

Meharry Medical College
School of Graduate Studies and Research
Division of Public Health Practice

Master of Science in Public Health
Externship Manual



Revised 8/2010

QUEST

Quality Understanding of Externship Stipulations and Timeline

Folder includes... *(check completed)*

Timeline

Overview of Externship Requirements

Preceptor Packet

Student Packet

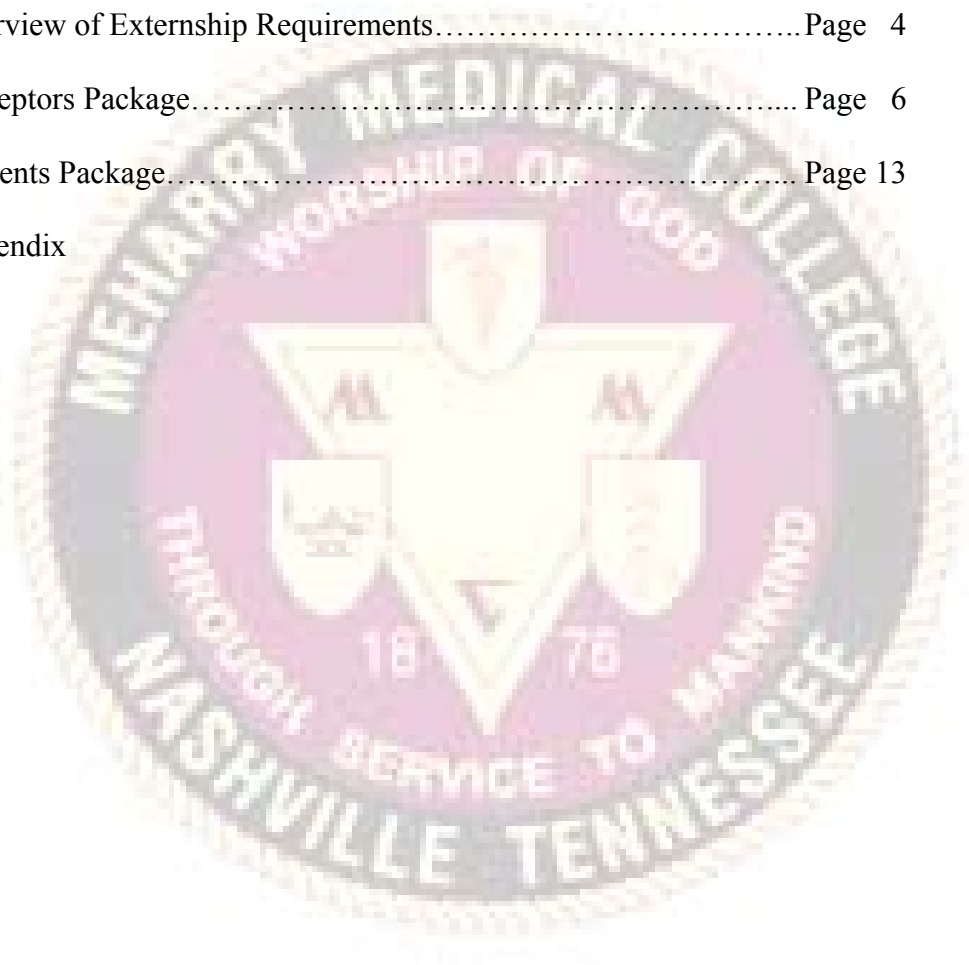
Experience Grid

I have received the entire externship folder supplied to me by the Division of Public Health Practice and understand the stipulations set forth by the Division for completion of the externship. I have also been provided with a time line of due dates and meetings. I am aware of those individuals to who my questions should be geared and understand each persons role in this process. I have read over and understand what is expected of me during the externship process and plan to complete all written assignments by the dates indicated.

