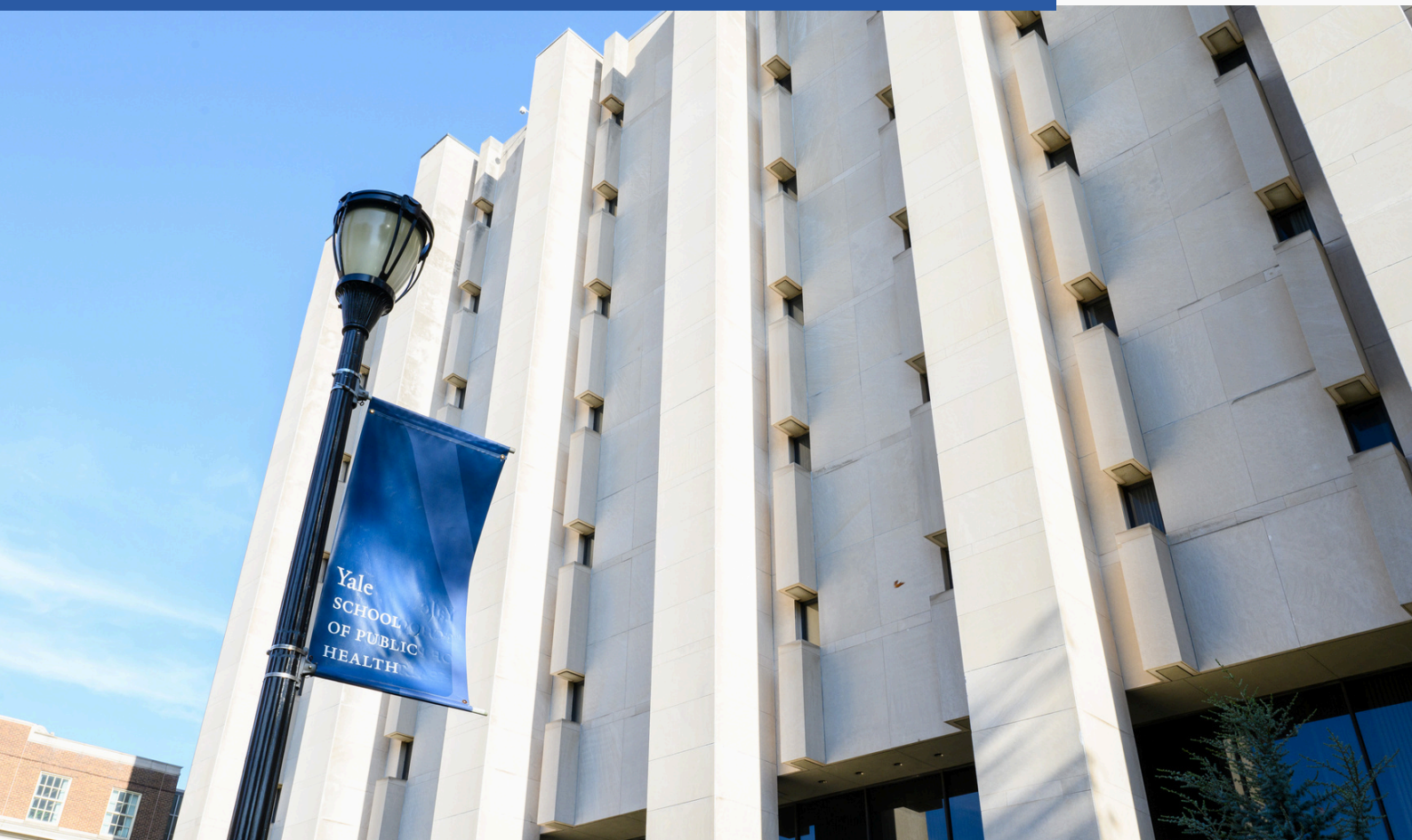


# Applied Practice Experience Manual

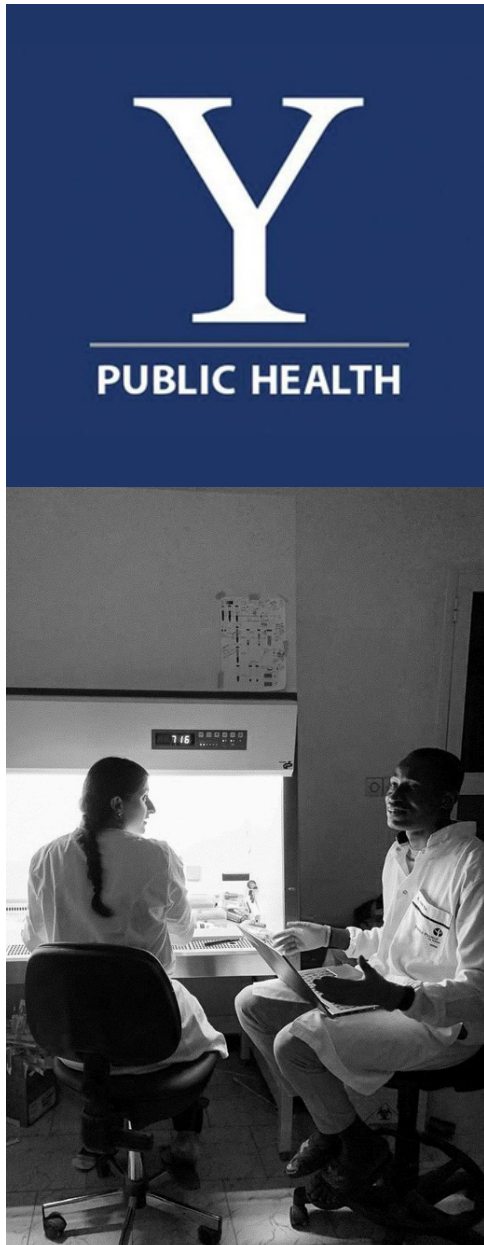
2025-2026

## Linking Science and Society

Making public health foundational to  
communities everywhere.



# Experiential Learning at YSPH



## Welcome to YSPH!

Experiential learning is a critical element of the YSPH student experience, and the Applied Practice Experience (APE) serves as a cornerstone requirement for all MPH students. Public health practice is defined as "the strategic, organized, interdisciplinary application of knowledge, skills, and competencies necessary to perform public health core functions" (Association of Schools and Programs of Public Health, ASPPH, 1999). The APE provides a unique opportunity for students to apply specific knowledge and skills gained through coursework to real-world settings, complementing their interests and career goals. Through the APE, students demonstrate mastery of both MPH foundation and concentration-specific competencies upon which the curriculum is based, while creating work assignments/deliverables that have clear public health significance and benefit the community.

Because practice cannot be conducted without community input and collaboration, the APE must include community engagement. This means working directly with public health organizations and community partners to address issues affecting health and well-being. The APE bridges the gap between academic knowledge and professional practice, enabling students to apply public health theory to solve real-world problems, and build professional networks.

All MPH students must complete the APE prior to graduation and may fulfill this requirement through one of two pathways:

- A supervised student project conducted during summer, fall, or winter terms after the first year, or
- enrollment in a designated practicum course.

This flexibility ensures that students graduate career-ready with demonstrated expertise in public health practice.

# Requirements & Criteria

## Who

- All MPH Students  
Dual degree students should confirm with OSA for specific requirements

## When

- Flexible; after the first year

## Preceptor Credentials

- Holds a master's degree or higher, or significant related experience

## Academic Requirements

- Public/population health focus
- Approved by OC&P
- Must include community engagement
- Must meet 5 competencies
- Must produce at least 2 shareable deliverables
- All forms completed

## Required Steps

- OC&P approved Work Plan
- Mid Point Check-In
- Final evaluation with proof of competencies met
- Minimum of two uploaded deliverables
- Must adhere to registration and withdrawal deadlines

## Funding

- YSPH Funding is available for unpaid APE Work Plan approved summer projects only. Contact the Career Management Center (CMC) for deadlines and details. Please note: Students may be required to submit to CMC a PDF of their OC&P-approved Work Plan for consideration.  
More information can be found at the Yale Grants & Fellowship site [here](#).

