



**College of Health Sciences
Department of Health
Master of Public Health Program**

HEA650- Applied Learning Experience II

HEA650
Fall/Spring/Summer Semesters (3 Credits)
Room: TBA

Course Dates: On site hours begin the first week of the semester and end the last week of the semester (traditional ALE II format). On site hours begin of first week of the second half of the semester and end on the last week of the semester (accelerated ALE II format).

Course Instructor: Assigned ALE Faculty Advisor
Office Hours: Assigned by ALE Faculty Advisor

Course Description

The purpose of this course is to enable students to complete their practicum and culminating experience (Major Project Report) at a site selected during Applied Learning Experience I. This practicum is a continuation of the of the Major Project Plan that was developed during Applied Learning Experience I. Students will be responsible for implementation of the Major Project Plan at the practicum site along with preparing a professional poster (with handouts) that summarizes the completed Major Project. This will include a comprehensive and integrated application of the MPH curriculum to the implementation of the Major Project Plan and completion of the Major Project Report. Students will be expected to continue their Professional Practice Activities throughout the ALE II semester. Students will need to commit to 200 hours to complete ALE II with ALE Faculty Advisor meetings and onsite hours.

Common Course Objectives for All MPH Tracks: During this practicum, the student will:

1. continue to apply and synthesize the knowledge and skills learned during the MPH Program to the implementation of culminating project (the Major Project).
2. continue to apply three or more MPH core competencies and three or more MPH Track competencies that remain the focus of the Major Project and Professional Practice Activities.
3. effectively maintain records, data and other public/private information for the Major Project in an ethical and secure manner.
4. demonstrate how public health practice relates to the administrative, organizational, policy issues, funding, community relationships and other challenges found in agencies and organizations focused on public health issues at the ALE site.
5. demonstrate knowledge of the political, economic, social, and organizational context for the delivery of services in the public health at the ALE site.
6. demonstrate competence in leadership and teamwork during the performance of Professional Practice Activities.
7. continue to communicate effectively with a variety of public health professionals during the implementation and completion of the Major Project Plan.
8. continue to develop professional skills through participation in Professional Practice Activities that include: student observation and participation in supervisor and staff work activities, interacting with clients/patients, attending meetings (agency and coalition meetings) and providing support for agency activities.
9. demonstrate professional work habits at the ALE site (behavior, dress, maintaining ethical standards).
10. complete an ALE II Professional Binder with all of the required project components and ALE II assignments and present a poster at the MPH Poster Presentation to faculty, students and community members summarizing the work completed during the ALE.

MPH CORE AND TRACK COMPETENCIES IN THE APPLIED LEARNING EXPERIENCE

At the end of the MPH Program, it is expected that students will demonstrate proficiency in the MPH Core and Track Competencies and through successful completion of all required MPH Core and Track courses and the ALE. This practicum addresses the MPH Core and Track Competencies listed in the following tables. The complete list of core and track competencies are found in the MPH Student Handbook and the MPH website.