(Sign) (Date)

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**Meharry Medical College
School of Graduate Studies and Research
Division of Public Health Practice**

Master of Science in Public Health

Mission

The mission of the Master of Science in Public Health (MSPH) program at Meharry Medical College is to improve the health of minorities and members of underserved communities and decrease health disparities, through instructional excellence, evidence-based research, and culturally competent service

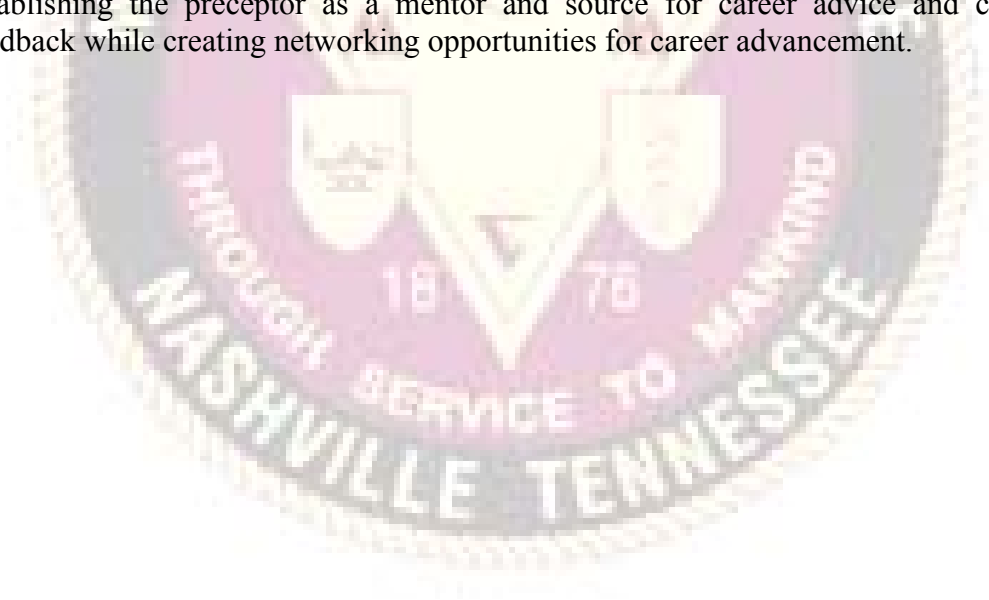
Vision

To increase the visibility and Impact of the Meharry Medical College MSPH Program as leader in public health and in health disparities research in the United States.

Goal of the Externship

The externships are designed to be the practical experience of the MSPH program in which the student integrates and applies the knowledge learned in public health core courses, professional core courses and elective courses. An externship is a joint responsibility of the student, the preceptor, and the MSPH program. Careful preparation and coordination are required to ensure a successful externship experience.

The goal of the externship is to cover the spectrum of public health opportunities including research, health services delivery, policy formulation, and community service. The student should gain knowledge and experience in working with the community in planning, research, development of programs and applying theories and concepts learned in the first year of their course work. If the student elects to do a thesis, it should aid in the data collection phase as well as thesis planning and exposure to the field the student chooses to focus on in their research. The externship should also establish relationships between Meharry students and various organizations in the immediate community in addition to those institutions around the country. This relationship would also prepare the student for future projects and possible employment upon graduation from the program. The placement of the student for their externship should relate the students' field of study to maximize the potential in his/her career goals. Finally, the externship works toward establishing the preceptor as a mentor and source for career advice and constructive feedback while creating networking opportunities for career advancement.