## PUBH 521 Projects & Internship Deadlines

<i>*APE info session pre-requisite</i>	Summer	Fall	Winter
Registration	automatic*	self register	self register
Student Task	find placement	find placement	find placement
Work Plan Due	by 5/31	by 9/15	by 12/15
Submit Final Eval	by 8/31	by 12/15	by 3/15
Evaluation Revisions Due	by 10/1	by 12/31	by 3/31





# Practicum Courses

Students have the option of meeting their APE through a practicum course. AP-MPH students are required to take a practicum course to meet their APE. For all students fulfilling their APE through a practicum course, offerings for the 25-26 academic year include:

- EMD 588/SBS 588/LAW 30184 Health Justice Practicum (fall, spring)
- PUBH 500b Public Health Practicum (2nd year MPH, AP-MPH students only, spring)
- PUBH 501 US Health Justice Practicum (USHJ Concentration students only, fall)
- PUBH 555 Clinic in Climate Justice and Public Health (fall)
- HPM 555 Health Policy or Health Care Management Practicum (spring)
- HPM 565 Advanced Health Policy Practicum (fall)
- EMD 584/SBS 584/LAW 30184 Advanced Global Health Justice Practicum: Fieldwork
- EPH 540E Executive MPH Capstone (EMPH students only)

Practicum courses are approved by the YSPH Education Committee and OC&P as meeting the standards for the APE. Some courses may require additional steps prior to registering, contact the course instructor for details. Students using a practicum course to meet their APE will provide their materials to their practicum course instructor.



# Support for the APE

## OC&P

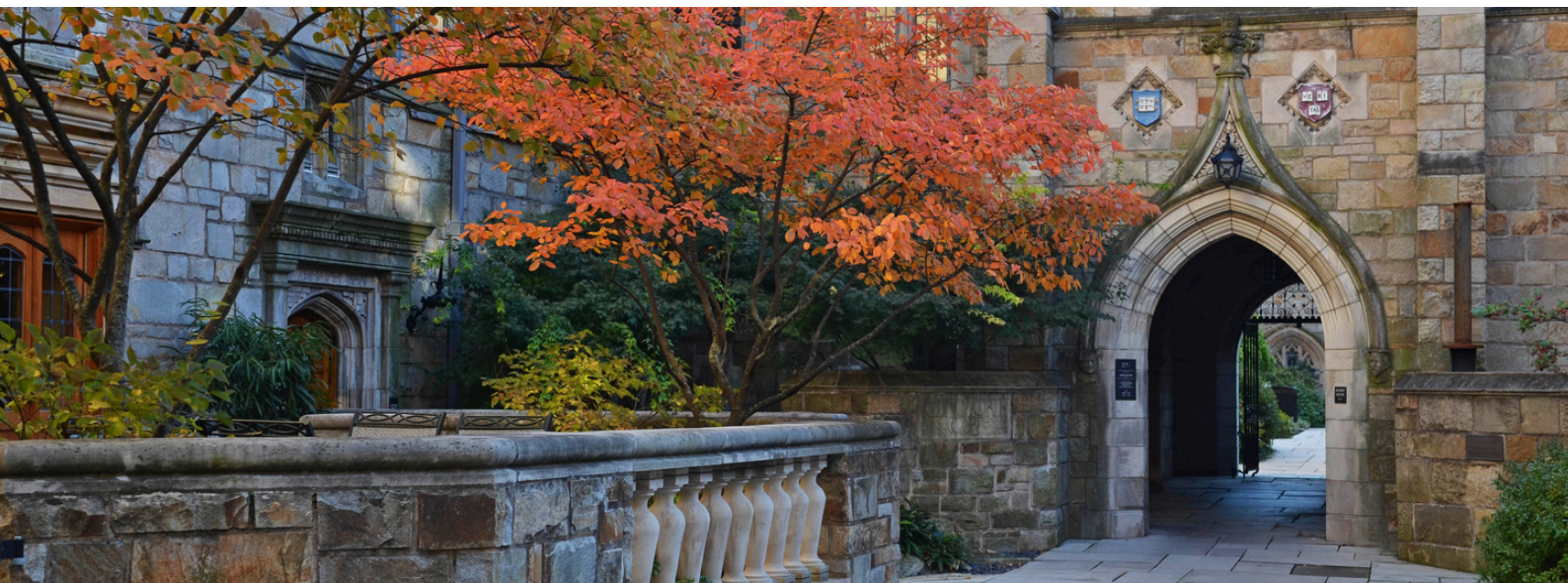
### Office of Community & Practice

OC&P oversees all aspects of the APE, ensuring that student projects meet guidelines and criteria set forth by YSPH, approving Work Plans and determining whether projects meet the APE requirement based on a thorough review of final evaluations and deliverables. Our leadership works closely with the YSPH Education Committee to ensure that this experience is in alignment with the YSPH MPH curriculum and requirements. OC&P collaborates with students and placement site preceptors to ensure that the roles and responsibilities are clear. Additionally, we escalate student safety and legal issues to the Offices of Student Affairs and General Counsel as necessary.

