# Field Experience Timeline: Accelerated MPH Spring 2016 Presentations

- **Concentration or Field Experience Director (C/FE Director)**
  - Epidemiology: Dr. Laura Rasmussen-Torvik
  - Community Health Research: Dr. Darius Tandon
  - Generalist and all others: Dr. Virginia Bishop
- **Field Experience/Culminating Experience Coordinator and FE Canvas Portal Manager:**
  - PEC@northwestern.edu

## Student Milestones and Submission Deadlines

*Students: you are responsible for holding these dates in your calendar. Please note, hold the entire day of May 19th for presentations*

### June 18th, 2015
Attend the Program in Public Health New Student Orientation. During the FE Kickoff Breakout Session you will learn:
- Goals of the Field Experience
- The steps needed to complete your FE
- The faculty and staff supporting you in your FE
- Key deadlines and how to submit on the FE Portal in Canvas

### Next few weeks
Your FE/Concentration Director will arrange a time to meet with you 1:1 to discuss your potential site placement and any other key information in kicking off the FE Process. You will also receive contact information for your potential site placement(s).

Contact any site placements for a phone or in-person interview and follow up after your interview(s) with your FE/Concentration director. Your FE/C Director will contact you regarding your final site placement.

### Approx July 10, 2015
Conduct independent research on your FE Site and arrange a meeting with your preceptor to discuss:
1. The organization’s mission, population(s) served, etc (use the organizations website)
2. Discuss potential projects/roles
3. Information needed for your proposal

### ~July 10, 2015
E-mail the first draft of your proposal to both:
1. To your preceptor
2. To your FE/C Director

The site and/or your FE/C Director may ask for revisions and your FE/C director may ask to review your paper before you send it to your preceptor.

### July 22, 2015
Submit your final proposal to the Canvas Portal (after approved by the site preceptor)

From there, your FE/C Director will give final approval

### By August 31, 2015
Complete CITI Basic IRB training and upload certification to FE Canvas Portal.

### August – Early Winter 2016
Work at your site during the dates agreed upon in your FE Proposal. If problems or challenges should arise, reach out to your FE/C Director.

### Mid-Summer-Early Fall, 2015
Start planning your CE Project and application/proposal. More information to come from your Concentration/FE Director and the Professional Experience Committee (PEC)

### January 29, 2016
Closing Steps:
- Submit site feedback form via the FE Canvas Portal
- Personally invite your preceptor to the May 19th presentation day (they will receive additional information from the FE Coordinator)

### Between February 22nd - April 4th, 2016
Register for the Spring Term FE Course (0 Credits)

### May 2, 2016
Presentation Materials Deadline:
- Submit abstract to FE Canvas Portal
- Submit digital copy of your poster to FE Canvas Portal to be printed

### May 20, 2016
Spring Presentation Day (Field Experience and Culminating Experience)

### May 20, 2016
FE Papers due to FE Canvas Portal