### Form 5. Waiver Request for Field Training Credit Based on Previous Public Health Experience

**Student name: ________________________________**

**Concentration area: ________________________________**

### Description of Previous Public Health Experience

<table>
<thead>
<tr>
<th>Agency/organization:</th>
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<tbody>
<tr>
<td>Address:</td>
<td>__________________________________</td>
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<tr>
<td>Position/job title student held:</td>
<td>________________________________</td>
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<tr>
<td>Name of supervisor/contact person:</td>
<td>________________________________</td>
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<tr>
<td>Supervisor's job title:</td>
<td>__________________________________</td>
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<tr>
<td>Supervisor's academic, professional degrees:</td>
<td>________________________________</td>
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<tr>
<td>Phone number:</td>
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*For additional agencies use the above format and attach it to this form.*

To be eligible for a waiver based on prior experience, the experience must satisfy the following criteria: it must be a public health experience, relevant to the student’s MPH concentration, in a cohesive, focused experience of appropriate quality as determined by the concentration area director and of sufficient duration (at least 120 clock hours in a single cohesive experience for a 3 credit waiver, and 240 clock hours in one or two cohesive experiences for a 6 credit waiver).

Attach a description of previous public health experience(s). Individual patient care in a hospital, clinic or physician office setting is not sufficient to be considered relevant public health experience. A public health experience involves prevention and community orientation and includes activities such as:

1. Assessment, monitoring, or conducting surveillance of health problems or services in a population.
2. Establishing health objectives and priorities for populations/groups.
3. Conducting research on population-based health problems including biological, environmental, and behavioral issues.
4. Developing policies and intervention strategies to meet public health needs.
5. Participation in disease prevention and health promotion programs, such as providing community health education or meaningful participation in community immunization programs.
6. Studying the natural history of disease or health-related effects in a population.

To be considered for a waiver, documentation required in the description of your experiences must address the following:

- Description of specific duties.
- Evidence that experience was relevant to your MPH concentration.
- Was properly supervised by someone with appropriate credentials.
- At least 120 clock hours in a single cohesive experience for a 3 credit waiver, and 240 clock hours in one or two cohesive experiences for a 6 credit waiver.
- What were the most important things you learned pertinent to your concentration?
- Was conducted in a manner consistent with the competencies expected for field training in your MPH concentration.
In addition to concentration-specific competencies (see attachment for your specific concentration), following are competencies applicable to most concentrations. Addressing as many of these competencies as you can will enhance your request.

**Leadership**: able to create and communicate a shared vision for a changing future; champion solutions to organization and community challenges; and energize commitment to goals.
- Describe the public health vision, mission and values demonstrated by the site.
- Describe the type of interaction/dialogue you had with others that related to advancing public health goals.

**Professionalism**: able to demonstrate ethical choices, values and professional practices implicit in public health decision; consider the effect of choices on community stewardship, equity, social justice and accountability; and to commit to personal and institutional development:
- Provide examples of inter- and intra-organizational collaboration and any indication of positive or negative consequences from the collaboration.
- Describe the professional skills you acquired.

**Communication and informatics**: able to collect, manage, and organize data to produce information and meaning that is exchanged by use of signs and symbols; to gather, process, and present information to different audiences in–person, through information technologies, or through media channels; and to strategically design the information and knowledge exchange process to achieve specific objectives.
- Describe any training regarding proper protection of confidential information.
- Describe the types of information sources or technologies you used to access, evaluate, interpret and disseminate public health data and other information.

**Health policy and management**: concerned with the delivery, quality, and costs of health care for individuals and populations; assumes both a managerial and policy concern with the structure, process, and outcomes of health services including the costs, financing, organization, outcomes, and accessibility of care.
- Describe any legal issues you confronted.
- Describe any ethical issues you confronted.

**Diversity and culture**: able to interact with both diverse individuals and communities to produce or impact an intended public health outcome.
- Describe examples of how you applied cultural competency concepts and skills.

Number of credit hour waiver requested: ________

Student signature: _____________________________ Date: ______________

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Number of credits approved: ________

Concentration Area Director signature: _____________________________ Date: __________

Director of Graduate Studies signature: _____________________________ Date: __________

⇒ To be placed in student’s departmental file.

Revised: April 25, 2013