## OSA

### Office of Student Affairs

OSA offers services and provides resources designed to enhance the student experience at YSPH. OSA supports students during the APE by supporting physical and mental health needs. OC&P triages all student legal and health issues to OSA and General Counsel, providing a strong safety net and connection to necessary services.



## CMC

### Career Management Center

CMC, a department in the Office of Student Affairs, supports students through professional skill training, career goal setting, and assists with finding summer placements. In addition, CMC builds relationships with domestic and international organizations to create opportunities for YSPH students. CMC also oversees funding allocation/application processes for unpaid summer APE projects. More information on funding through the Career Management Center can be accessed at the [Yale Grants & Fellowship Database](#).

## CC&P

### Community, Culture, & Practice Committee

The goal of the CC&P Committee is to advise YSPH's leadership on efforts to foster interconnected, inclusive, and interdisciplinary public health communities, both within and beyond YSPH. We strive to create and support a vibrant community of students, faculty, and staff, who come from different backgrounds and perspectives, are treated with dignity and respect, and feel welcome to make their voices heard. In addition, we support the school's efforts to develop and implement best practices in experiential learning and community-engaged research.



# Roles & Responsibilities



## Students

Students have full responsibility for understanding the APE requirement. Specifically, the student will:

- Review all guidelines for the APE posted on-line and attend a mandatory APE Information Session (Year 1).
- Meet with OC&P, academic advisors, and CMC to discuss possible projects/placements for the APE requirement.
- Select and work with the preceptor (host site supervisor) to shape the project scope of work, communicate YSPH program requirements, and provide supporting documents.
- Identify funding, negotiate payment, and develop a project budget, as necessary.
- Inform their faculty advisor of the possibility of the involvement of human subjects or data from human subjects for research purposes and work with them to obtain the proper IRB approval.<sup>1</sup>
- Complete all forms in a timely manner.
- Always act professionally, including respectful and collaborative communication.
- Contact the preceptor, faculty advisor, and/or the OC&P practice manager if there are any questions or concerns.
- Complete all tasks outlined to fulfill the APE requirement.

<sup>1</sup> IRB review may take three months or longer; students needing IRB approval must initiate this process as soon as possible. Oftentimes IRB approvals are needed from both Yale and the host organization/country.



# Preceptors

The preceptor serves as the on-site host and mentor for the student, orienting them to the mission of the organization and its policies.

To ensure compliance with the APE guidelines, the host site/agency and the preceptor must have requisite population health experience, a MPH or another professional degree in a related field, and infrastructure to support MPH level student learning experience.

The preceptor will:

- Develop/approve the project Work Plan along with the student before the APE begins.
- Explain the structure and function of your organization and review the policies, rules, missions, and goals with the student.
- Provide adequate working space for the student and include the student in agency and inter-agency meetings.
- Introduce the student within the agency and to partners from other community agencies when relevant.
- Provide direct guidance and supervision of the student during planned project activities and identify an alternate preceptor as a backup if the primary preceptor cannot fulfill their role.
- Notify OC&P if any questions or concerns arise.
- Provide a model of professional work habits and attitudes.
- Discuss the student's progress with them routinely. Complete mid-point and final evaluations of the student.

## Faculty Advisors

Faculty advisors play an integral role in ensuring that student projects are challenging, appropriate, and provide an opportunity to apply skills and knowledge gained in the classroom.

The faculty advisor will:

- Meet with the student to discuss their professional goals.
- Thoroughly read through the student's Work Plan to determine project appropriateness, ensure they are in alignment with professional goals, and provide guidance.
- Complete the faculty advisor Work Plan attestation.
- Advise the student if IRB approval is necessary and ensure that approval is obtained before the project begins.<sup>2</sup>
- Alert YSPH contacts ([ocp-ape@yale.edu](mailto:ocp-ape@yale.edu)) and the department chair if they become aware of any issues requiring additional assistance.
- Review and attest to the student's project deliverables and competencies.



For the APE, faculty advisors cannot serve in both roles of faculty academic advisor and project preceptor. Faculty advisors must assist in planning for temporary advising changes if applicable.

<sup>2</sup> IRB review may take three months or longer; students needing IRB approval must initiate this process as soon as possible. Oftentimes IRB approvals are needed from both Yale and the host organization/country.