1st Year MSPH Externship Timeline

QUEST

(Quality Understanding of Externship Stipulations and Timeline)

Date	Activity	
9/20/2010	QUEST Meeting – RISE I 10:00am	
9/27	1 st Externship Meeting –	RISE I 10:00am Representatives TBA
10/11	2 nd Externship Meeting –	RISE I 10:00am Representatives TBA
10/18	3 rd Externship Meeting –	RISE I 10:00am Representatives TBA
11/2	4 th Externship Meeting –	RISE I 10:00am Representatives TBA
11/8	5 th Externship Meeting –	RISE I 10:00am Representatives TBA
11/15	meet with APA to discuss possible externships selections	
3/1	<u>ALL EXTERNSHIP APPLICATIONS COMPLETE!</u>	List of externships with formal job description and contact information
3/15	<u>Update on Externship Selection for all 1st year MSPH Students</u>	
4/12	<u>APPROVAL OF ALL EXTERNSHIPS</u>	Preceptor Packet
		Financial paperwork if funded through SOGSR
2 weeks after start of externship		Preliminary Externship Plan
3 weeks after start of externship		Weekly Logs or Journal
Interim Report	Due Halfway through externship	Submit to APA
4 weeks after start of externship		Weekly Logs or Journal
5 weeks after start of externship		Weekly Logs or Journal
8/31/2010		Final Externship Report/Evaluations

Note: All due dates & externship meetings fall on Monday

OVERVIEW OF EXTERNSHIP REQUIREMENTS

The externship contributes an important professional preparation dimension to the MSPH program. MSPH candidates have the opportunity to actively integrate theory and concepts with practical experience in internship placements in a variety of locations and settings.

Public Health includes a broad spectrum of opportunities, which include, but is not limited to research, policy formation, organizational management, health administration, and community program development. Students should be mindful during their externship that they are developing competence relevant to the learning objectives of the MSPH program.

A relevant public health experience must include at least one of the following components:

1. Assessing, monitoring, or conducting surveillance of health problems/services in a Population;
2. Establishing health objectives and priorities;
3. Conducting research on population-based health problems, including biological, environmental and behavioral issues;
4. Developing and/or implementing policies and intervention strategies to meet public health needs
5. Research the natural history of a disease or health-related effects in a population.

Preceptor

The preceptor should be a full time employee of the organization in which the students plan to participate. The preceptor should have a Master's Degree or a Doctorate Degree, as well as knowledge in the realm of public health. The preceptor is responsible for overseeing the continuing educational development of the student.

The preceptor will be responsible for completing the Preceptor Packet as well as the final evaluation of the student Due to The Division by August 31, 2011.

Hours

The minimum number of work hours to be completed by the student is 400.

Pay

At this time the School of Graduate Studies and Research Division of Public Health Practice can supplement funds of \$5,000.00 to students planning to fulfill an externship at the State Health Department or Lentz Public Health Department, Nashville, Tennessee. The SOGSR will currently fund up to five positions. Additional positions will be announced if funds are available.

Evaluation

The student's grade in the Externship Fieldwork (MSPH 71801) course is based on completion of written assignments, projects, presentations, evaluations and professionalism within the organization. These will be weighted to assign the student a final grade determined by Director of the MSPH program in consultation with the Academic Program Administrator.



Preceptor's Packet

*These items should be returned to the Academic Program Administrator as soon as possible once the student has accepted a position with the preceptor. Items must be received **BEFORE** student may begin an externship. All of the above materials should be signed by the preceptor and mailed to:*

MEHARRY MEDICAL COLLEGE
DIVISION OF PUBLIC HEALTH PRACTICE

Master of Science in Public Health Program

1005 D.B. Todd, Jr. Boulevard
Nashville, Tennessee 37208
Office (615) 327-6069
Fax (615) 321-2933
Email: msph_prg@mmc.edu

The forms may also be faxed or emailed

Student's Responsibilities:

It is critical that students, when undertaking an externship, regard the experience as a professional job and should act accordingly. The extern is a representative of the School of Graduate Studies and Research (SOGSR) and must take on the responsibilities of the externship as he or she would take on any other professional work experience. To do less is to jeopardize the reputation of the SOGSR and to destroy relationships with the School's community partners and thus deny other students in the future the ability to undertake externships with those agencies and preceptors.

