Applied Practice (AP) Experience
Roles and Responsibilities

Student
The student is the primary driver of the AP experience, taking the lead on pursuing their own academic and career goals.
- Review the field AP experience guidelines in the UIC SPH handbook.
- Ensure that steps 1-4 are completed.

Preceptor
The preceptor is the primary supervisor of the student at the AP experience site.
- Assist the student in completing the AP Experience Learning Agreement that outlines student learning objectives, tasks, and products.
- Orient the student to the agency by providing, or arranging for, orientation regarding agency mission, policies, programs, procedures, and personnel.
- Ensure the student has the resources to be successful in the placement setting, including access to a desk, telephone, and computer as well as other resources necessary for the completion of assigned tasks.
- Provide the student with the opportunity to gain a broad perspective on the public health work of the agency as well as exposure to and more in-depth involvement with a specific project.
- Meet with the student on a regular basis to provide feedback and supervision. (Responsibility for specific task supervision may be delegated to another professional staff member as long as the preceptor maintains oversight and continues to meet with the student regularly.)
- Communicate with the UIC SPH AP Advisor or Assistant Director of Internship Programs, particularly if problems or issues arise with student performance or if the agency is unable to meet the needs of the student.
- Complete “Preceptor’s Evaluation”
- Meet with the student to review “Preceptor’s Evaluation” at the conclusion of the AP experience.

Division AP Experience Advisor
The Division AP Experience Advisor provides faculty oversight of the AP experience for all students in their division.
- Assist student in selecting potential AP experience sites.
- Assist the student in clarifying educational goals for the AP experience.
Interpret the purpose and requirements of the AP experience; approve requests for registration.

Approve registration form and learning agreement, which describes the mutual expectations of the student and preceptor.

Assist student with IRB forms where required.

Respond to student’s needs during AP experience; provide consultation periodically and assure overall quality of the student’s experience.

Assess student’s performance with input from the preceptor and determine the final grade (Pass/Fail).

**Assistant Director of Internship Programs**

The Assistant Director of Internship Programs is the School of Public Health staff member who provides outreach to sites and oversees all administrative aspects of the AP experiences.

- Identifies, recruits, and selects potential field sites.
- Maintains ongoing relationship with sites to assure both student and preceptor are mutually benefiting from experience.
- Facilitates liability contract process between the site and the university’s business and development services office.
- Publicizes AP experience opportunities directly to student population and through the academic divisions.
- Responds to issues that arise during the course of the AP experience.