# Frequently Asked Questions

## 01 Will my internship meet the APE?

An internship is a term used to describe short term (often during the summer) work placement for students. These placements are a common way that MPH students fulfill their APE requirement. All students must complete a Work Plan. This proposal will be reviewed for its likeliness for being an APE based on the main focus of the work, potential for using public health skills, ability to provide deliverables, and a plan to engage relevant community. If approved by OC&P, it will be shared with the named faculty advisor and site preceptor. Your advisor, OC&P, and CMC will support you in developing an individualized plan to best meet your APE requirement as well as your professional goals. The final APE determination occurs after the deliverables and final evaluation are reviewed to meet standards.

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## 02 What is a “Deliverable”?

You are required to produce a minimum of 2 “deliverables” to meet their APE requirement. A deliverable is simply a tangible work product created through project work. These deliverables should be beneficial to the project site. These products will be in alignment with project goals and will also support the competencies. Deliverables need to be discussed with and agreed upon by the site preceptor prior to submitting the Work Plan. More information on deliverables can be found in the resource section of this manual.

In some cases, you may be working with confidential data and may need to sign a non-disclosure agreement (NDA). If this is the case, you should discuss with your preceptor, OC&P, and your faculty advisors what types of deliverables may be possible prior to submitting the Work Plan. Possible solutions may include redacting sensitive information, creating a visual representation of the application of systems thinking, and/or a reflection paper describing the methods used.

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## 03 What do you mean by ‘community engagement’?

Community engagement refers to the process of working in partnership with public health organizations and communities or other invested parties to address issues affecting the health and well-being of a community or population. This type of engagement with partners is required for the APE. APEs with community engagement can take place in governmental, non-governmental, non-profit, the private sector, or university settings.

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## 04 How do students find a project for the APE requirement?

If you choose to use an independent project to meet your APE, YSPH12Twenty, managed by the CMC, is one place to identify project opportunities. Students will also be able to view jobs, upload and update resumes, and enable their resume to be viewed by employers through resume books.

Students should also:

- Attend informational sessions and workshops offered at YSPH.
- Review past APEs for possible projects.
- Reach out to second year MPH students concerning their practice experience.
- Reach out to faculty.
- Reach out to YSPH alumni through the Alumni Office.



# Frequently Asked Questions

## 05 Would a research project with a YSPH faculty member meet the APE?

According to the YSPH requirements for the APE, a research project with a faculty member will meet the APE if the project includes **community engagement**.

If the project does not lend itself to community engagement, students can still gain excellent experience working under a faculty member, but the project must meet all conditions outlined in the Requirements & Criteria page to meet the APE.

## 06 Can students get paid for their APE?

Yes. Some host sites (pharmaceutical, biotech and medical device companies, major hospitals, health insurers, and consulting firms) tend to pay an hourly rate. Other opportunities can be paid, unpaid, or may offer a stipend and inquiring about funding is important when you identify a site.

A good way for students to ask about compensation may be, "Do you anticipate any available funding for this project?". While a host site may be excited to host a student, they may not have the budget to pay for their time. It is up to the students to decide if they would still like to work on a project. CMC can discuss funding options if the site does not provide funding.

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## 07 Can a student conduct their APE at their current workplace?

If a student is currently employed and wishes to conduct their APE at their current workplace, the project must be significantly different from their current responsibilities. Students should schedule a meeting with OC&P to discuss specifics and options.

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## 08 What if a project site requires a Memorandum of Agreement/Understanding?

Some organizations require a Memorandum of Agreement/Understanding (MOA/U). If this is the case, request a copy of the MOA/U document and send it to the Office of Student Affairs. Since it takes several weeks to ensure this paperwork is finalized and completed before the project start date, it is important to forward all information as soon as possible.

## 09 Where do I complete the Work Plan?

All documents necessary to begin this can be accessed through the PUBH 521 course on Canvas. Access may require attending a required information session (Fall Year 1). APEs met by a Practicum Course do not need a Work Plan unless the course instructor indicates otherwise.

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## 10 Can students take a practicum course to fulfill my APE requirement?

All YSPH listed practicum courses meet the APE requirement after receiving a passing grade. Students will work with the course instructor to identify 5 learning competencies and will be required to reflect on how these competencies were applied in the course. Students will also be required to produce a minimum of two deliverables.