All MSPH students are required to attend an externship workshop in their first semester. Students are responsible for ensuring that all externship procedures, including forms and meetings with advisors and preceptors, are completed in a timely manner. Other responsibilities include the following:

1. Attend Quality Understanding of Externship Stipulations and Timeline (QUEST) externship information workshop in their first semester.
2. Begin search process by reviewing placement directory (provided by the Academic Program Administrator's office), networking with the public health community, and speaking with faculty members.
3. Meet with Academic Program Administrator to discuss externship goals and potential projects to select. Reach agreement on the most appropriate externship project.
4. Submit an electronic copy of 1) an up-to-date resume, and 2) a Request for Externship to the Academic Program Administrator and write in 'Externship Resume' on the email's subject line. Interviews will be set up for the student if they are seeking a placement at Metro Public Health Department or Tennessee State Health Department.
5. Meet with preceptor at beginning of externship to agree on project goals and learning objectives. Students must submit the "externship checklist" for the project goals and learning objectives to the Academic Program Administrator. The Preliminary Externship Report should be submitted and signed by all parties and submitted to the Academic Program Administrator within two weeks of the start date of the externship.
6. One month into the externship, meet with the Preceptor and Academic Program Administrator to review learning objectives, discuss progress and resolve problems. At this meeting, the "One Month Review of Externship/Field Placement" should be completed, signed by all parties, and submitted to the Program Administrator.
7. At the end of the externship, the student should complete the "Students Evaluation of Externship Experience" and submit it to Academic Program Administrator.

Academic Program Administrator's Responsibilities:

1. Maintain the Externship directory/ and or file of currently available externship opportunities. Solicits new proposals annually and maintains contacts within the public health community to encourage the submission of additional placement opportunities.
2. Meet with individual students to learn of their individual placement needs and interests, and provide them the Externship Directory for review and initial selection.
3. When the student has identified one or more priority projects of interest, facilitate the meeting of the student with project preceptors to determine compatibility.
4. Ensure that the preceptor has identified potential project's goals prior to the student's visit/communication with the preceptor.
5. When the preceptor and the student indicate mutual interest and agreement send letter to the preceptor with copies to the student confirming placement.
6. Ensure the quality of the externship experience by maintaining frequent contact with the student and resolving any problems that may arise.
7. When possible, visit the student and preceptor at the externship site and maintain a written summary of the visit.
8. Maintain student placement records.
9. Review the evaluation of the student by the preceptor.
10. Review the student's evaluation of his/her experience.
11. After reviewing the evaluation of the preceptor and student, meet with the student to discuss the externship experience to include input from both the preceptor's and student's evaluations.
12. Review and comment on the student's final externship paper.
13. Place the student's evaluations and final report write-up in the student's file.

Preceptor's Responsibilities:

1. Provide an overview of the public health program/setting of the externship to include when appropriate but not limited to the following:

- A. Organization Chart
- B. Program Goals, Objectives, and Activities
- C. Methods of Surveillance
- D. Target Population(s)
- E. Copies of Routine Reports
- F. Copies of Ongoing Research Studies

2. Provide a list of pertinent readings/articles.

3. Explain work rules and procedures, makes available resources, and provides a workspace with computer, desk, and phone and assists in establishing access to the various data systems to be used by the student.

4. At least twice during the externship, meet with the student to discuss learning objectives plus evaluate progress and resolve problems. At the first meeting, to be held at the two weeks mark of the externship, the Preliminary Externship Plan should be completed and signed. At the second meeting, to be held one month into the internship, the "One Month Review of Externship" should be completed and signed.

5. Establish a funding mechanism for travel and other expenses if required for the student's project.

6. Introduce student to colleagues and agency executives when possible.

7. Arrange for attendance at a formal orientation if available.

8. Include student in both agency and outside meetings.

9. Allow student to shadow preceptor whenever possible.

10. Review the student's final externship report, including student's self-evaluation of achievement of learning objectives.

11. At the end of the externship, complete the "Preceptor's Evaluation of "Externship/Field Placement" to evaluate the student's performance. Copies of the report are to be given to the student, the Academic Program Administrator, and the Director of the MSPH program.

