

**SPECIAL Note to Students  
Regarding  
Field practice/master's essay**

**Student Eligibility for Participation**

1. Must have completed a minimum of 15 semester hours of graduate course work for master's essay option or a minimum of 21 semester hours for field practice option.
2. Must have earned an overall grade point average of 3.0 or higher.

**Initiating Actions to be taken by student no later than one semester prior to desired placement (for master's essay, no later than twelfth week of the first semester of study)**

1. Obtain and review carefully, Guidelines for Master of Public Health Field Practice/Master's Essay"
2. Complete and submit to advisor:
  - a) Student Request for Field Practice or Master's Essay" (PH-09) form
  - b) An up-to-date resumé (see reverse side)
3. Schedule an individual conference with advisor
4. Following discussion with advisor, prepare Summary Sheet for master's essay (ME-15), if applicable

**Constraints**

1. The master's essay option is restricted to those students receiving Public Health Academic Program Committee (PHAPC) approval of petition.
2. A student must not initiate contact with potential field organizations (particularly in the Knoxville area) without express permission of the faculty advisor.
3. If field practice is desired out of state, additional time for negotiation will be necessary.
4. A student may not take more than one 3 credit hour course during field practice scheduled full-time for the summer months unless a petition is addressed to the PHAPC, which will rule on the request by majority vote.

***MPH Faculty***

1/02 OVER ÷

Recommended Format for R sum 

**Name**

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local mailing address

local phone #s  
email address

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Education (chronological listing undergraduate degree first)

University, degree, major, minor, date

(For MPH, indicate anticipated graduation date: \_\_\_\_\_ and the following descriptor:

An accredited program in Community Health/Preventive Medicine

Employment<sup>1</sup> (chronological listing most recent first)

Dates/position title/organization/location

  responsibilities

Health-Related Volunteer Experience<sup>2</sup> (chronological listing most recent first)

Date/position title/organization, agency, or community/location

  responsibilities

Special or Technical Skills

  specialized training

  computer/software proficiencies

  languages

  programming

Certifications/Licensure<sup>2</sup>

Professional Affiliations

  list professional organizations and dates

  cite involvement

Honors<sup>2</sup>

  cite awards, honor societies, fellowships, graduation with honors, special recognition

Invited Presentations<sup>2</sup>

Publications<sup>2</sup>

International Experience<sup>2</sup>

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Notes:

<sup>1</sup>Do not include non-health related employment (e.g., food server, clerk) unless the position included supervision of others or other professional-level duties.

<sup>2</sup>Omit heading, unless you have information to report in these sections.

Handwritten Responses Are Acceptable  
RETURN COMPLETED FORM TO FACULTY ADVISOR

**THE UNIVERSITY OF TENNESSEE  
DEPARTMENT OF HEALTH AND SAFETY SCIENCES**

**Public Health Program**

**Student Request for  
Field Practice or Master's Essay**

**Part I**

1. Name \_\_\_\_\_ 2. Local Address \_\_\_\_\_

3. Telephone (H) \_\_\_\_\_ (W) \_\_\_\_\_ 4. E-mail address \_\_\_\_\_

5. It is my intent to:

\_\_\_a. Request an appropriate field practice experience to be completed

\_\_\_Full-time \_\_\_Part-time

\_\_\_\_\_ Semester Year

\_\_\_\_\_ Beginning Date Ending Date

(e.g., Six (6) semester hours, PH 587 and 588)

**(Complete Part II - Skip Part III)**

**Note:** Three (3) additional credit hours (PH 589) are available for those participating in an approved extended placement.

\_\_\_b. Request PHAPC for permission to develop a master's essay. **Obtain Form ME15.**

(e.g., Six (6) semester hours, PH 587 and 588)

**(Complete Part III - Skip Part II)**

**Note:** Candidates submitting a master's essay also must successfully complete a graduate level three (3) semester hours research methods course.

6. Number of graduate credits that will be earned prior to field work/essay: \_\_\_\_\_

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**Part II - Field Practice Information**

7. Capability to relocate for field practice:

- \_\_\_ Yes, within or outside the state of Tennessee
- \_\_\_ Yes, but not outside the state of Tennessee
- \_\_\_ Yes, only within 50 mile radius (driving range) of Knoxville
- \_\_\_ No, must remain in Knoxville area

8. Is funding essential if located outside Knoxville area? \_\_\_ Yes \_\_\_ No

9. Availability of transportation? \_\_\_ Yes \_\_\_ No

10. Are you presently developing a possible field placement site?

\_\_\_\_\_ (If "No" proceed to #11)

**Note:** Do Not Make Contact With Any Potential Field Organization Until You Receive Specific Clearance From Faculty Advisor.

\_\_\_\_\_ If "Yes", who is your contact (potential preceptor):

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Describe briefly the organization and its location \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

What is your rationale (primary) for seeking this particular placement?

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

11. If "No" to #10, what is the type of agency or specific agency with which you would like to affiliate.

Indicate the name, location or type: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

12. List any professional degrees or licenses held: \_\_\_\_\_

13. List major work experiences which may be relevant to field practice.

14. Comments:

**Part III - Master's Essay Information**

Note: A petition to the PHAPC must be prepared utilizing Summary Sheet (Form ME-15).

15. Topic Category of Essay:

- \_\_\_\_(a) Epidemiological investigation
- \_\_\_\_(b) Analytical essay on a Public Health Policy
- \_\_\_\_(c) Administrative case study including analysis and solution(s)
- \_\_\_\_(d) Analysis and evaluation of an existing Public Health Program
- \_\_\_\_(e) Critical review of a major Public Health issue or problem
- \_\_\_\_(f) Educational initiatives
- \_\_\_\_(g) Other \_\_\_\_\_

16. Title of Proposal

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17. Evidence of work experience and background knowledge in the area of the proposed study. (Be specific)

a. Professional work experience \_\_\_\_\_

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b. Background knowledge \_\_\_\_\_

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18. Research course selected \_\_\_\_\_

19. Advisory Committee (Tentative Composition)

1) \_\_\_\_\_ Faculty Advisor

2) \_\_\_\_\_ Member

3) \_\_\_\_\_ Optional (outside member if requested)

20. Target date for completed proposal to Advisory Committee for review: \_\_\_\_\_