MPH CORE COMPETENCIES ADDRESSED IN ALE II	
1. Biostatistics	Apply the concepts of biostatistics in the collection, retrieval, analysis and interpretation of health data along with designing health related surveys/experiments and apply the concepts of statistical data analysis to community populations.
2. Epidemiology	Demonstrate knowledge of the principles of epidemiology through the study of distribution and determinants of disease, disabilities and death in human populations, the characteristics and dynamics of human populations along with the natural history of diseases in community populations
3. Environmental Health	Interpret and analyze the impact of environmental issues including the biological, physical and chemical factors that affect the health of a community.
4. Health Care Management	Understand the role of the health care delivery system in the organization, cost, financing, quality, policy issues and equity of health care along with the role of the health care delivery system in maintaining the health of populations.
5. Social and Behavioral Aspects of Health	Demonstrate knowledge of the concepts of social and behavioral theories relevant to the identification and solution to public health problems.
6. Research	Synthesize literature in an area of public health, including identification of gaps in knowledge and strengths and limitations in study design.
7. Needs Assessment	Analyze and synthesize various available resources and data to determine the public health needs in a community setting.
8. Planning and Evaluation	Demonstrate proficiency in design, development, implementation and evaluation of public health projects/programs in the community setting.
9. Communication and Informatics	Collect, manage and organize data to produce information and present information to different audiences through information technologies or through media channels to demonstrate how information and knowledge can be utilized to achieve specific objectives.
10. Professionalism	Subscribe to a professional code of ethics and apply ethical standards to public health issues along with demonstrating professional, culturally competent knowledge and practice.
MPH CORE AND TRACK COMPETENCIES ADDRESSED IN ALE II	
<p>During ALE II, each student will continue to work on the MPH core and track competencies that were selected in ALE I (three MPH Core Competencies and three MPH Track Competencies). Students will continue to focus on these competencies during the completion of the assignments for ALE II (the Major Project and Professional Practice Activities). These competencies are listed on the Major Project Plan Summary and Competency Attainment Form and MPH Competency Checklist. At the end of the ALE II, students will have the opportunity to document progress in competency attainment through the ALE Assignment: Professional Practice Activities and Competency Attainment Report. This report is a self-evaluation of experiences that demonstrate student mastery of these competencies. Additionally, all students will be able to assess progress in mastering all of the MPH Core and Track Competencies through the MPH Exit Survey at the end of HEA650 ALE II.</p>	

MPH Core Competencies, ALE II Objectives and Assessment Methods		
MPH Core Competencies: This course will address the following competencies:	Course Objectives: Students who successfully complete this course will be able to:	Assessment Methods: To meet the MPH Core in this course, students will successfully complete the following assignments and evaluations:
MPH Core Competencies: 1, 2 3, 4, 5, 6, 7, 8, 9, 10	1. continue to apply and synthesize the knowledge and skills learned during the MPH Program to the implementation of culminating project (the Major Project).	Core and track competencies identified in the Major Project Summary and Competency Selection Form. These competencies will vary between the ALE sites and the related student ALE Major Projects. Student's progress in meeting competencies will be assessed in the student's Professional Practice Activities and Competency Attainment Report and the Exit Survey.
Three MPH Core Competencies and Track Competencies selected by student (under direction of the ALE Faculty Advisor/ALE Site Supervisor) related to the student's Major Project and Professional Practice Activities	2. continue to apply three or more MPH core competencies and three or more MPH Track competencies that remains the focus of the Major Project and Professional Practice Activities.	Core and track competencies identified in the Major Project Summary and Competency Selection Form. These competencies will vary between the ALE sites and the related student ALE Major Projects. Student's progress in meeting competencies will be assessed in the student's Professional Practice Activities and Competency Attainment Report and the Exit Survey.
MPH Core Competencies, 9, 10	3. effectively maintain records, data and other public/private information for the Major Project in an ethical and secure manner.	MPH Project Report (Student) ALE Professional Binder (Student) Student Logs (Student)
MPH Core Competencies: 1, 2, 6, 7, 8, 9, 10	4. demonstrate how public health practice relates to the administrative, organizational, policy issues, funding, community relationships and other challenges found in agencies and organizations focused on public health issues at the ALE site.	ALE II Major Project Report and ALE II Binder (Student) Student Logs (Student)
MPH Core Competencies: 4, 5, 6, 7, 9	5. demonstrate knowledge of the political, economic, social, and organizational context for the delivery of services in the public health at the ALE site.	Agency Report (Student) ALE II Major Project Report(Student) Student Logs (Student)
MPH Core Competencies: 2, 3, 4, 5, 6, 7, 9	6. demonstrate competence in leadership and teamwork during the performance of Professional Practice Activities.	Agency Report (Student) ALE II Major Project Report and ALE Binder (Student) Student Logs (Student)
MPH Core Competencies: 10	7. continue to communicate effectively with a variety of public health professionals during the implementation and completion of the Major Project Plan.	Mid-Term Progress Report (ALE Faculty Advisor and ALE Site Supervisor) Final Evaluation - Student Professional Performance at ALE Site (ALE Site Supervisor) Professional Practice Activities and Competency Attainment Report (Student) Student Logs (Student)
MPH Core Competencies: 6, 7, 8, 9, 10	8. continue to develop professional skills through participation in Professional Practice Activities that include: student observation and participation in supervisor and staff work activities, interacting with clients/patients, attending meetings (agency and coalition meetings) and providing support for agency activities.	Mid-Term Progress Report (ALE Faculty Advisor and ALE Site Supervisor) Final Evaluation - Student Professional Performance at ALE Site (ALE Site Supervisor) Final Evaluation - ALE Binder (ALE Faculty Supervisor). Student Logs (Student)
MPH Core Competencies: 9, 10	9. demonstrate professional work habits at the ALE site (behavior, dress, maintaining ethical standards).	Mid-Term Progress Report (ALE Faculty Advisor and ALE Site Supervisor) Final Evaluation - Student Professional Performance at ALE Site (ALE Site Supervisor) Final Evaluation - ALE Binder (ALE Faculty Supervisor). Professional Practice Activities and Competency Attainment Report (Student) Student Logs (Student)
MPH Core Competencies: 10	10. complete an ALE II Professional Binder with all of the required project components and ALE II assignments and present a poster at the MPH Poster Presentation to faculty, students and community members summarizing the	Mid-Term Progress Report (ALE Site Supervisor) Final Evaluation - Student Professional Performance at ALE Site (ALE Site Supervisor) Professional Practice Activities and Competency Attainment Report (Student)