Preparedness of Organization to Accept an Extern

Student's Name: _____

Job Description: _____

Please describe how your organization will accommodate an extern in regard to the following factors:

Supervisory staff:

Computer and other research/office equipment (telephone, copier, etc.):

Office/Work Space:

Resources necessary for student's project:

Memorandum of Understanding for Student Externship

The _____ agrees to
(Name of Organization or Agency)

accept _____ as an

extern for the period beginning _____ and ending
(Day/Month/Year)

on _____
(Day/Month/Year)

The organization agrees to abide by the policies and procedures established by the Division

of Public Health Practice. The _____
(Name of Organization or Agency)

and the Division of Public Health Practice acknowledge and agree to the terms of

this memorandum as evidenced by the signatures below as the authorized representative of

each organization.

Student Signature and Date

Preceptor Signature and Date

Academic Program Administrator
Signature and Date

FOR THE ORGANIZATION / AGENCY:

Name of Preceptor _____

Title _____

Organization/Agency _____

Address _____

Telephone: _____

Email: _____

I have read the guidelines for the externship program and understand and accept my responsibilities as preceptor.

Signature

Name (print)

Date _____

FOR THE DIVISION OF PUBLIC HEALTH PRACTICE:

Signature

Name (print)

Title

Date

Student Packet

These items should be returned to the Division as soon as possible once the student has accepted a position with the preceptor. Items must be received before student may begin an externship. All of the above materials should be signed by the preceptor and mailed (faxed or emailed) to:

The seal of Meharry Medical College is a circular emblem. It features a central shield with a caduceus (a staff with two snakes entwined around it) and a cross. Above the shield is a banner with the text "WORSHIP OF GOD". Below the shield is another banner with "THROUGH SERVICE TO MANKIND". The outer ring of the seal contains the text "MEHARRY MEDICAL COLLEGE" at the top and "NASHVILLE TENNESSEE" at the bottom. The year "1876" is also visible within the seal.

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All MSPH students are required to attend an externship workshop in their first semester. Students are responsible for ensuring that all externship procedures, including forms and meetings with advisors and preceptors, are completed in a timely manner. Other responsibilities include the following:

1. Attend QUEST externship information workshop in their first semester.
2. Begin search process by reviewing placement directory (located in the Academic Program Administrator's office) and speaking with faculty members.
3. Meet with Academic Program Advisor to discuss externship goals and potential projects to select. Reach agreement on the most appropriate externship project.
4. Submit an electronic copy of an up-to-date resume and a Request for Externship to the Academic Program Administrator with 'Externship Resume' in subject line. Interviews will be set up for the student. Students will be notified of confirmed externship placements.
5. Meet with preceptor at beginning of externship to agree on project goals and learning objectives and to complete the Preliminary Externship Report at which should be signed by all parties and submitted to the Academic Program Administrator within two weeks of the start date of the externship.
6. One month into the externship, meet with the Preceptor and Academic Program Administrator to review learning objectives, discuss progress and resolve problems. At this meeting, the "One Month Review of Externship/Field Placement" should be completed, signed by all parties, and submitted to the Program Administrator.
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- E. Copies of Routine Reports
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2. Provide a list of pertinent readings/articles.

3. Explain work rules and procedures, makes available resources, and provides a workspace with computer, desk, and phone and assists in establishing access to the various data systems to be used by the student.

4. At least twice during the externship, meet with the student to discuss learning objectives, evaluate progress and resolve problems. At the first meeting, to be held at the two weeks mark of the externship, the Preliminary Externship Plan should be completed and signed. At the second meeting, to be held one month into the internship, the "One Month Review of Externship" should be completed and signed.

5. Establish a funding mechanism for travel and other expenses if required for the student's project.

6. Introduce student to colleagues and agency executives when possible.

7. Arrange for attendance at a formal orientation if available.

8. Include student in both agency and outside meetings.

9. Allow student to shadow preceptor whenever possible.

10. Review the student's final externship report, including student's self-evaluation of achievement of learning objectives.

