HEA 650 (80)  
Spring Semester 2013 (3 Credits)  
Room: TBA

**Course Dates:**  
On site practicum hours begin on January 28, 2013  
end on May 9, 2013.  
Update Meeting: March 27, 2013, 6:00pm-8:00pm  
MPH Poster Session: May 10, 2013, 4:00pm-6:00pm

**Course Instructor:** Lynn Carson, Ph.D., MCHES  
Professor  
Department of Health  
Office: 304 Sturzebecker Health Sciences Center  
Phone: (610) 436-2138  
Fax: (610) 436-2860  
Email: lcarson@wcupa.edu

**Office Hours:**  
Monday: 6:00-7:00pm, Tuesday: 3:00 – 5:00pm, Wednesday: 3:00-5:00pm  
Additional hours available by appointment.

**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 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.

**Course Objectives:** During this course, the student will:

1. apply and synthesize the knowledge and skills learned in the MPH Program to the implementation and completion of the Major Project Plan and Major Project Report (linked to MPH Program Learning Objectives 1, 2, 3, 4, 5).
2. implement the Major Project Plan (developed during Applied Learning Experience I) at the selected practicum site and this site will benefit from the application of public health principles. (linked to MPH Program Learning Objectives 1, 2, 3, 4, 5)
3. continue to communicate effectively with a variety of public health professionals during the implementation and completion of the Major Project Plan and Report. (linked to MPH Program Learning Objectives 4, 5).
4. implement and complete the Major Project Plan under the direct supervision of the practicum site supervisor. (linked to MPH Program Learning Objectives 4, 5).
5. develop the final components of the Major Project Report under the supervision of the Applied Learning Experience Faculty Advisor (linked to MPH Program Learning Objectives 1, 2, 3, 4, 5).
6. maintain records, data and other public/private information for the Major Project Report in an ethical and secure manner (linked to MPH Program Learning Objectives 1, 2).
7. complete logs reflecting the experience at the site and return logs to the Applied Learning Experience Faculty Advisor in a timely manner (linked to MPH Program Learning Objective 4).
8. develop professional skills through participation in professional service 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 (linked to MPH Program Learning Objectives 1, 2, 3, 4, 5).

**Learning Outcomes:** At the end of this course, the student will:

1. complete the Major Project Plan with the entire required project components (linked to MPH Public Health Core Learning Objectives 1, 2, 3, 4, 5).
2. prepare and present a poster (with handouts) to faculty, students and community members summarizing the work completed during HEA650 Applied Learning Experience II (linked to MPH Public Health Core Learning Objectives 4,5)
3. demonstration a set of professional practice skills through participation in Professional Practice Activities during the ALE II semester (linked to MPH Public Health Core Learning Outcomes 1, 2, 3, 4, 5).
4. complete a binder that includes the final Major Project Report, copy of the poster presentation with handout, student logs, midterm, final evaluation and student evaluation of Applied Learning Experience II (linked to MPH Public Health Core Learning Outcomes 1, 2, 4, 5).

<table>
<thead>
<tr>
<th>Course Requirements</th>
<th>Grading Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Completed Major Project with Report</td>
<td>40</td>
</tr>
<tr>
<td>2. Student Logs</td>
<td>5</td>
</tr>
<tr>
<td>3. Student Professional Performance and</td>
<td>30</td>
</tr>
<tr>
<td>Professional Practice Activities on Site</td>
<td></td>
</tr>
<tr>
<td>4. Professional Practice Activities Report</td>
<td>5</td>
</tr>
<tr>
<td>5. Poster Presentation/Handouts</td>
<td>15</td>
</tr>
<tr>
<td>6. Student Binder</td>
<td>5</td>
</tr>
</tbody>
</table>

**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

**Total Points** 100

*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.

**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](http://www.wcupa.edu/mph), the Graduate Catalog at [http://www.wcupa.edu/information/official.documents/graduate.catalog/](http://www.wcupa.edu/information/official.documents/graduate.catalog/), the Ram’s Eye View at [http://www.wcupa.edu/services/stu.lif/ramseyview/](http://www.wcupa.edu/services/stu.lif/ramseyview/), and the University website at [www.wcupa.edu](http://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.

**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 in 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.

<table>
<thead>
<tr>
<th>HEA650–APPLIED LEARNING EXPERIENCE II – MAJOR PROJECT REPORT</th>
</tr>
</thead>
<tbody>
<tr>
<td>TITLE OF PROJECT</td>
</tr>
<tr>
<td>Agency: ____________________________________________</td>
</tr>
<tr>
<td>Student: _____________________________________________</td>
</tr>
<tr>
<td>Site Supervisor: _______________________________________</td>
</tr>
<tr>
<td>Applied Learning Experience Academic Advisor: ____________</td>
</tr>
<tr>
<td>Semester/Year: ___________________</td>
</tr>
</tbody>
</table>

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 timeline. **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 include time spent on research, completion of planned project and professional practice activities at the site. The logs are sent as an attachment through email 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.**
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 and Professional Practice Activities Report**

Students will be assessed 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. **Professional Practice Activities Report – ALE II**

Students will need to complete a Professional Practice Activities Report that will focus on the Professional Practice Activities 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 professional growth and development. The paper needs to be 2 pages in length (double spaced) using the following format.