	work completed during the ALE.	Student Logs (Student)
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ALE II Practicum Requirements			
Course Assignments	Grade Points	Course Assignments	Grade Points
Completed Major Project Report	36	Student Professional Performance - Professional Service Activities and Competency Attainment at ALE Site	36
Student Logs	4	Poster Presentation/Handouts	14
Student Professional Practice Activities and Competency Attainment Report	5	Professional ALE II Binder with Copy of the Poster	5
Total Points 100			

Course Grading Scale					
A	93 – 100	B	83 – 86	C	73 - 76
A-	90 – 92	B-	80 – 82	C-	72 - 70
B+	87 – 89	C+	77 – 79	F	0
IP	In Progress*	NG	No Grade	W	Withdrawal
				Y	Administrative Withdrawal
<p>*Important Note for an IP Grade: It is expected that students use appropriate time management during the ALE I semester and obtains the placement site and completes all of the appropriate paper work and assignments within the ALE I semester. An IP (In Progress) grade will only be assigned to a student who cannot complete ALE I due to an extreme emergency or illness. Proof of the emergency situation and/or illness will be needed. The IP will be replaced with a grade when the student completes the course requirements. A student who receives an IP will not be able to begin the Applied Learning Experience II until the IP is changed to a letter grade.</p>					

COURSE POLICIES

Academic Integrity: It is the responsibility of each student to adhere to the university's standards for academic integrity. Violations of academic integrity include any act that violates the rights of another student in academic work, that involves misrepresentation of your own work, or that disrupts the instruction of the course. Other violations include (but are not limited to): cheating on assignments or examinations; plagiarizing, which means copying any part of another's work and/or using ideas of another and presenting them as one's own without giving proper credit to the source; selling, purchasing, or exchanging of term papers; falsifying of information; and using your own work from one class to fulfill the assignment for another class without significant modification. Proof of academic misconduct can result in the automatic failure and removal from this course.

For questions regarding Academic Integrity, Sexual Harassment, and the Student Code of Conduct, students are encouraged to refer to the Department of Health's MPH Graduate Student Handbook at www.wcupa.edu/ MPH, the Graduate Catalog at <http://www.wcupa.edu/ information/ official.documents/ graduate.catalog/>, the Ram's Eye View at <http://www.wcupa.edu/ services/ stu.lif/ramseyeyview/>, and the University website at www.wcupa.edu. Please understand that improper conduct in any of these areas will not be tolerated and may result in immediate ejection from the class.

