Pathways to Practice Scholars – Student Field Placement Scholarship
NORTH CAROLINA STUDENT PROPOSAL FORM

The Pathways to Practice Scholarship is an opportunity for public health students to receive support and assistance for their field placement projects!

Summer 2020 Application Due Date: Wednesday, April 15th at 5:00pm

The Pathways to Practice Scholarship provides an opportunity for students to plan a competency-based project, work with public health practitioners, and receive financial support for this experience. When available, students can apply to positions posted at https://uncw.edu/chhs/community/healthtrainingcenter.html or complete the form below to initiate a project proposal. Funding is limited to students who are not receiving any other payment or funding to support the specific proposed project.

The scholarship includes a total living allowance of $3500 from the Region IV Public Health Training Center at Emory University (Central Office) through funding from the Health Resources and Services Administration. There is no financial obligation by the agencies where students are placed.
* Note: Student housing and travel costs will not be covered by the program beyond the total $3500 award living allowance.

Student Eligibility
Scholarships are available for undergraduate junior and senior public health students from accredited schools and programs of public health located in North Carolina, as well as graduate students. The student must complete the field placement program and submit deliverables prior to graduation. Past recipients of the Pathways to Practice funds are not eligible to apply. Undergraduate students will receive priority during the selection process.

*Citizenship statement: The Region IV Public Health Training Center is a federally-funded program which has a citizenship requirement. To be eligible for a field placement stipend, you must be either a U.S. citizen, a non-citizen U.S. national, or a foreign national having in your possession a visa permitting permanent residence in the U.S. Please state your citizenship in your cover letter.

What projects qualify to apply for a Scholarship?
The field placement must have the following characteristics:
- The agency with whom the student works must be:
  - a governmental, non-profit, or community-based agency with public health priorities
  - an organization that works on behalf of or serves an underserved population or community in North Carolina
- Provides a practical, competency-based public health field experience that is not research-focused
- Student has already identified a mentor_supervisor who is the primary point of contact, guides the student, and oversees day-to-day tasks
- Provide 200-400 + hours of student placement experience.

Priority may be given to proposals that:
- Work with underserved communities in rural North Carolina.
- Address one of the HHS or R-IV priorities: mental health, substance/opioid misuse, childhood obesity, rural health, HIV/AIDs, and other infectious diseases. *If the community/communities being served have different priority areas than that of HHS or R-IV, these may also be given priority for the application if explained in the project summary.
• Offer opportunities to build the **8 strategic skills** particularly systems thinking, change management, and persuasive communication
• Contribute to building public health infrastructure (i.e. accreditation, performance improvement, cross-sector collaboration, public health 3.0)
• Enhance geographic reach to underserved and/or rural areas in Region IV
• Has the student notified the agency of the agency and mentor commitments?
• Does the agency have mentors/teams with availability to devote to guiding the student project?
• Applications may be prioritized by year in school, GPA, geographic region, and priority topic(s)

**Before completing the Pathways to Practice Scholarship student proposal form, consider the following:**
• What is the purpose of the student project and its relationship to the overall agency mission?
• What products can be developed and used immediately by the agency as a result of this work?
• Has the student identified a project and agency mentor that can sign this proposal form?

**Agency Commitments, if the student is selected:**
• Indicate whether the agency needs a Memorandum of Understanding (MOU) and determine with which institution(s) (i.e. student’s university, R-IV PHTC institutions)
• Work with student and R-IV PHTC to finalize project and work plan
• Provide student with workspace and equipment (e.g., computer, software) needed to complete project
• Provide student with orientation to organization and any pertinent policies (such as HIPAA, operational policies and procedures)
• Mentor student, providing guidance and constructive feedback on deliverables for the R-IV PHTC Scholars Program and potentially their university requirements, as needed
• Participate in the final evaluation with student and R-IV PHTC

**Student Commitments, if selected:**
• Complete a competency-based work plan, pre-survey, and work plan call
• Participate in a mid-point, final, and 1-year follow up alumni evaluation with the R-IV PHTC
• Complete deliverables including a draft conference abstract, report, and photos of the experience
• Review the Student Guidebook for additional expectations at [http://www.r4phtc.org/field-placements](http://www.r4phtc.org/field-placements)

**To Apply**
To be considered for the Pathways to Practice Scholarship, please make sure all of these items are submitted via email to Mariah Smith at ncphtc@uncw.edu by the due date.
• Completed Proposal Form signed by mentor/supervisor (e-signature is acceptable)
• Cover Letter
• Resume
• Unofficial Transcript

