

**Department of Health Science  
Calendar for Field Experience planning purposes**

The calendar below indicates the time frames to be used by both graduate and undergraduate students when planning for their field experiences (HLS 496/MPH 596). **The site must be determined, approved by the Field Experience Coordinator, with the student's goals and objectives completed, before the student will be able to enroll in the course, for the following semester.** Enrollment in HLS 496/MPH 596 can only be completed with the Instructor's approval.

The calendar applies to both BCH and MPH students, effective Spring 2008.

Semester the class is to be taken	Spring	Summer II	Fall
Identify a site and have it approved by Field Experience Coordinator	November 1	April 1	April 1
Complete goals and objectives	November 30	April 30	April 30
Agreement signed by site preceptor, student, and FE Coordinator	December 10	May 10	May 10
Begin work at site	First day of Spring semester	First day of Summer I semester	First day of Fall semester

The process:

1. Go to the Department website (<http://www.nmsu.edu/~hlthdpt/>), go to link on the left for Field Experience (<http://www.nmsu.edu/~hlthdpt/experience.html>) and review the list of locations where BCH/MPH students have been in the past.
2. Review the list and determine where you may wish to conduct your Field Experience or contact the Field Experience Coordinator, Sue Forster-Cox ([sforster@nmsu.edu](mailto:sforster@nmsu.edu)) & make an appointment to discuss your specific area of interest and potential sites.
  - a. MPH students are to work with their advisors in the selection of a site and the subsequent development of their goals and objectives. The Field Experience Coordinator is available to assist with the process for the MPH students and their advisors, as requested.
3. Contact the Field Experience Coordinator to verify if the site is taking students, if there are specific requests, e.g. student must be bilingual, etc.
4. Make an appointment to meet the contact person at the field experience site, taking along an up-to-date, professional résumé. Dress professionally.
5. Meet with the contact person and determine if the site and work to be accomplished will be acceptable to both parties. If the location is acceptable to both parties, learn in the most specific terms possible, what you will be doing while at site.

6. Work with the Field Experience Coordinator [or advisors for the MPH students] to develop goals and objectives to be accomplished during the field experience.
7. Once these are approved by the Field Experience Coordinator, have the agreement signed by the site preceptor, student and last, by the Field Experience Coordinator.
8. **Now you are eligible to sign up for the HLS 496/MPH 596, for the next semester.**
9. Once the semester begins, start your field experience.
10. Refer to the HLS 496/MPH 596 syllabi for specific details.