Emergency Preparedness: All students are encouraged to sign up for the University's free WCU ALERT service, which delivers official WCU emergency text messages directly to your cell phone. For more information and to sign up, visit www.wcupa.edu/wcualert. To report an emergency, call the Department of Public Safety at 610-436-3311.

Americans With Disabilities Act: West Chester University will make accommodations for persons with disabilities. Consult the Office of Services for Students with Disabilities (610-436-3217) and bring the resulting documentation to the instructor. **If you have a disability that requires accommodations under the Americans with Disabilities Act (ADA), please meet with the instructor as soon as possible so the instructor can support your success in an informed manner.** If you would like to know more about West Chester University's services for students with disabilities, please contact the Office of Services for Students with Disabilities which is located at 223 Lawrence Center and can be reached at 610-436-3217 and at ossd@wcupa.edu.

West Chester University Sexual Misconduct Policy: Incidents of sexual violence and other Title IX violations (sexual harassment, stalking, sexual assault, dating/domestic violence and sexual exploitation) along with incidents that violate the Protection of Minors Policy need to be reported. Sexual misconduct includes sexual assault, dating and domestic

violence, sexual exploitation, sexual harassment, and stalking. Students that need to report sexual misconduct can contact Lynn Klingensmith, Director of Social Equity and Title IX Coordinator. Her office is located at 13/15 University Ave, phone: 610-436-2433, email: lklingensmith@wcupa.edu.

Excused Absences Policy for University-Sanctioned Events: Students are advised to carefully read and comply with the excused absences policy for university-sanctioned events contained in the WCU Undergraduate Catalog. In particular, please note that the “responsibility for meeting academic requirements rests with the student,” that this policy does not excuse students from completing required academic work, and that professors can require a “fair alternative” to attendance on those days that students must be absent from class in order to participate in a University-Sanctioned Event.

Attendance Policy: Students are expected to be present for all scheduled hours during the practicum. If scheduled hours are missed, students will be expected to complete those hours with the approval of the ALE Site Supervisor and the ALE Faculty Advisor.

Dropping a Course: During the first week of a semester, or the equivalent time in summer/accelerated classes, a student may drop a course, thereby receiving no grade, by filing a Schedule Change Form in the Office of Graduate Studies and Extended Education during the schedule change period. A grade of W will be entered on the academic record of any student who drops a course between the end of the first week and before the end of the ninth class week or the equivalent in accelerated courses or summer sessions. Course withdrawal forms are available in the Office of Graduate Studies and Extended Education. If a student is only scheduled for one course, then withdrawal from the course at any time is considered a withdrawal from the University.

The IP Grade Policy and ALE II Extension Policy: It is expected that students use appropriate time management during the ALE II semester and complete their hours within the assigned time frame. An IP (In Progress) grade will only be assigned to a student who cannot complete ALE II due to an extreme emergency or illness. Proof of the emergency situation and/or illness will be needed. Students will need to complete an ALE II Extension Form with proof of the need for the extension. This form is found in the ALE I and II Appendices. This approval of the extension needs to be approved by the ALE Faculty Advisor and Site Supervisor before the end of the semester. The IP will be replaced with a grade when the student completes the course requirements.

Disruptive Behavior in the Classroom or at the Practicum Site: Disruptive behavior in the class room or at the practicum site is not tolerated. If a student is having an issue with disruptive behavior, the student will need to comply with West Chester University guidelines on disruptive behavior.

Evaluation of Student Performance: Students will be evaluated through a midterm progress report and final evaluation by the Site Supervisor and Applied Learning Experience Faculty Advisor. The midterm progress report will measure the progress students are making in implementing their Major Project Plan and their Professional Practice Activities. The final evaluation will focus on the quality of the completed Major Project Report, the student logs, the quality of the poster presentation and the student’s professional performance. Student midterm progress report and final evaluations are included in the appendices of these guidelines. Students are encouraged to review these evaluations to gain a thorough understanding of the criteria used for successful assessment of Applied Learning Experience II.