11. At the end of the externship, complete the "Mentor's Evaluation of "Externship/Field Placement" to evaluate the student's performance. Copies of the report are to be given to the student, the Academic Program Administrator, and the Director of the MSPH program.

Written Assignments for the Externship:

Each student is required to complete the following written components of the externship, which include:

I. Preliminary Externship Plan

This plan must be prepared by the student with assistance from the preceptor and handed in to the division within 14 days from start of the externship. The preliminary externship plan must include:

- a) A detailed description of the projects the student intends to complete during the externship (based on a minimum of three selected from the Experience Grid in your specific field) and, if appropriate, how the projects relate to the student's choice of thesis topic. Include basic information such as name and address of organization and preceptor's name and title.
- b) A description of the evaluation schedule and methods to be used by the preceptor to evaluate the student's performance (to be worked out between the student and the preceptor).
- c) The signatures of both the student and the preceptor.

II. Weekly Log or Journal

These are short weekly narratives of activities, meetings, tasks, responsibilities, or problems each student encountered at the externship site. **Copies of the weekly logs are due on each Monday following the immediate previous week completed. The weekly log should be submitted in a Microsoft Word document. The final copy is due at the end of the externship and should be turned in with the Final Report**

The logs or journals should contain some the following:

- Description of the initial orientation the student received regarding the extern experience.
- Brief explanation of rotation schedules through various departments of the organization, duties assigned, services provided, or networking conducted.
- Attendance at relevant meetings of the organization including names and titles of facilitators.
- The project(s) assigned to the student by the preceptor such as a research project, a Joint Commission on Accreditation of Health Organization (JCAHO) or other accrediting organization interim survey, procedural guide revisions, a budget development plan, a Certificate of Need application, a marketing plan, a disaster plan design, or patient, employee survey, etc.
- Specific duties in an ongoing research project

- Work done towards the students thesis
- Brief description of the student's involvement in medical and other clinical activities such as participation in hospital rounds.
- Hours worked for the week.

III. The Final Report

This report essentially is a detailed, comprehensive student assessment of the externship experience. The document should contain narrative information concerning each of the outlined tasks from the Experience Grid that were to be accomplished. The student must describe what was done differently from the Preliminary Plan, explaining outcomes and evaluating results. This document must be submitted to the division on Friday August 31, 2007.

The report should also include one or more positive comments, if possible, about the experience and recommendations for future student placements of students at the site.

Externship Experience Grid

	Research	Policy Development	Organizational Management	Health Administration	Community Program Development
Initial Analysis	Completing a literature review	Report on consumer and patient rights issues	Conduct an organizational analysis	Prepare a SWOT analysis	Develop a community survey
Financial Management	Writing a grant	Economics of a specific area	Prepare an account audit	Prepare a departmental budget	Analyze federal and state reimbursement
Planning	Develop your study's methodology	Help develop administrative policies and regulations	Prepare a strategic plan	Develop business and corporate strategies	Plan and implement a community outreach program
Marketing	Recruitment of participants	Development of coalitions	Analyze organizations markets	Calculate the target market size and return on investment	Identify and implement a campaign
Outcome Evaluation	Analyze data	Report on QA risk management or utilization review	Complete a summative evaluation	Productivity evaluation	Analyze effectiveness and use of program

Students should use the Externship Experience Grid to assist in goals and objectives of the externship. Students are recommended to cover a minimum of three areas on the experience grid.



APPENDIX

Interim Progress Report:

ONE MONTH REVIEW OF EXTERNSHIP/FIELD PLACEMENT

****To be completed by the student, signed by the student, academic program administrator, and preceptor. Please submit to the Academic Program Administrator one month after the start of placement.**

Name of Student:

Title of Externship/Field Placement Project:

Academic Program Administrator

Preceptor:

Semester(s) and Year of Externship/Field Placement

Describe and explain any changes in the goals, activities or schedules of externship/field placement. MSPH students should also describe any changes made to the learning objectives set forth for the externship.