<table>
<thead>
<tr>
<th>Professional Practice Activities Report – Applied Learning Experience II</th>
</tr>
</thead>
<tbody>
<tr>
<td>Site: _______________________________                         Site Supervisor: __________________________</td>
</tr>
<tr>
<td>I. Describe the types of Professional Practice Activities opportunities at this site:</td>
</tr>
<tr>
<td>II. How have these Professional Practice Activities contributed to your professional growth and development?</td>
</tr>
<tr>
<td>III. Relate these Professional Practice Activities to your role as a public health professional:</td>
</tr>
<tr>
<td>IV. Identify specific skills acquired through participation in Professional Practice Activities (i.e. program planning and evaluation, needs assessment, program management, grant writing):</td>
</tr>
<tr>
<td>V. Reflection: Provide your reaction to the overall experience of working at this site:</td>
</tr>
</tbody>
</table>

7. **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.

6. **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: _______________

TABLE OF CONTENTS FOR PROJECT BINDER

TABLE OF CONTENTS

I.   Major Project Report
    a. Introduction to Problem……………….
    b. Literature Review……………………..
    c. Methods……………………………..
    d. Discussion of Results…………………
    e. Project Recommendations……………
    f. Conclusions…………………………
    g. Major Project Meets the Mission of the Agency………………………
    h. References…………………………

II.   Professional Practice Activities Report….

III.   Poster Presentation and Handout………..

Appendices
A.  Applied Learning Experience II Application
B.   Student Logs
C.   Mid Term Progress Reports (ALE II - Faculty Supervisor and Site Supervisor)
D.   Final Evaluations (ALE II - Faculty Supervisor and Site Supervisor)
E.   ALE II – Site Supervisor Major Project Review Form
E.   Student Evaluation of Applied Learning Experience II
F.   Student Work Samples

7.   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.
8. **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.**

9. **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.**

10. **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.

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

<table>
<thead>
<tr>
<th>Tasks that need to be completed during HEA650- Applied Learning Experience II</th>
<th>Time to Complete Tasks</th>
</tr>
</thead>
<tbody>
<tr>
<td>Application for Applied Learning Experience II</td>
<td>Completed the first week of the semester</td>
</tr>
<tr>
<td>Major Project Implementation</td>
<td>Completed throughout the second half of the semester</td>
</tr>
<tr>
<td>Student Logs</td>
<td>Student Logs are due every two weeks during ALE II. Late logs may reduce the final grade.</td>
</tr>
<tr>
<td>ALE II Faculty Supervisor Mid Semester Progress Report – completed by ALE II Faculty Supervisor and shared with student.</td>
<td>Due at the 11th week of the semester</td>
</tr>
<tr>
<td>Site Supervisor Mid Semester Progress Report – completed by the site supervisor and shared with the student</td>
<td>Due at the 11th week of the semester</td>
</tr>
<tr>
<td>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.</td>
<td>Times arranged by the Applied Learning Experience Faculty Advisor</td>
</tr>
<tr>
<td>Poster draft review through email by ALE II Faculty Supervisor</td>
<td>Due date posted on D2L</td>
</tr>
<tr>
<td>Major Project and Poster Review by Site Supervisor</td>
<td>Due date posted on D2L</td>
</tr>
<tr>
<td>Completed Major Project Report</td>
<td>Due at the end of the semester</td>
</tr>
<tr>
<td>Completed Professional Practice Activities Report</td>
<td>Due at the end of the semester</td>
</tr>
<tr>
<td>Poster Presentation and Handouts</td>
<td>Due at the end of the semester</td>
</tr>
<tr>
<td>Completed Final Evaluation by ALE II Faculty Supervisor and shared with student</td>
<td>Due at the end of the semester</td>
</tr>
<tr>
<td>Completed Final Evaluation by Site Supervisor and shared with student</td>
<td>Due at the end of the semester</td>
</tr>
<tr>
<td>Completed Site Supervisor Major Project and Poster Review Form</td>
<td>Due date posted on D2L</td>
</tr>
<tr>
<td>Completed Student Evaluation of Applied Learning Experience II</td>
<td>Due at the end of the semester</td>
</tr>
<tr>
<td>Completed Project Binder</td>
<td>Due at the end of the semester</td>
</tr>
</tbody>
</table>