COURSE REQUIREMENTS

The following requirements will need to be completed during Applied Learning Experience II.

1. Major Project Implementation

During Applied Learning Experience II students will implement the major project that was planned during the previous semester in Applied Learning Experience II. Students will be expected to spend more time at the agency to complete program implementation. Students who are employed will need to make arrangements to spend time at that agency (i.e. utilizing planned vacation time, etc.). Students will be expected to perform as a public health professional while completing all aspects of their major project.

2. Major Project Report

Each student is expected to produce a report about the major project. This report will include: an introduction to the problem, the literature review (both the introduction to the problem and literature review are taken from the Applied Learning Experience I Major Program Plan), the completed methods section on the project implementation, data analysis, and the discussion/conclusion. A minimum of 31 pages - double spaced - in 12 font is required for this report. Please use the following format for the Major Project Report. Please use the following format for this report.

HEA650-APPLIED LEARNING EXPERIENCE II – MAJOR PROJECT REPORT **TITLE OF PROJECT**

Agency: _____

Student: _____

Site Supervisor: _____

Applied Learning Experience Academic Advisor: _____

Semester/Year: _____

I. Introduction to the Problem/Issue

This is the same section found in Applied Learning Experience I This is a referenced section (in APA format) approximately 3 pages.

II. Literature Review

This is the same literature review that was used in Applied Learning Experience I. This is a referenced section (in APA format) approximately 7 pages.

III. Completed Project Methods

This section is the completed project plans that were implemented during Applied Learning Experience II at the site. These are some of the same components that were in the Applied Learning Experience Major Project Plan. They will need to be added to this report with updates for project activities, data collection plans, data analysis and the time line. *Students need to remember that now that the project is implemented they will need to review the narrative and check to change future tenses to past tenses for this report.* Approximately 14 pages.

a. Project Goal and Objectives

(Students will list project goal, objectives and outcomes (these are the outcomes listed in the Major Project Summary Form))

b. **Target Population Analysis**

(Students need to provide an overview of the target population who are impacted by the health problem. This can include information on demographics, gender, age, ethnicity, educational levels, socioeconomic status, etc. This is a referenced section in APA format)

c. **Completed Project Activities**

(Students need to provide details on the methods/interventions/activities that were implemented during the final phase of the project in Applied Learning Experience II. These plans can include development of health education curriculum, development of case studies, plans to conduct needs assessment or risk assessments and plans to conduct quality assurance reviews, etc.)

d. **Completed Plans for Data Collection**

(Students will discuss the actual data collection procedure for interventions or activities that were implemented in section c of this Major Project Plan.)

e. **Completed Plans for Data Analysis**

(Students will discuss how the data was analyzed for the Major Project Plan with data reporting methods)

f. **Completed Project Timeline**

(Students will provide a timeline for project completion during Applied Learning Experience I and II along with any revisions to the time line that may have occurred during program implementation).

IV. Project Results

In this section, students will report the results of project implementation. This includes presentation of various types of data (with charts, tables, etc). This can include evaluation data, focus group data and needs assessment data, etc. Approximately 3 pages.

V. Project Recommendations and Conclusion

In this section, students should address the successes along with the challenges of program implementation. Students will discuss the lessons learned during this project and how this project adds to the related research (students should relate this section to the research cited in the literature review and other sections of this report). Students will provide recommendations as a result of the project implementation. For example, these could be recommendations to the agency for improvement and changes to a program as a result of program evaluation. Other recommendations can include ideas for further study or suggestions for increasing services as a result of a needs assessment. This section will focus on the issues generated during project implementation and completion. Approximately 3 pages.

VII. Major Project Meets the Mission of the Agency

This section should address how this project met the mission of the agency. The description of this section in Applied Learning Experience I can be used with additional content as a result of project implementation. One page minimum for this section.

