

Applied Practice Timeline & Process

DATE COMPLETED	ACTION STEPS
Initial Assessment Phase - 6 to 4 months prior to Practicum Phase	
	Student log in into the Applied Practice Module, using their UMN x500 ID.
	Students complete the Competency Assessment Tool. The tool is designed to help students identify which competencies could be practiced during the Applied Practice.
	After completing the assessment, students receive a summary of their results and competencies recommendations.
	<p>Students discuss Competency Assessment results with academic advisor and determine which competencies (minimum of 3 foundational and 2 program-specific) will be practiced at potential sites. Students are encouraged to use the Applied Practice - Preliminary Phase Checklist - Academic Advisor form to the meeting.</p> <p>Note: it's important to determine if the program has any specific requirements or restrictions. This is an opportunity for students and academic advisor to identify potential sites, preceptors, products, and number of credits students could register for.</p>
Preliminary Phase - 5 to 3 months prior to Practicum Phase	
	<p>Students contact potential preceptor(s) and discuss potential competencies, product(s), goals, time commitment and responsibilities that will be addressed at the site(s). A detailed agreement and consensus need to be met prior to starting the Applied Practice. Students are encouraged to use the Applied Practice - Preliminary Phase Checklist – Preceptor form to the meeting.</p> <p>Note: all competencies could be practice at one site, or among different sites. Therefore, students must follow this step with all potential preceptors before any Applied Practice begins. Students are encouraged to fill out the Applied Practice Learning Agreement Fields form for each Applied Practice.</p> <p>If the practice requires a background check, contact the Student Service Center at sph-ask@umn.edu</p>



	<p>Students communicate back to academic advisor which competencies, products, goals, time commitment, responsibilities, and all relevant aspects that were agreed between students and preceptor. This information is important to determine the total number of credits students will register for.</p>
Registration Phase - 3 to 1 months prior to Practicum Phase	
	<p>Students log in to the Applied Practice Module and create/submit a Learning Agreement, using the information from the Applied Practice Learning Agreement Field form. The start and end dates need to be specified.</p> <p>It is recommended that students keep a copy of the form for future reference, and in case of any Learning Agreement modifications*.</p>
	<p>Once the Learning Agreement is submitted, preceptors receive an email notification prompting them to approve it by signing electronically.</p>
	<p>After preceptors have approved the Learning Agreement, academic advisors receive an email notification prompting them to also approve by signing electronically.</p>
	<p>After academic advisors approve the Learning Agreement, Program Coordinators receives a copy of the agreement and signs electronically as well.</p> <p>*If an existing Learning Agreement (LA) needs to be amended or have any modifications, only Program Coordinators can edit them. This mechanism will prevent the loss of electronic signatures from the students, preceptor and academic adviser.</p>
	<p>Once Program Coordinator have a copy of the Learning Agreement, students may register for the appropriate course number of credits. Students will need to obtain a permission/section number.</p> <p>Notes:</p> <ul style="list-style-type: none">• A hold on registration might be in place until proof of immunizations has been provided.• Students may only commence the Applied Practice after they are registered for the credit(s) and the transcript shows registration for Applied Practice credit(s). This protects students from liability from third parties during their practice.• Some facilities require a background criminal background check. If students need a background check, they can contact the Student Service Center at sph-ask@umn.edu.
Practicum Phase	
	<p>Students start Applied Practice experience.</p>



Evaluation Phase	
	After the Applied Practice end date, students submit the product(s) through the Learning Agreement.
	Both students and preceptors will receive an automated email prompting to complete an evaluation.
	Academic advisors confirms completion of Applied Practice and reviews the products through the Applied Practice Learning Agreement. Preceptor are not responsible for grading the products; academic adviser are.
	Students are encouraged to write a formal thank you letter to their preceptor(s), keep a copy of their Learning Agreement and submitted products for future reference.
Grading Phase	
	Academic advisor submits final grade after all Applied Practice requirements have been met. <ul style="list-style-type: none">• If a student needs to fulfill Applied Practice requirements past the term of registration, the student receives a temporary grade (K), which means the student is continuing to work on Applied Practice requirements.
	If the grade is not yet reflected on your transcripts, students can contact Program Coordinator and/or academic advisor.