*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)*

<table>
<thead>
<tr>
<th>Tasks that need to be completed during HEA650- Applied Learning Experience II</th>
<th>Time to Complete Tasks</th>
</tr>
</thead>
<tbody>
<tr>
<td>Application for Applied Learning Experience II</td>
<td>Completed the first week of the semester</td>
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<td>Major Project Implementation</td>
<td>Completed throughout the semester</td>
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<td>Student Logs are due every two weeks during Applied Learning Experience II. Late logs may reduce the final grade.</td>
</tr>
<tr>
<td>ALE II Faculty Supervisor Mid Semester Progress Report – completed by ALE II Faculty Supervisor and shared with student.</td>
<td>Due mid semester.</td>
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<td>Site Supervisor Mid Semester Progress Report – completed by the site supervisor and shared with the student</td>
<td>Due mid semester.</td>
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<td>Due date posted on D2L</td>
</tr>
<tr>
<td>Major Project and Poster Review by Site Supervisor</td>
<td>Due date posted on D2L</td>
</tr>
<tr>
<td>Completed Major Project Report</td>
<td>Due at the end of the semester</td>
</tr>
<tr>
<td>Completed Professional Practice Activities Report</td>
<td>Due at the end of the semester</td>
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<td>Poster Presentation and Handouts</td>
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</tr>
<tr>
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</tr>
<tr>
<td>Completed Final Evaluation by Site Supervisor and shared with student</td>
<td>Due at the end of the semester</td>
</tr>
<tr>
<td>Completed Site Supervisor Major Project and Poster Review Form</td>
<td>Due date posted on D2L</td>
</tr>
<tr>
<td>Completed Student Evaluation of Applied Learning Experience II</td>
<td>Due at the end of the semester</td>
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</tbody>
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IMPORTANT INFORMATION FOR HEA650 APPLIED LEARNING EXPERIENCE II MEETING and ASSIGNMENT DATES – SPRING SEMESTER 2013

MANDATORY PROJECT UPDATE MEETING

Wednesday, March 27, 2013, 6:00pm-8:00pm
This is a mandatory meeting that all students will need to attend to provide an update on their projects. Please be prepared to present a 5 minute update on your project. **If this meeting is missed expect a 5 point deduction on your final grade. I will be sending the meeting room at a later date. Attendance will be taken.**

INDIVIDUAL APPOINTMENTS

If you need help or guidance as you complete your Major Project, you can schedule an appointment with me throughout the semester. If you need an appointment please try to schedule a time during my office hours. Office hours for spring semester are: Monday: 6:00-7:00pm, Tuesday: 3:00 – 5:00pm, Wednesday: 3:00-5:00pm

PROFESSIONAL PRACTICE HOURS AT THE PRACTICUM SITE

Please remember that you will need to spend time at your site to participate in professional practice hours along with the time needed to complete your major project. These professional practice hours should be documented in your logs. You site supervisor will need to sign your logs to verify your participation in professional practice hours.
POSTER SESSION

The Poster Session is scheduled for Friday, May 10, 2013 at Sykes Student Union, Ballroom B and C – 4:00pm – 6:00pm.

POSTER SESSION HANDOUTS

Students will need to prepare a handout of their poster. The same copy of the poster that will be placed in the binder can be used as a handout. Students should bring at least 50 copies of the handout to the poster session.

STUDENT LOG DUE DATES

Student logs will need to be emailed to me (lcarson@wcupa.edu) at the end of every two weeks to update progress on your major project. These logs allow the faculty supervisor to monitor student progress. The Student Log form is found in your Applied Learning Experience Guidelines. Logs need to be signed by your Site Supervisor. *If logs are not submitted on time, expect a 5 point deduction on your final grade.*

POSTER DRAFT DUE MONDAY, APRIL 29, 2013

Poster drafts are due through email on Monday, April 29, 2013. I will review the poster and send back my suggestions for revisions. Please check D2L for samples of student posters that can be used as templates for your poster. *If you do not get the poster draft to me by this date expect a 5 point deduction in your grade and your poster will be presented to the faculty and students as is and not approved by your faculty supervisor.*

EXAMPLES OF MAJOR PROJECT FINAL PAPERS

Examples of Major Project final papers are posted on D2L. Please remember that these are not examples of complete binders. You can review these papers to help with the content and format of your final papers.

MAJOR PROJECT PAPER DRAFTS AND POSTER DRAFT REVIEWS BY SITE SUPERVISORS

Student major project papers and posters need to be reviewed by the site supervisor. The papers and poster can be in draft form. The site supervisor’s name and the name of the site will be placed on the poster along with the name of the WCU faculty supervisor. Since the site supervisors’ names are on the posters, the site supervisors want 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 draft posters before April 29, 2013 and signs the Site Supervisor Major Project and Poster Review Form that is posted on D2L. *Failure to obtain this review with the signed form given to the faculty supervisor at the end of the semester will result in a 10 point deduction in the final grade. The site supervisor will need to sign the Major Project and Poster Review Form found on D2L and this form should be placed in the ALE II binder.*

Important Note: Your site supervisor will not grade your major project paper or poster. Site supervisor review is required to ensure that your project and poster accurately represents the agency and the scope of the project.

Policy for IP Grade for Applied Learning Experience II and Request for Additional Semester For Project Completion

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. Students requesting an extension for ALE II will need to complete an **ALE II - One Semester Extension Form** and attach proof of need of extension to complete ALE II. (Proof can include a physician’s note verifying an illness or a letter from the Site Supervisor indicating a need for a one semester extension due to site related issue that caused a delay in assignment completion or other types of proof as indicated by the Faculty Supervisor). **If an IP grade is assigned, the student will have only one semester extension to complete ALE II. If the student cannot complete their project after the additional semester extension, the student will receive an F grade for ALE II.**