VIII. References

List of references used in Major Project Final Report in APA format.

3. Student Logs

Students will complete logs that track the number of hours along with the activities completed each week. Students are expected to complete 200 hours during Applied Learning Experience II. Hours. These hours include include **time at the site** spent on research, completion of planned project and professional practice activities The logs are sent as an attachment through email or Drop Box on D2L to the ALE II Faculty Advisor at the end of every two weeks. Logs are to be typed and neatly organized. The quality of log submissions will be reflected in the final grade. In addition to the daily log of activities, the student is to write a minimum of one "insight" for each week. The "insight" will describe some thought or/discovery he/she has made regarding working as a professional. Logs need to include daily hours (including major project hours and professional practice hours), weekly hours, and cumulative hours. All logs will need to be included in the project binder. (The same log format that was used in Applied Learning Experience I will be used for Applied Learning Experience II, **found in the appendices section**). **If logs are not submitted on time expect a 5 point deduction of final grade.**

CLARIFICATION OF HOURS THAT MEET THE PRACTICUM REQUIREMENTS: ALE II meetings on campus, meetings with ALE Faculty Advisors and onsite hours are the only hours that will meet the time requirements for this practicum. Time spent off campus and off-site in preparing the course assignments will not meet the hourly requirements for this practicum.

4. Poster Presentation and Handouts

Each student will produce a professional poster that summarizes the Major Project Report. The student should prepare handouts that summarize their major project report. Students need to make copies of the handouts for the poster presentations. This poster will be presented at the end of each semester to faculty, students and invited community members. A copy of the poster (small version) and a handout will need to be included in the binder. Since there are a wide variety of projects the poster format may vary from project to project. Students are encouraged to attend the MPH Poster Session to view their fellow students' posters and handouts as attending these sessions will enable students to see the quality of posters and handouts that are expected of completed projects. **(Directions for preparing the poster are found in the ALE I and II Guidelines).**

5. Student Professional Performance Evaluation

Students will be assessed (by their ALE Site Supervisors) on their performance during the implementation and completion of the Major Project at the agency including relationships to staff, ability to accept guidance from site supervisor and staff, the ability to relate to agency populations groups, the ability to organize and maintain an effective work schedule along with the ability to relate theory to practice. Students will be expected to participate in Professional Practice Activities throughout the ALE II semester. The Professional Practice Activities include: student observation and participation in supervisors and staff work activities, interacting with clients/patients, attending meetings (agency and coalition meetings) and providing support for agency activities. Students should refer to the mid semester progress report and final semester evaluation (found in the appendices section) for evaluation criteria.

6. Student Selection of MPH Core and Track Competencies

During ALE II, each student will continue to work on the MPH core and track competencies that were selected in ALE I. Students will continue to focus on these competencies during the completion of the assignments for ALE II (the Major Project and Professional Practice Activities). These competencies are listed on the **Major Project Plan Summary and Competency Attainment Form for ALE I and II and the MPH Competency Checklist**. At the end of the ALE II, students will have the opportunity to document progress in competency attainment through the **ALE Assignment: Professional Practice Activities and Competency Attainment Report**. This report is a self-evaluation of experiences that demonstrate student mastery of these competencies. Additionally, all students will be able to assess progress in mastering all of the MPH Core and Track Competencies through the MPH Exit Survey at the end of HEA650 ALE II.

7. Professional Practice Activities and Competency Attainment Report – ALE II

Students will need to complete a **Professional Practice Activities and Competency Attainment Report** that will focus on the Professional Practice Activities and Competency Attainment completed during ALE II. The purpose of this report is to document the types of Professional Practice Activities and how participation in these activities contributed to the mastery of MPH Core and Track Competencies related to the student's Major Project and Professional Practice Activities. The paper needs to be 4 pages in length (double spaced) using the following format.

