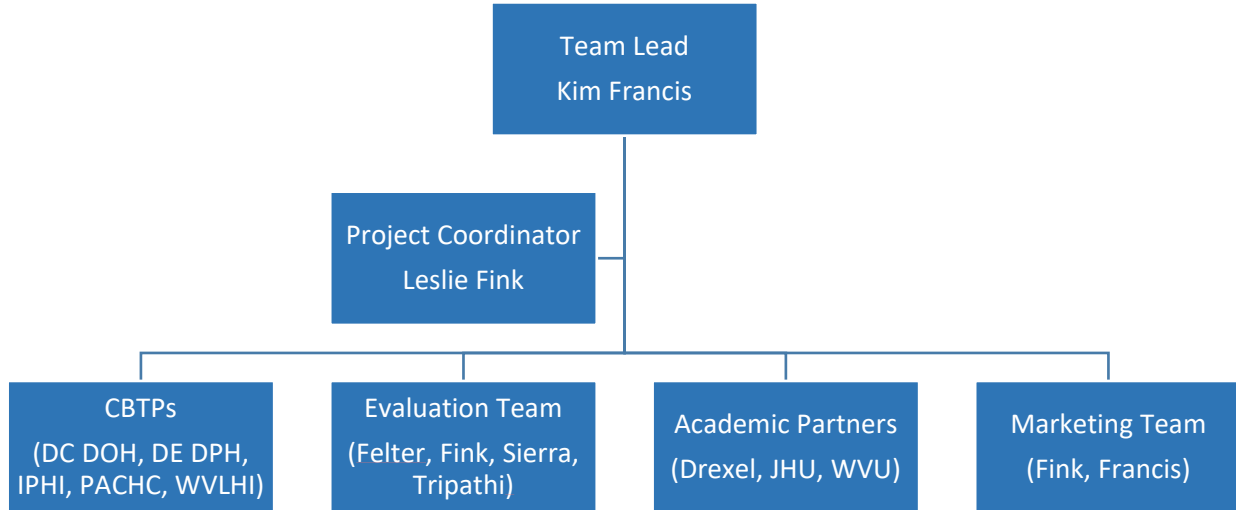
MAR-PHTC invites current and former HRSA-supported students, their supervisors, faculty collaborators, and CBTPs to participate in the Exchange—a distance accessible interactive forum where participants can share experiences, discuss projects, engage in panel discussions, and learn about career and networking opportunities in public health practice. The Exchange, offered 2–3 times each year, will promote both intra-regional and interdisciplinary learning.



PittPublicHealth



ATTACHMENT A: MAR-PHTC Experiential Learning Team Organizational Chart & Contacts



Experiential Learning Team Contacts:

- Kim Francis, kaf73@pitt.edu
- Leslie Fink, lfink@pitt.edu

Evaluation Team Contact: Elizabeth Felter, emfelter@pitt.edu

Marketing Team Contact: Leslie Fink, lfink@pitt.edu

Partner Contacts

- **University of Pittsburgh School of Public Health:** marphtc@pitt.edu
- **District of Columbia Department of Health:** Duke Mwebi, duke.mwebi@dc.gov
- **Delaware Health and Social Services Division of Public Health:** Matthew Whitman, Matthew.Whitman@delaware.gov
- **Drexel University Dornsife School of Public Health:** Jennifer Kolker, jak682@drexel.edu
- **Institute for Public Health Innovation:** Mike Royster, mroyster@institutephi.org
- **Johns Hopkins Bloomberg School of Public Health:** Dan Barnett, dbarnet4@jhu.edu
- **Pennsylvania Association of Community Health Centers:** Judd Mellinger-Blouch, Judd@pachc.org
- **West Virginia Local Health Inc.:** Deb Koester, DebKoester.wvlhi@gmail.com
- **West Virginia University School of Public Health:** Diane Gross, diane.gross@hsc.wvu.edu

ATTACHMENT B: Checklists

Student Field Placement Checklist
<ul style="list-style-type: none"><input type="checkbox"/> Confirm your Site Supervisor is NOT university faculty.<input type="checkbox"/> Confirm placement is an embedded project at a non-academic site.<input type="checkbox"/> Confirm stipend is not used for tuition, fees, or health insurance. <p>Attend all required meetings.</p> <ul style="list-style-type: none"><input type="checkbox"/> Meet with Site Supervisor in 1st week of placement to review the project requirements and complete school paperwork.<input type="checkbox"/> Touch base with Site Supervisor weekly in person, through email, in a phone call, or via a virtual conversation like Zoom.<input type="checkbox"/> Meet with Kim Francis at the project start and mid-point in a phone call or virtual conversation like Zoom. <p><input type="checkbox"/> Participate in the Exchange (strongly recommended).</p> <p>Complete Field Placement forms via Qualtrics.</p> <ul style="list-style-type: none"><input type="checkbox"/> Student Agreement – submit before starting FP (emailed survey)<input type="checkbox"/> Student Intake Form – submit before starting FP (emailed survey)<input type="checkbox"/> Student Post-evaluation – submit when project concludes (emailed survey)<input type="checkbox"/> Student 1 Year Post-evaluation – submit 1 year post project completion. (emailed survey) <p>Complete these project-related documents and submit to marphtc@pitt.edu.</p> <ul style="list-style-type: none"><input type="checkbox"/> Scientific report, poster presentation, or approved alternative format<input type="checkbox"/> Abstract suitable for submission at public health conference<input type="checkbox"/> Other items required by the Site Supervisor