# Frequently Asked Questions

## 11 Are faculty advisors required to provide a grade for the APE?

No, students do not receive a grade for the APE. A student's APE is marked as 'satisfactory' if the student has:

- An approved Work Plan;
- Completed a final evaluation survey;
- Submitted a minimum of 2 deliverables; and
- Demonstrated how they have met 5 competencies and engaged with the community with these deliverables.

## 12 How do I get my APE project get approved?

You are required to complete the following before your APE is marked as complete:

- ✓ **Complete Info Session** in Fall Year 1 (in-person, Zoom session, or self-study) by the due date.
- ✓ **Complete form prior to starting work**
  - **Work Plan Proposal Form:** After you identified a placement/project, you will complete this proposal that includes a scope of work, project goals, community engagement plan, and potential deliverables discussed with your preceptor. We recommend working with your preceptor on the Work Plan. OC&P will assess to determine if it is in alignment with the APE requirements. Since every placement/project varies and some details may not be known until the start date, OC&P can advise on how best to complete your Work Plan, or provide an extension.
- ✓ **OC&P Work Plan Review/Approval** involves an initial review by OC&P, if deemed appropriate, it is approved and a copy is sent to your faculty advisor and your site preceptor for review and approval. Edits may be necessary for all parties to agree to the Work Plan.
- ✓ **Registration for PUBH521** for an APE internship/independent project.

Depending on when you plan to complete your project, you may either be automatically registered or you will need to self register using the same process for course selection.

Please note:

  - Students who have not met the APE through a Practicum Course during Spring of Year 1 will be automatically registered for the PUBH521 Summer Session by the Registrar if you have completed an APE info session. Work Plans approved by June 15th will be considered summer APE/independent projects.
  - Work Plans approved by September 15th will be considered fall independent projects; you will be required to register for PUBH521 by this date.
  - Work Plans approved by December 15th will be considered winter independent projects; you will be required to register for PUBH521 by this date.
  - Students who do not have an approved APE workplan by December 15th will be required to register in a Spring practicum in order to graduate.
- ✓ **Complete final evaluation form** The APE is not considered complete until a final evaluation and deliverables (at least 2) are submitted and reviewed. The final evaluation serves as documentation of your learning process and is not contingent on the impact or outcome of your tasks. Personal reflection of your applied skills/competencies and growth are valuable professional skills. Your preceptor is expected to submit an evaluation of your work and performance and is contacted separately by us.



# Frequently Asked Questions

## 13 What if the APE changes from my original Work Plan?

It is possible for your APE project scope and/or deliverables to change over the course of a project. If this happens, you can share these updates with OC&P. Any updates to the scope of work after the final Work Plan due date should be communicated in the midpoint evaluation. The midpoint evaluation helps ensure that the project is on track and progress is being made towards anticipated deliverables and meeting your APE requirement. If your agreed upon project deliverables have changed significantly or have not begun within a reasonable time, we encourage you to schedule a meeting with OC&P to discuss.

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## 14 Who do I contact if I have questions or concerns during my APE?

You may obtain help by contacting OC&P at [ocp-ape@yale.edu](mailto:ocp-ape@yale.edu) and/or your faculty advisor. If you feel your personal safety is at risk or feel you need additional support, we ask you to contact Dean Frank Grosso in the Office of Student Affairs.

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## 15 How is it documented that I fulfilled my APE requirement?

If you enroll in a practicum course and receive a passing grade, your APE will be marked as complete by OSA.

If you are fulfilling your APE through a project, the following will need to be submitted for review/approval:

- A final evaluation completed by you including describing the application of 5 selected competencies, how you engaged with community, and a minimum of 2 deliverables ([more information and examples of competencies here](#) or on the PUBH 521 Canvas course shell); and
- A final evaluation from your preceptor.

Once these have been submitted, they will be reviewed by the OC&P practice manager. Students will be updated of the process on the Canvas page for PUBH 521. Your degree audit will be updated to a satisfactory/unsatisfactory status in accordance with University grading deadlines.

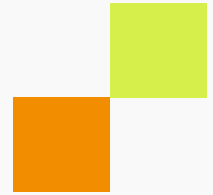
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## 16 Where can I access additional resources?

[PUBH Canvas Course Page](#)

[What is a Deliverable?](#)

[Preceptor Guide](#)



# Yale SCHOOL OF PUBLIC HEALTH

## *Office of Community & Practice*

Contact Us

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