

## Field Experience Timeline: MPH Fall 2017 Presentations

- **Concentration or Field Experience Director (C/FE Director)**
  - Epidemiology: Dr. Laura Rasmussen-Torvik
  - Community Health Research: Dr. Darius Tandon
  - Generalist and all others: Dr. Virginia Bishop
- **Field Experience/Culminating Experience Coordinator and FE Canvas Portal Manager:**
  - PEC@northwestern.edu

| <b>Student Milestones and Submission Deadlines</b>                            |  |
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| <i>Students: You are responsible for holding these dates in your calendar</i> |  |
| <b>Late August/Early September 2016</b>                                       | <p>Attend a meeting with your Concentration/FE Director to discuss the following. Please note, this may be a 1:1 or group meeting. The PEC Coordinator will be in contact to arrange a time.</p> <ul style="list-style-type: none"> <li>• Goals of the Field Experience</li> <li>• The steps needed to complete your FE</li> <li>• The faculty and staff supporting you in your FE</li> <li>• Key deadlines and how to submit on the FE Portal in Canvas</li> </ul> <p>Your FE/Concentration Director will arrange a time to meet with you 1:1 to discuss your potential site placement and any other key information in kicking off the FE Process. You will also receive contact information for your potential site placement(s). Please note, this may happen at the same time as the above.</p> |
| <b>Late September-October 2016</b>  | Contact any site placements for a phone or in-person interview and follow up after your interview(s) with your FE/Concentration director. Your FE/C Director will contact you regarding your final site placement.   |
| <b>Before Thanksgiving 2016</b>   | <p>Conduct independent research on your FE Site and arrange a meeting with your preceptor to discuss:</p> <ol style="list-style-type: none"> <li>1) The organization's mission, population(s) served, etc (use the organizations website)</li> <li>2) Discuss potential projects/roles</li> <li>3) Information needed for your proposal</li> </ol> <p>Many sites go on a reduced schedule between Thanksgiving and New Year's. Please plan accordingly to have your initial proposal in by the due date in early January (see below).</p>  |
| <b>By Friday, January 20<sup>th</sup> 2017</b>                                | <p>E-mail the first draft of your proposal to both:</p> <ol style="list-style-type: none"> <li>1) To your preceptor</li> <li>2) To your FE/C Director</li> </ol> <p>The site and/or your FE/C Director may ask for revisions and your FE/C director may ask to review your paper before you send it to your preceptor.</p>   |
| <b>By Friday, February 10<sup>th</sup>, 2017</b>                              | <p>Submit your final application &amp; proposal to the Canvas Portal (after approved by the site preceptor)<br/>From there, your FE/C Director will forward to the MPH Professional Experience Committee (PEC) for final approval.</p>   |
| <b>March-April 2017</b>   | <p>Complete CITI Basic IRB training and upload certification to FE Canvas Portal.</p> <p>The PEC may request additional edits to your FE application &amp; proposal. If applicable, resubmit as needed.</p> <p style="text-align: center;"><b>Final FE project approval will be indicated in the FE Portal on Canvas.</b></p>  |
| <b>May 2017</b>   | Register for PH 410 0-Credit FE Course for Fall Term (Not summer). Registration windows will be communicated by the MPH Program office.  |
| <b>Summer 2017</b>  | Work at your site during the dates agreed upon in your FE Proposal. If problems or challenges should arise, reach out to your FE/C Director.   |
| <b>Late August/Early September 2017</b>                                       | <p>Closing Steps:</p> <ul style="list-style-type: none"> <li>• Submit site feedback form via the FE Canvas Portal</li> <li>• Personally invite your preceptor to the presentation day (they will receive additional information from the FE Coordinator)</li> </ul>  |
| <b>Poster Session TBD</b>   | <p>Presentation Materials Deadline (~3-4 Weeks before the poster session)</p> <ul style="list-style-type: none"> <li>• Submit abstract to FE Canvas Portal</li> <li>• Submit digital copy of your poster to FE Canvas Portal to be printed</li> </ul>  |
|   | FE Poster Session (Dates TBD)  |
|   | FE Papers due to FE Canvas Portal (Usually due the week of the poster session)   |