Supervisor Field Placement Checklist
<p>Attend all required meetings.</p> <ul style="list-style-type: none"><input type="checkbox"/> Meet with student in 1st week of placement to review the project requirements and complete school paperwork.<input type="checkbox"/> Touch base with student weekly in person, through email, in a phone call, or via a virtual conversation like Zoom.<input type="checkbox"/> Meet with Kim Francis at the project mid-point (supervisors of Pitt students only) in a phone call or via a virtual conversation like Zoom. <p><input type="checkbox"/> Determine any additional project deliverables.</p> <p><input type="checkbox"/> Complete project in 1 year.</p> <p><input type="checkbox"/> Communicate any issues to:</p> <ul style="list-style-type: none">Drexel: Jennifer Kolker, jak682@drexel.eduJohns Hopkins: Dan Barnett, dbarnet4@jhu.eduUniversity of Pittsburgh: Kim Francis, kaf73@pitt.eduWest Virginia University: Dr. Diane Gross, Diane.Gross@hsc.wvu.edu <p>Complete Field Placement forms via Qualtrics.</p> <ul style="list-style-type: none"><input type="checkbox"/> Supervisor Intake Form – submit before starting FP (emailed survey)<input type="checkbox"/> Supervisor Post-evaluation – submit when project concludes (emailed survey)

Additional forms required by student's school and/or department

Academic Partner Field Placement Checklist

- Confirm Site Supervisor is **NOT** university faculty.
- Confirm placement is an embedded project at a **non-academic site**.
- Confirm the student has not already participated in a Field Placement or Collaborative Project.

Verify **eligibility of student**:

- Enrolled part/full-time for a health profession in accredited graduate school
- Has had no previous Field Placement or Collaborative Project
- One of the following:
 - Citizen of the United States
 - Non-citizen U.S. National
 - Foreign National with Permanent Residence in the U.S. (Green Card)

- Complete Cover Sheet via Qualtrics.

Maintain regular contact with student and Site Supervisor:

- Reach out to student **monthly**
- Touch base with Site Supervisors **monthly** or more often if requested

Verify the student has completed these **project-related documents** and submitted them to marphtc@pitt.edu.

- Scientific report, poster presentation, or approved alternative format
- Abstract suitable for submission at public health conference
- Any other items required by the Site Supervisor

ATTACHMENT C: Field Placement Student Agreement

Student Responsibilities

The Field Placement, sponsored by the Mid-Atlantic Regional Public Health Training Center, provides graduate students in public health or health sciences with an opportunity to address real public health issues while experiencing the day-to-day operations of an active health department or other practice partner. The project may focus on eliminating health disparities. Healthy People 2030 defines a health disparity as “a particular type of health difference that is closely linked with social, economic, and/or environmental disadvantage. Health disparities adversely affect groups of people who have systematically experienced greater obstacles to health based on their racial or ethnic group; religion; socioeconomic status; gender; age; mental health; cognitive, sensory, or physical disability; sexual orientation or gender identity; geographic location; or other characteristics historically linked to discrimination or exclusion.” (Source: <https://health.gov/healthypeople/priority-areas/health-equity-healthy-people-2030>)

As a student, I agree to:

- Complete at least 200 hours of service (Pitt Public Health students only)
- Meet with my Site Supervisor in the first week of the placement to review the project requirements and complete any school and/or departmental paperwork (school and departmental paperwork are the *student's* responsibility to review with their supervisor)
- Attend weekly meetings with my Site Supervisor to review the status of my project
- Meet with Kim Francis at the project start and mid-point
- Develop and complete a discrete project that addresses a specific need of a medically underserved community within my placement organization's service area
- Complete the required project deliverables and send deliverables to MAR-PHTC (marphct@pitt.edu):
 - a scientific report or poster presentation that includes the following sections: abstract, introduction, methodology, findings, conclusions, and discussion
 - an abstract suitable for submission to a public health conference
 - an abstract submitted to Pitt Public Health Dean's Day or other departmental poster fair, for example, Epi in Action (Pitt Public Health students only)
 - any deliverables required by the Site Supervisor
- Include federal funding language and MAR-PHTC logo on all deliverables and presentations (contact us at marphct@pitt.edu to obtain the logo): *This project is supported by the Health Resources and Services Administration (HRSA) of the U.S. Department of Health and Human Services (HHS) under grant number 2UB6HP31689-05-00 "Public Health Training Centers." This information or content and conclusions are those of the author and should not be construed as the official position or policy of, nor should any endorsements be inferred by HRSA, HHS, or the U.S. Government.*
- Actively participate in the work team of which I am a member
- Conduct all work in a professional and ethical manner
- Use work resources (e.g., computers, internet) only for legitimate work purposes
- Follow the dress code guidelines set forth by my Site Supervisor
- Maintain confidentiality consistent with my placement organization and federal standards.

Additionally, I will watch the 7-minute video *What is health equity?* to aid in my understanding of health disparities. (See the next page for information on how to access the video.)

Finally, I will complete the following documents.

- Field Placement Student Intake Form
- Field Placement Student Post-evaluation
- Field Placement Student 1-Year Post-evaluation
- Any additional forms required by my school and/or department

I have read, understand, and agree to comply with the Student Responsibilities

Printed Name

Signature

Date

ATTACHMENT D: Public Health Conference Examples

Conference	Dates
AcademyHealth Annual Research Meeting	summer
American Public Health Association Annual Meeting	fall
Association of Schools & Programs of Public Health Annual Meeting	spring
CDC Public Health Law Conference	spring- summer
Council of State and Territorial Epidemiologists Annual Conference	summer
NACCHO Annual Meeting	summer
NACCHO Public Health Preparedness Summit	winter-spring
National Association of Local Boards of Health Annual Conference	summer
West Virginia Public Health Association Conference	fall
West Virginia Rural Health Conference	fall