

The University of Tennessee
Department of Public Health

Public Health Preceptorship Coordinator

The coordinator manages the placement of all MPH students in community internships (PH 587, 588, and 589). The nine-week internship is viewed as an integral learning component of the University of Tennessee MPH degree, enabling enhancement of skills and development of new skills in a professional work setting. Placements over the past five years (2005-2010) have ranged from 18-27 for a mean of nearly 23 students per year.

Position Responsibilities Regarding Field Placements:

1. Recruiting internship opportunities year round
 - a) Developing procedures to identify and screen potential internship sites
 - b) Expanding the number of field sites available outside the East Tennessee Region
 - c) Processing affiliation agreements with field agencies through the university
 - d) Developing a database of field sites and preceptors (2000-present)
2. Revising and maintaining written field materials, including:
 - a) Field placement guidelines manual
 - b) Checklist for completing internships
 - c) Weekly reporting format
 - d) Evaluation forms
3. Exercising leadership to assure:
 - a) Standardization of process across the MPH concentrations
 - b) Administrative requirements of internships are met
 - c) Compliance of the MPH Program with Council on Education for Public Health (CEPH) standards (See CEPH criterion 2.4)
4. Developing a listing of field placements each semester and an annual report
5. Interacting with MPH students to locate appropriate field sites and prepare students for the experience
 - a) Working closely with faculty advisors to determine the best match of agency for each student
 - b) Assisting students with:
 - preparing for interviews with potential preceptor (mock interviews)
 - developing measureable objectives for the internship (examples)
 - selecting specific competencies to develop during the internship
 - developing a final field report of professional quality (template)

- c) Organizing and conducting an orientation session for students prior to field work
 - d) Serving as the university point of contact by maintaining communications with the student and preceptor throughout the internship:
 - reviewing weekly and final field reports submitted by student interns
 - reviewing mid-term and final progress reports based on the student's written objectives
 - e) Coordinating evaluations related to the internship:
 - field sites (with students)
 - student performance (with preceptors)
6. Developing communication items regarding the MPH field practice program:
- a) Drafting brief news articles to highlight unusual or highly successful internships for inclusion in the student newsletter, *MPH Memos*
 - b) Preparing marketing information, including pictures, for inclusion in brochures and conference exhibits
 - c) Submitting information for the MPH website and for the MPH Graduate Forum on Blackboard
7. Other position responsibilities related to field placements:
- a) Nominating preceptors annually for recognition as Outstanding Field Preceptors subject to vote of the MPH Academic Program Committee
 - b) Collecting information on volunteer student service activities unrelated to formal field placement
 - c) Assigned by department head or MPH program director