The proposal form below must be completed by the student and signed by the mentor in order to be considered for a Scholarship. Refer to page 7 for more details about the Student Field Placement Program, as well as information regarding next steps should you be selected for a Scholarship. Submitting your completed proposal does not guarantee you will be selected for this opportunity.
**Pathways to Practice Scholars**

**Student Field Placement Program**

**NORTH CAROLINA STUDENT PROPOSAL FORM**

**TODAY’S DATE:** _______________

**FIELD PLACEMENT PERIOD**: (Check all boxes that may apply.)
- ___ Summer Field Placement (8-12 weeks; 20-40 hours/week)
- ___ Spring semester (10 weeks per semester; approximately 20-40 hours/week)
- ___ Fall semester (10 weeks per semester; approximately 20-40 hours/week)

*Students must work a total of 200 – 400+ hours during the placement. Students may be limited in the number of hours they can work per semester based on their university or degree’s policies. If this work will be used to fulfill graduation requirements, students should abide by their university policies.*

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<tr>
<th>STUDENT INFORMATION</th>
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<tbody>
<tr>
<td>Student Name (First and Last):</td>
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<tr>
<td>Preferred Name:</td>
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<tr>
<td>Date of Birth (MM/DD/YYYY)</td>
</tr>
<tr>
<td>Phone Number</td>
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<tr>
<td>Email Address</td>
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<tr>
<td>Are you a U.S. Citizen, Non-citizen U.S. National, or a Foreign National possessing a visa permitting permanent residence in the U.S.?</td>
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<tr>
<td>___ Yes</td>
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<tr>
<td>If Yes: ___ U.S. Citizen</td>
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<tr>
<td>___ Permanent Resident</td>
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<td>___ NO (Not eligible for this program due to the HRSA federal grant requirement)</td>
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<tr>
<th>University &amp; Degree Program/Department</th>
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<th>Expected Graduation Date (Month Year)</th>
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<tr>
<th>Student Status</th>
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<tr>
<td>___ Undergraduate</td>
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<td>___ Master</td>
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<th>Year of Study</th>
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<tbody>
<tr>
<td>Undergraduate:</td>
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<td>___ Junior</td>
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<td>___ Senior</td>
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<tr>
<td>Master:</td>
</tr>
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<td>___ 2nd year</td>
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<td>___ 3rd year</td>
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<td>___ 4th year</td>
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Enrollment Status

___ Full-time
___ Part-time*

* Students enrolled part-time may work during 12-24 months for fewer hours/week.

Degree/Major

*Preference will be given to undergraduate public health students enrolled full time. However, other categories of students are eligible.

___ BS  ___ BA
___ MPH/MSPH  ___ MS
___ MA  ___ MSW
___ Other:___________________
List Major: ____________________

FIELD PLACEMENT DESCRIPTION

Brief summary of field placement:
Describe the projects or programs you are going to work on (e.g. purpose, topic(s), objective, populations/geographic area(s) to serve, priority area(s) *If making the case of community priority, please explain in summary.) (Character limit: 3,000)

If project includes inter-professional collaboration with non-public health sectors, please indicate (e.g. business, transportation, education, primary care, etc.).

List the primary tasks—in relation to the overall project(s)—that you would complete:
(List in order of priority and importance. You are welcome to use more space if needed)

1. 
2. 
3. 
4. 

Public Health competencies and skills you might strengthen during field placement:
(Place an X by all that apply)

___ Policy Development/Engagement  ___ Analytic/Assessment
___ Program Planning  ___ Public Health Science
___ Financial Planning/Management  ___ Communication
___ Community Dimensions of Practice  ___ Cultural Competency
___ Leadership and Systems Thinking  ___ Change Management
___ Problem Solving

Students need to primarily work on-site at the host agency. Would you have workspace and use of a computer at the organization/agency?

___ Yes
___ No
Would your work involve traveling in the local area or beyond?___ Yes If yes, please explain reason and frequency of travel:_______________________________________

___ No

Estimated Start Date

Is there a deadline by when the project(s) must be completed?___ Yes When? _________________

___ No

Estimated End Date

Preferred work span:
(Student requirements vary per university. For this program, the total hours must be 200-400 + hours.)