Describe how the externship/field placement has progressed to date, including success as well as any problems not mentioned above. MSPH students should include a description of progress related to the attainment of their learning objectives.

Student: _____ Date: _____

Preceptor: _____ Date: _____ Academic

Program Administrator: _____ Date: _____

Please rate the student's performance on the following aspects of job performance

Key:

5 – Excellent

4 – Good

3 – Fair

2 – Marginally Passing

1 – Unsatisfactory/Failing

N/A – Not Applicable

Note: If you rate the student Unsatisfactory/Failing (1), please provide comments.

PERFORMANCE RATING COMMENTS

1. Accomplishment of Assignments

- a. Has acquired appropriate knowledge. _____
- b. Has acquired appropriate skills. _____
- c. Quality and accuracy of work. _____
- d. Work proceeds in orderly, organized fashion. _____

2. Reliability and Initiative

- a. Works effectively with minimal supervision. _____
- b. Initiates appropriate actions and follows through to completion. _____
- c. Uses time efficiently. _____

3. Communication Skills

- a. Comprehension of oral and written instructions. _____
- b. Communicates information orally with clarity and tact. _____
- c. Written communication is complete, concise and accurate. _____

4. Interpersonal Relations

- a. Accepts direction from supervisor. _____
- b. Accepts constructive criticism of performance. _____
- c. Ability to work well with others. _____

5. Public Health Knowledge and Commitment

- a. Overall quality of internship project. _____
- b. Understanding of project's relevance to public health. _____
- c. Understanding of organization's role in the larger public health community. _____
- d. Commitment to field of public health. _____

6. Achievement of Learning _____

After reviewing the student's assessment of his/her attainment of the learning objectives established for this externship (found in the student's final written report), please comment on the accuracy of the student's assessment. Did the student achieve his/her learning objectives?

7. Overall Final Grade for this internship/field placement:

Grade (Pass/Fail): _____

Comments: _____

RECOMMENDATIONS

1. For Student

a. Professional Strengths:

b. Recommendations for Continued Professional Growth

SIGNATURES

Student: _____ Date _____

Academic Program
Administrator: _____ Date _____

Director of MSPH
Program: _____ Date: _____



STUDENT'S EVALUATION OF EXTERNSHIP EXPERIENCE

****To be completed by the student with the original submitted to the Academic Program Administrator and copies submitted to preceptor within two weeks of the completion of the placement.****

Student's Name: _____ Date: _____

Academic Program Administrator: _____
Date _____

Externship preceptor:

Title: _____

Organization: _____

Area of Concentration of Externship/Field

Placement: _____

A. Orientation and planning of externship/field placement

1. Did the faculty advisor provide adequate guidance to select an externship/field placement that was appropriate for your past experience and future career expectations? Yes _____ No _____

Explain: _____

2. Did the preceptor provide a good overview of the objectives, services, and activities of the public health program in which the externship/field placement was located?

Yes _____ No _____

Explain: _____

3. Did the preceptor assist you in establishing feasible goals that were realistic for the time allotted to the externship/field placement?

Yes _____ No _____

Explain:

4. Did the preceptor provide the resources necessary for completion of the work (i.e. desk space, access to lab equipment, access to confidential information, funds for travel etc.)?

Yes _____ No _____

Explain:

B. Guidance by the Preceptor

1. Did the preceptor meet with you at intervals that were frequent enough to provide adequate teaching?

Almost always _____ Sometimes _____ Too infrequently _____

Explain:

2. Did the preceptor meet with you at intervals that were frequent enough to provide constructive feedback on work in progress?

