

**Department of Community Health Sciences  
Masters of Public Health (MPH)**

**Field Placement Agreement**

**Student Name:** \_\_\_\_\_

**Field Placement Agency:** \_\_\_\_\_

**Agency Supervisor:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Telephone:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**MPH/CHS Faculty Advisor:** \_\_\_\_\_

**Others Involved In Supervising/Mentoring the Student:** \_\_\_\_\_

\_\_\_\_\_

**Placement Start Date:** \_\_\_\_\_ **End Date:** \_\_\_\_\_

**Time Commitment:** \_\_\_\_\_ hours a week

**Location(s) for Field Placement (list all that may apply):** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## **Overall Field Placement Objectives:**

The field placement experience will:

- provide public health officials / decision-makers with opportunities to involve the student in applied public health projects that reflect relevant needs of the host site;
- facilitate interactions and learning experiences for the student and public health officials / decision-makers; and
- expose the student to opportunities and challenges regarding the interface between public health theory and applied public health practice.

## **Field Placement Agency's Responsibilities:**

- to supervise, mentor and facilitate the student's awareness of the interface between public health theory and practice;
- to provide the agency support that is required for the student to successfully complete the field placement project outlined below;
- to facilitate the student's introduction to the agency by supplying background materials (e.g., organizational charts, annual reports) as well as formally introducing the student and their field placement role to staff, either in-person or via email/mail;
- to participate on the Supervisory Committee; and
- to participate in the Performance Appraisal mid-way through and at the end of the field placement.

## **Student Responsibilities**

The student will:

- engage in a project in a public health setting or program that is consistent with the Host Agency's mandate;
- contribute to the professional development of personnel in the Host Agency as opportunities arise through the sharing of information about epidemiology principles and methods;
- participate as an effective team member; and,
- complete specific obligations and responsibilities, as outlined in this agreement, and the Field Placement Performance Appraisal (appended), including the following:
  - communicate formally or informally to the agency personnel on the results of the field placement project or project(s);
  - prepare and present a seminar to CHS students on the field placement project;
  - participate in the Performance Appraisal at the end of the field placement.

**Project Description** (describe the overall project goals, objectives and activities the student will undertake, including the mentoring component of the field placement):

**Student Deliverables** (itemize what the student is expected to accomplish during the placement):

**Additional Student Responsibilities and Obligations:**

**Confidentiality and Proprietary Issues** (identify any privacy issues associated with the field placement and products)

**Intellectual Property Issues** (identify who has ownership of the research and how potential publication development will be handled)

**Human Resource and Administrative Issues** (identify support services available or other administrative issues pertaining to the field placement)

**Monetary Arrangements** (if applicable, identify total amount for the field placement and payment arrangements):

**Field Placement Appraisal** (see appended Field Placement Appraisal form):

Mid-way through and at the end of the field placement, a summary of the field placement experience, with a Performance Appraisal, will be compiled by the agency supervisor (decision-maker/researcher) and the student and provided to the MPH Program Committee.

**Signatures of for Field Placement:**

We hereby agree to the conditions of this Field Placement Agreement:

**Student Signature:**

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**Agency Supervisor:**

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**MPH Program Committee:**

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**Date:** \_\_\_\_\_