Approximate total hours per week: _____

Approximate total number of weeks:_____
| Which state(s) of Region IV does the agency serve? | ___ Alabama | ___ Mississippi |
| | ___ Florida | ___ North Carolina |
| | ___ Georgia | ___ Tennessee |
| | ___ Kentucky | ___ South Carolina |

(Put an X by all that apply.)

**Supervisor Information** *(To be completed by the supervisor/mentor that has agreed to host student.)*

Name of person who will **supervise** and **mentor** the student (provide direction and feedback on projects) and serve as the primary contact with the R-IV PHTC:

<table>
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<tr>
<th>Supervisor Name and Title:</th>
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<tr>
<td>Supervisor Phone:</td>
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<tr>
<td>Supervisor Email:</td>
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**Mentor Signature & Date**

*(An electronic signature is acceptable)*

*I have reviewed the agency commitments on p.2. I agree to serve as mentor and supervisor to the student should they be selected for the Pathways to Practice Scholarship.*

If there will be a secondary team member providing guidance and direction to the student, include their contact information:

<table>
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<th>Name and Title:</th>
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<td>Phone:</td>
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<td>Email:</td>
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**Agency Mentor:** If the student is selected to receive the Scholarship, does your agency need a Memorandum of Understanding?

| ___ Yes | ___ Already Have | ___ No | ___ Unsure if need an MOU |
| Notes: |

If Yes or Already Have, specify if your agency needs or has MOU with:

| _____ Emory R-IV PHTC Central Office |
| _____ State PHTC Partner (Circle one): |
| UAB, FAMU, UNCW, UL, ETSU, MUSC |
| _____ Student’s home university |
| _____ Unsure (may follow up later) |

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**PLEASE SUBMIT THIS PROPOSAL BY EMAIL TO:**

Mariah Smith at ncphtc@uncw.edu

Region IV Public Health Training Center | Center for Healthy Communities | UNC Wilmington
Pathways to Practice Student Scholarship Program: The mission of the R-IV PHTC is to build competence in the current and future public health workforce and expose students to the value of working in underserved areas. The Pathways to Practice program provides support for current students to gain practical public health experience working with seasoned practitioners in medically underserved communities and/or populations.

Field Placements that qualify can take place during these time periods:

1. **Summer Field Placement Scholarship Program:**
   - Potential full-time field placement experience during the summer (May – August)
   - May be located anywhere within North Carolina
   - Approximately 8-12 weeks in length and 20-40+ hours per week

2. **Academic Year Field Placement Scholarship Program (Fall &/or Spring):**
   - Placements during the academic school year can occur during 1 or 2 semesters.
   - Approximately 10 weeks in length per semester and 10-40+ hours per week based around the student’s class schedule

Each student must work a total of 200 – 400+ hours during their placement.

- Students may be limited in the minimum or maximum number of hours they can work per semester based on their university, school or degree’s policies.
- If this work will be used to fulfill graduation requirements, students abide by their university policies.
- Schedules are determined by mutual agreement between agency supervisor and student

All field placements should enhance a student’s professional skills and knowledge while giving them the opportunity to use skills learned in the classroom. To create a meaningful experience for both the public health student and the agency, the field placement program aims to:

- Facilitate mentorship relationships between the student and mentor
- Create opportunities for professional development of students
- Incorporate strategies for student to become a reflective practitioner

This approach builds mentorship infrastructure and leadership in the future public health workforce as well as serve the needs of the agency. Broad areas that might be addressed by a field placement experience are: epidemiology, health policy/management, health promotion and education, communications, environmental health, mental health, substance misuse, infectious disease, and childhood obesity among others.

If you are selected after review of your proposal, the following steps will be taken:

Field Placement Process:

1. R-IV PHTC extends the offer to the student and handles required compensation paperwork for the student.
2. Determine if and with whom the agency needs a Memorandum of Understanding (MOU).
3. Student begins working with the agency.
4. The student and agency mentor complete a work plan to discuss with the R-IV PHTC Program Manager. The work plan focuses on competencies for student development and outlines project deliverables.
5. Within the first weeks after the student’s start date, the student and agency will schedule a Work Plan Conference Call with the R-IV PHTC Program Manager.
6. The R-IV PHTC, agency, and the student sign a “Project Agreement” which states the expectations and commitments of each participant.

Questions? Please contact: Michelle Carvalho, MPH, MCHES® - MLCARVA@emory.edu or Mariah Smith-npghtc@uncw.edu

Region IV Public Health Training Center (2020). Pathways to Practice Scholars: