

**Applied Practice Experience (APEX)  
Learning Agreement**



**Department of Public Health, University of Tennessee Knoxville**

*The APEX learning agreement should be completed by the student intern and the preceptor before beginning APEX contact hours. The learning agreement is subject to approval by the APEX Coordinator and Department of Public Health.*

**Basic Student and Site Information**

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**Student Name:**

**MPH Program:**      On-Campus      Distance Education

**Concentration:**

**APEX semester(s):**

**APEX organization:**

**APEX location:**

**Proposed APEX start date:**

**Proposed APEX end date:**

**Total number of APEX hours:**

**Number of weeks:**

**Hours per week:**

**APEX format:**      In-Person      Hybrid      Fully Remote

**Funding:**      Paid      Unpaid

**Funding amount (if applicable):**

**Organization Information**

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**Agency type:**      |      |

**Address:**

**Website:**

**Professional Public Health disciplines represented within organization:**

Community Health Education    Epidemiology    Health Policy and Management

Public Health Nutrition    Veterinary Public Health

**Organization mission:**

**Population(s) served:**

**Preceptor Information**

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**Name:**

**Title:**

**Telephone:**

**Email:**

**Academic preparation:**

Undergraduate degree and major

Graduate or professional degree

**Additional graduate or professional degrees (optional)**

**Length of service in current role:**

**Years of Public Health experience:**

**How will the student be oriented to the organization and APEx projects?**

**What is your plan for supervision and mentorship of the student intern?**

## APEX Products and Competencies

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Products that demonstrate MPH competency achievement		
Competencies demonstrated <i>*3 Foundational (FC) and 2 Concentration (CC) required</i>	Specific products intern will contribute to <i>*Minimum of 2 products are required to fulfill the APEX.</i>	Activities <i>*Tasks that will lead to the completion of the product and demonstration of the competencies</i>
FC 1:		
FC 2:		
FC 3:		
CC 1:		
CC 2:		

**How will the products benefit the organization?**

## Student Responsibilities

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- Complete a minimum of 240 contact hours with field organization.
- Maintain regular (weekly) communication with preceptor to discuss progress and performance.
- Follow all policies, rules, and regulations of the field organization.
- Maintain the mutually agreed upon hours and schedule.
- Submit assignments for PUBH 587 to Canvas on time and incorporate feedback and requests for revisions in a timely manner.
- Participate in any onboarding activities and training at the field organization if appropriate.
- Notify the APEX coordinator of any issues or concerns that arise during the experience.

## Preceptor Responsibilities

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- Communicate expectations to the student intern and confirm work schedule.
- Orient the student intern to the organization’s mission, programs, policies, and other relevant information.
- Provide the student intern with an appropriate workspace and access to necessary equipment for on-site experiences.
- Assist the student intern in developing mutually agreeable SMART objectives for the APEX to complete at least two products.
- **Meet regularly with the student intern to provide guidance, support, and constructive feedback.**
- **Complete a midpoint and final evaluation of the student intern via Qualtrics.**
- Notify the APEX coordinator of any issues or concerns that arise during the experience.

*By signing below, I acknowledge and agree to the following responsibilities as a student intern or APEX preceptor. If there are any changes from the approved learning agreement, the student intern agrees to notify the APEX coordinator.*

*No APEX contact hours will be counted until the learning agreement has been reviewed and signed by the student intern, preceptor, and APEX coordinator. Questions can be directed to the APEX coordinator, Peyton Prothero, at [pprother@utk.edu](mailto:pprother@utk.edu)*

**Student Signature:**

**Date:**

**Preceptor Signature:**

**Date:**

**APEX Coordinator Signature:**

**Date:**