Professional Practice Activities and Competency Attainment Report – Applied Learning Experience II

Site: _____

Site Supervisor: _____

I. Describe the types of Professional Practice Activities (PPAs) opportunities at this site (provide a one page description of the PPAs that were assigned to you at this site):

II. List the specific competencies that you worked on in ALE II during the completion of your Major Project and PPAs (these are the same competencies that you selected in ALE I) Under each set of competencies provide one page documenting your progress in relating these competencies to your ALE II and PPA assignments. Describe specific skills related to these competencies and how work on these competencies contributed to your professional growth and development.

MPH Core Competencies (list selected MPH core competencies)

- 1.
- 2.
- 3.

Provide a one page description relating your MPH Core Competency attainment during the completion of your Major Project and Professional Practice Activities. (Identify specific skills related to your selected competencies).

MPH Track Competencies (list selected MPH track competencies)

- 1.
- 2.
- 3.

Provide a one page description relating your MPH Core Competency attainment during the completion of your Major Project and Professional Practice Activities. (Identify specific skills related to your selected competencies).

III. **Reflection:** Provide your reaction to the overall experience at this site in competency attainment related to your PPAs and Major Project. (one page):

8. **Student Evaluation of Applied Learning Experience II**

Each student will complete and evaluation the Applied Learning Experience I at the end of the semester. The completed evaluation form will need to be placed in the Applied Learning Experience II binder.

9. **Project Binder**

The Project Binder will contain all of the components of the Applied Learning Experience II. Students will need to make an additional copy to keep for their Portfolios. The MPH Program keeps the original project binders for purposes of CEPH accreditation reviews. This binder is **spiral bound** with a title page, table of contents and tabs that includes copies of: the following items:

TITLE PAGE FOR PROJECT BINDER

West Chester University
College of Health Sciences
Department of Health

MPH Program
Applied Learning Experience II
Title of Major Project
Site Supervisor and Title
Agency Site with Address

MPH Student: _____
Applied Learning Experience Faculty Advisor: _____

Date of Project Completion: _____

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10. Major Project Paper and Poster Draft Reviews by Site Supervisors

Student major project papers and posters need to be reviewed by the Site Supervisor. The papers and posters can be in draft form. The Site Supervisor's name and the name of the agency will be placed on the major project and the poster along with the name of the faculty supervisor. Since the Site Supervisor's name is on the posters and major project paper, the Site Supervisor wants to make sure that the information about their agency and the student project is accurate. Please make sure that your Site Supervisor reviews project drafts and posters before the assigned date posted on D2L and signs the Site Supervisor Major Project and Poster Review Form (form found in the appendices section). This signed form will need to be placed in the ALE II Binder. **Failure to obtain this review with the signed form will result in a 20 point deduction in the final grade. The Site Supervisor will not grade the paper of the poster. The review is required to ensure that the project and poster accurately represents the agency and the scope of the major project.**

11. Poster Draft Review by ALE II – Faculty Supervisor

Poster draft reviews are done by the faculty supervisor through email. Check D2L for samples of student posters that can be used as templates for the poster. **If poster drafts are not received by the due date posted of D2L, expect a 10 point deduction in the final grade.**

12. Project Update Meetings

Project update meetings are mandatory as students will need to attend the meetings to provide updates on project progress. Students will need to present a five minute project update. Meeting times and dates will be posted on D2L. **If meetings are missed, expect a 5 point deduction on the final grade.**

13. Student Work Samples:

Copies of student work samples developed during ALE II will need to be included within the appendices of the ALE II Binder. These samples can include copies of surveys, program plans, marketing materials, curriculum plans, needs assessments, etc.