Almost always _____ Sometimes _____ Too infrequently _____

Explain:

3. If un-for-seen problems arose, did the preceptor help you revise your goals and objectives, as appropriate?

Yes _____ No _____ Not applicable _____

Explain: _____

4. Did the preceptor communicate new knowledge areas and new skills in ways you understood?

Almost always _____ Sometimes _____ Almost never _____

Explain: _____

5. Did the preceptor stimulate your interest in overall field of public health?

Yes _____ No _____

Explain: _____

6. Did the preceptor stimulate your interest in the knowledge area of your major project?

Yes _____ No _____

Explain: _____

7. Was the preceptor receptive to your ideas and viewpoints?

Almost always _____ Sometimes _____ Almost never _____

Explain: _____

8. Name of Daily Supervisor (if different from preceptor):

Title: _____

Phone: _____

Email: _____

Location (if different from preceptor)

Work relationship to

student: _____

C. Major Project

1. Check the one that is most applicable and explain.

____ a. Original goals and objectives were satisfied.

____ b. Original goals and objectives were revised due to unforeseeable circumstances.

____ c. Original goals and objectives were not feasible because of barriers to completion.

(i.e. financial, political, lack of acceptance by target population, etc.)

Explain: _____

2. How clear was the relevance or significance of the major project to the overall field of public health?

Explain: _____

3. List the reasons that writing the final report were or were not useful in terms of the overall externship/field placement experience.

List: _____

4. List the reasons that the oral presentation were or were not useful, in terms of the overall externship/ field placement experience.

List: _____

D. Overall Externship/Field placement Experience

1. Was the overall externship/field placement experience useful to you in terms of your future career goals?

Very helpful _____ Somewhat helpful _____ Not helpful _____

Explain: _____

2. Check the one that is most applicable and explain.

____ a. I would recommend this externship/field placement to other students without reservations.

____ b. I would recommend this externship/field placement to other students with the following revisions.

____ c. I would not recommend this externship/field placement for the following reasons.

Explain: _____



3. I found that the following courses provided me with useful background techniques and/or skills while performing externship duties and/or research

5 –Extremely useful
4 – Very useful
3 – Moderately useful
2 – Minimally useful
1 – Never used
N/A - Not Applicable

Biostatistics I	5	4	3	2	1	N/A
Research Design:	5	4	3	2	1	N/A
Health Care Seminar	5	4	3	2	1	N/A
Epidemiology	5	4	3	2	1	N/A
Health Administration	5	4	3	2	1	N/A
Biostatistics II	5	4	3	2	1	N/A
Health Behavior	5	4	3	2	1	N/A
Environmental Health	5	4	3	2	1	N/A
Data Management	5	4	3	2	1	N/A
Elective_____	5	4	3	2	1	N/A

Please fill in.

Signature of Student _____ Date _____

Externship Checklist for approval: Please consult with the preceptor to answer the questions on the document.

Title of Project: _____

Preceptor: _____

Academic Credentials of Preceptor: _____

Start Date: _____

End Date: _____

Location: _____

Contact Information for Preceptor:

Description of Project (What will the student be expected to do):

Goals of Student in the Externship:

Assignment Checklist

<i>Externship checklist</i>	<i>due once you have decided on the externship placement that you want to complete. Submit to the Academic Program Administrator For approval.</i>
<ul style="list-style-type: none">• <i>Preparedness for the organization an extern (Pg10)</i>• <i>Memorandum of Understanding (Pg11)</i>• <i>For the Organization/Agency (Pg12)</i>	<i>Due prior to starting the externship. The form can be mailed, faxed, or emailed to the Academic Program Administrator</i>
<i>Preliminary Externship Report</i>	<i>due within 14 days of beginning externship</i>
<i>Weekly Journals</i>	<i>due each Monday following a completed work week</i>
<i>Interim Progress Report</i>	<i>due Mid-Way through the externship</i>
<i>Final Report Preceptor Evaluation Student Evaluation</i>	<i>due on August 31</i>

Request for Externship Placement

Name _____ Date _____

Email Address _____

Degree Concentration _____ Advisor _____

Externship Concentration Request _____

Number of Credits Requested _____

Externship Requests, If Any

1. _____
2. _____
3. _____

In the case that no proposed externship projects met your needs, please describe what a preferable externship would entail for you.

