

Urban Public Health
School of Health Sciences
Phone (212) 481-5111
Fax (212) 481-5260



HUNTER COLLEGE
OF THE CITY UNIVERSITY OF NEW YORK

Dear Colleague:

Thank you for your interest in the field placement program at Hunter College. Field work is an integral part of our training program. Your participation helps us to prepare qualified professional health educators at the undergraduate and graduate levels. Students are expected to use their placement as an opportunity to practice the skills and test the theories they have learned in the classroom. All undergraduate fieldwork students have completed their junior year in the Community Health Education Program. Students are required to complete 210 hours during the Summer, 105 hours during the Fall, and 150 hours during the Spring semester.

All graduate fieldwork students have completed at least 20 credits including the following core courses: "Principles of Community Health Education" and "Theory and Practice in Health Communication". Many of our graduate students enter the program with extensive practical experience in a particular field. The graduate field placement provides an opportunity for students to develop or sharpen their skills and apply new knowledge in a organizational setting that is different than that which they are already familiar. Graduate field placement students are required to complete six credits (420 hours) in a community based setting. These hours can be accomplished by working full time for 3 months or part time for a longer period.

Students can spend all their placement time in one location or no more than three different locations. A description of the responsibilities of the field placement program is attached. Prior to the end of the semester or the student's placement (whichever comes first), you will receive an evaluation form that can be used to assess the student's performance. Please note that only a master's prepared professional in a health or related field should be responsible for supervision and evaluation of the student.

In order to facilitate student recruitment and to update our files, please fill in the attached Field Placement Opportunities form and return by mail (see below), e-mail, or fax to the attention of Prof. Barbara Berney (graduate field work) at bberney@hunter.cuny.edu or Prof. Megha Ramaswamy (undergraduate field work) at mramaswa@hunter.cuny.edu [FAX for both is (212) 481-5260]. If you would like to directly recruit undergraduate students for internships, you are invited to give a brief presentation at one of our upcoming Field Placement meetings (unfortunately, we cannot provide this opportunity for recruitment of graduate interns). If interested in presenting, please call Megha Ramaswamy at **(212) 481-4433**. Finally, if you would like to learn more about our master's program in Urban Public Health, please visit our web site at: www.hunter.cuny.edu/health/uph. Again, your support of the Urban Public Health Program at Hunter is greatly appreciated. We look forward to having the opportunity to work with you.

Lynn Roberts, PhD
Coordinator of Community Health Education

Education, Action and Research for a Healthier New York
Brookdale Health Science Center 425 East 25th Street New York NY 10010

HUNTER COLLEGE
COMMUNITY HEALTH EDUCATION PROGRAM
FIELD PLACEMENT RESPONSIBILITIES

Student's Responsibilities:

1. Report to work regularly and promptly.
2. Carry out all tasks and assignments as directed by supervisor.
3. Seek out opportunities to practice or learn health education skills.
4. Maintain a personal journal of daily activities and reflections on internship experience and develop a portfolio (undergraduates only).
5. Complete all requirements for the UPH Internship (graduate students only).

The Field Site Supervisor's Responsibilities:

1. Provide guidance, supervision, and feedback on his/her performance to student.
2. Provide a professional work environment.
3. Provide a written assessment of student's performance at completion of internship.

Joint Responsibilities of Student and Supervisor:

1. Negotiate a mutually agreed upon 1-2 page contract which specifies the following:
 - a. Learning objectives the student seeks to accomplish.
 - b. A brief description of work activities to be performed by the student.
 - c. A brief description of any special project to be completed.
 - d. The total number of hours the student will contribute.
 - e. The expected start and completion dates.
2. Maintain open communication to ensure that the expectations of both parties are being met.
3. Direct any problems to the attention of the Coordinator of Field Placement in a timely fashion.

Coordinator's Responsibilities:

1. Provide guidance and support to student and site supervisor as needed.
2. Determine course grade for student based on a review of supervisor's evaluation, student's journal, and portfolio documents.

FIELD PLACEMENT OPPORTUNITIES

Semester _____ Year: _____

Agency _____

Address _____

Phone _____ Fax _____

Contact Person _____ Title _____

Would you be interested in hosting a multi-disciplinary team of MPH students?
 Yes No

DESCRIPTION OF AGENCY
(attach any agency information, brochures, etc.)

DESCRIPTION OF JOB RESPONSIBILITIES
(attach a job description if available)

DURATION OF FIELD PLACEMENT AND HOURS OF AVAILABILITY

(check all that apply)

one semester__two semesters__three semesters

day hours__evening hours__week-end hours__

Other: _____

SPECIAL QUALIFICATIONS AND SKILLS

(check all that apply)

undergraduate student__graduate student__

word processing__statistical computer programs__

Other languages (specify: _____): written__ spoken__

Other: _____