TIMELINE FOR COMPLETION OF ALE II COURSE REQUIREMENTS (ACCELERATED FORMAT)*

Tasks that need to be completed during HEA650- Applied Learning Experience II	Time to Complete Tasks
Application for Applied Learning Experience II	Completed the first week of the semester
Major Project Implementation	Completed throughout the second half of the semester
Student Logs	Student Logs are due every two weeks during ALE II. Late logs may reduce the final grade.
ALE II Faculty Supervisor Mid Semester Progress Report – completed by ALE II Faculty Supervisor and shared with student.	Due at the 11 th week of the semester
Site Supervisor Mid Semester Progress Report – completed by the site supervisor and shared with the student	Due at the 11 th week of the semester
Supervision Meetings: Discuss the pros and cons of the experience with the Applied Learning Experience Faculty Advisor during student visits to the advisor's office. Applied Learning Experience Faculty Advisor will discuss student progress and performance through phone conferences with the Agency Supervisor during the semester.	Times arranged by the Applied Learning Experience Faculty Advisor
Poster draft review through email by ALE II Faculty Supervisor	Due date posted on D2L
Major Project and Poster Review by Site Supervisor	Due date posted on D2L
Completed Major Project Report	Due at the end of the semester
Completed Professional Practice Activities and Competency Attainment Report	Due at the end of the semester
Poster Presentation and Handouts	Due at the end of the semester
Completed Final Evaluation by ALE II Faculty Supervisor and shared with student	Due at the end of the semester
Completed Final Evaluation by Site Supervisor and shared with student	Due at the end of the semester
Completed Site Supervisor Major Project and Poster Review Form	Due date posted on D2L
Completed Student Evaluation of Applied Learning Experience II	Due at the end of the semester
Completed Project Binder	Due at the end of the semester

****Important Note for an IP Grade:*** It is expected that students use appropriate time management during the ALE II semester and completes all of the appropriate paper work and assignments within the ALE II semester. An IP (In Progress) grade will only be assigned to a student who cannot complete ALE II due to an extreme emergency or illness or a delay in project progress due to program implementation issues at the site. Proof of the emergency situation, illness or program implementation issues will be needed. The IP will be replaced with a grade when the student completes the course requirements.

TIMELINE FOR COMPLETION OF ALE II COURSE REQUIREMENTS (TRADITIONAL FORMAT)*

Tasks that need to be completed during HEA650- Applied Learning Experience II	Time to Complete Tasks
Application for Applied Learning Experience II	Completed the first week of the semester
Major Project Implementation	Completed throughout the semester
Student Logs	Student Logs are due every two weeks during Applied Learning Experience II. Late logs may reduce the final grade.
ALE II Faculty Supervisor Mid Semester Progress Report – completed by ALE II Faculty Supervisor and shared with student.	Due mid semester.
Site Supervisor Mid Semester Progress Report – completed by the site supervisor and shared with the student	Due mid semester.
Supervision Meetings: Discuss the pros and cons of the experience with the Applied Learning Experience Faculty Advisor during student visits to the advisor's office. Applied Learning Experience Faculty Advisor will discuss student progress and performance through phone conferences with the Agency Supervisor during the semester.	Times arranged by the Applied Learning Experience Faculty Advisor
Poster draft review through email by ALE II Faculty Supervisor	Due date posted on D2L
Major Project and Poster Review by Site Supervisor	Due date posted on D2L
Completed Major Project Report	Due at the end of the semester
Completed Professional Practice Activities and Competency Attainment Report	Due at the end of the semester
Poster Presentation and Handouts	Due at the end of the semester
Completed Final Evaluation by ALE II Faculty Supervisor and shared with student	Due at the end of the semester
Completed Final Evaluation by Site Supervisor and shared with student	Due at the end of the semester
Completed Site Supervisor Major Project and Poster Review Form	Due date posted on D2L
Completed Student Evaluation of Applied Learning Experience II	Due at the end of the semester
Completed Project Binder	Due at the end of the semester

****Important Note for an IP Grade:*** It is expected that students use appropriate time management during the ALE II semester and completes all of the appropriate paper work and assignments within the ALE II semester. An IP (In Progress) grade will only be assigned to a student who cannot complete ALE II due to an extreme emergency or illness or a delay in project progress due to program implementation issues at the site. Proof of the emergency situation, illness or program implementation issues will be needed. The IP will be replaced with a grade when the student completes the course requirements.