



Proposal Format EPH 680 Field Experience

Student Name: _____

Semester of Field Experience: _____

FORMAT:

- 1-2 pages, single space, 12 pts font.
- Follow the outline below. You may create your own word document.
- Make sure you obtain name/signature/date from both your advisor and your preceptor.

INTRODUCTION:

- Brief overview of the public health topic you will be working on. Please include:
 - Public health significance: Introduction of the problem and its significance (why it is important, relevance, incidence, prevalence, consequences), proposed scope of your involvement, etc.
 - Brief summary of literature review on the issue: Include references in the proposal (see below).
 - How this issue relates to your public health interest and professional development.
- Brief description of the Community Partner organization and its specific programs or departments with whom you will be working. Rather than simply copying and pasting from organizational websites, tailor your summary to what is most relevant to your project.

OBJECTIVES & ACTIVITIES*:

- Objective 1: State general objective (e.g., I will understand the organization’s fiscal needs).
 - List all activities that relate to objective 1. Use action verbs to list activities (e.g., I will review annual budgets and accounting reports; I will interview the CFO and others in financial roles).
- Objective 2: State general objective
 - List all activities that relate to objective 2

ADDITIONAL INFORMATION:

- If applicable, include a brief description of ideas for your Capstone Project and how the Field Experience may inform that work.

TIMELINE:

- Indicate when you will start and complete your field experience. Dates may be approximations:

Field Experience activities and document completion	Approximate target date
▪ Completion of CITI human subject protection certification	
▪ Approval of Proposal + Partner Agreement to start Field Experience	
▪ Start Field Experience	
▪ Complete Field Experience	
▪ Submission of completed documents (Log & Evaluations: Partner, Student)	
▪ Submission of final draft for review to Faculty Advisor	

REFERENCES:

- Include at least 3 references that you used for your introduction using proper citation: These should be scholarly references rather than websites or blogs/posts. Search literature using PubMed and Science Citation Index.

*Consider using the SMART Goals guideline to create your objectives (see SMART goals next page).

Field Experience Proposal APPROVALS:		
Capstone Faculty Advisor NAME	Capstone Faculty Advisor SIGNATURE	DATE
Community Partner Preceptor NAME	Preceptor SIGNATURE	DATE