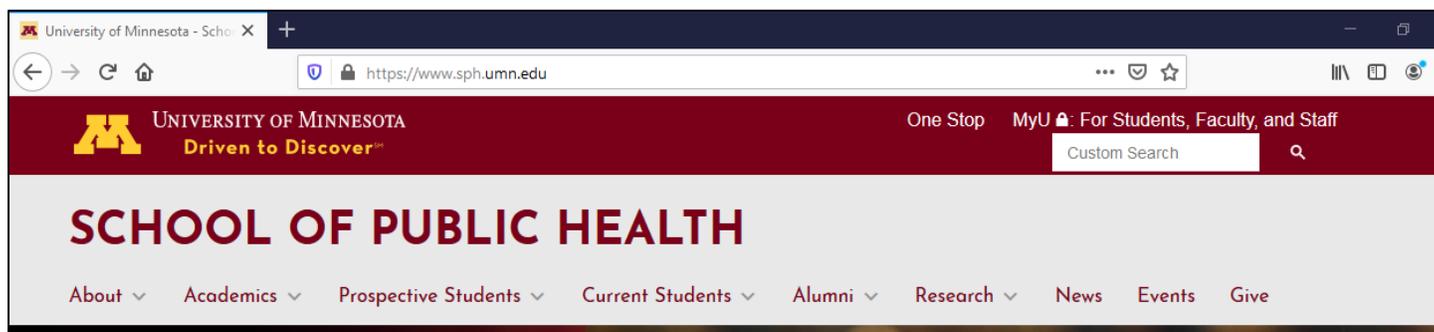
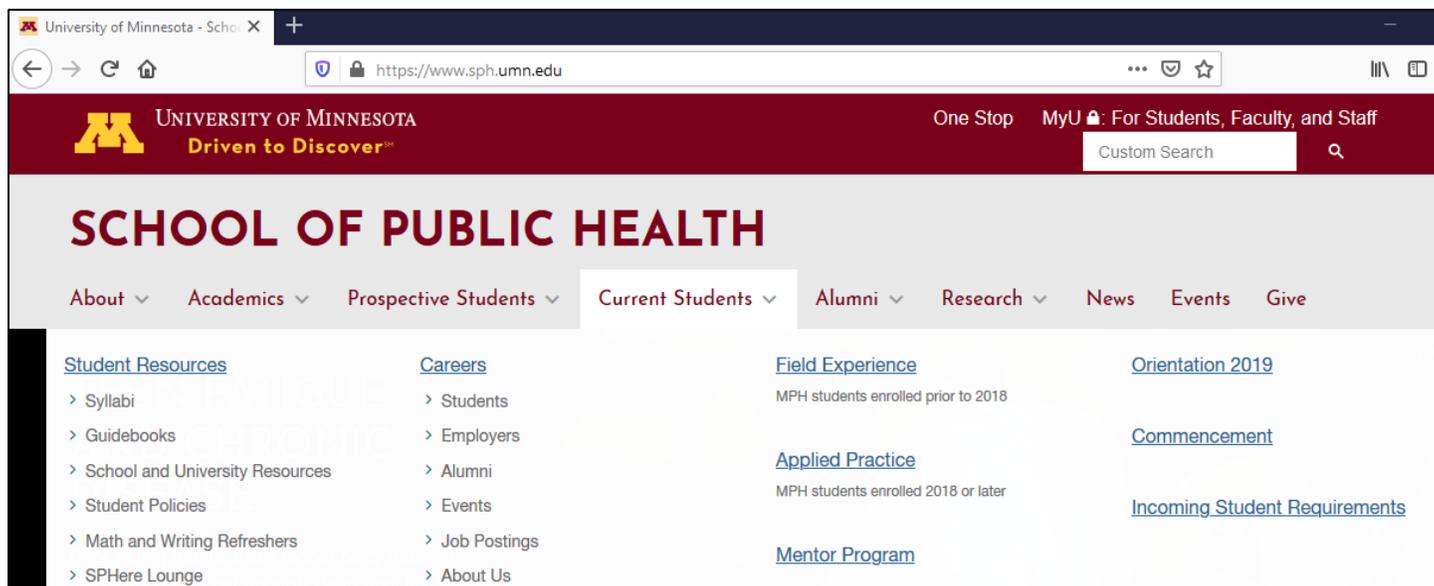


## Complete a Competency Assessment Tool (CAT) and Create a Learning Agreement (LA)

**Step 1.** Go to sph.umn.edu



**Step 2.** Move the mouse over the “Current Students” tab to display the menu:



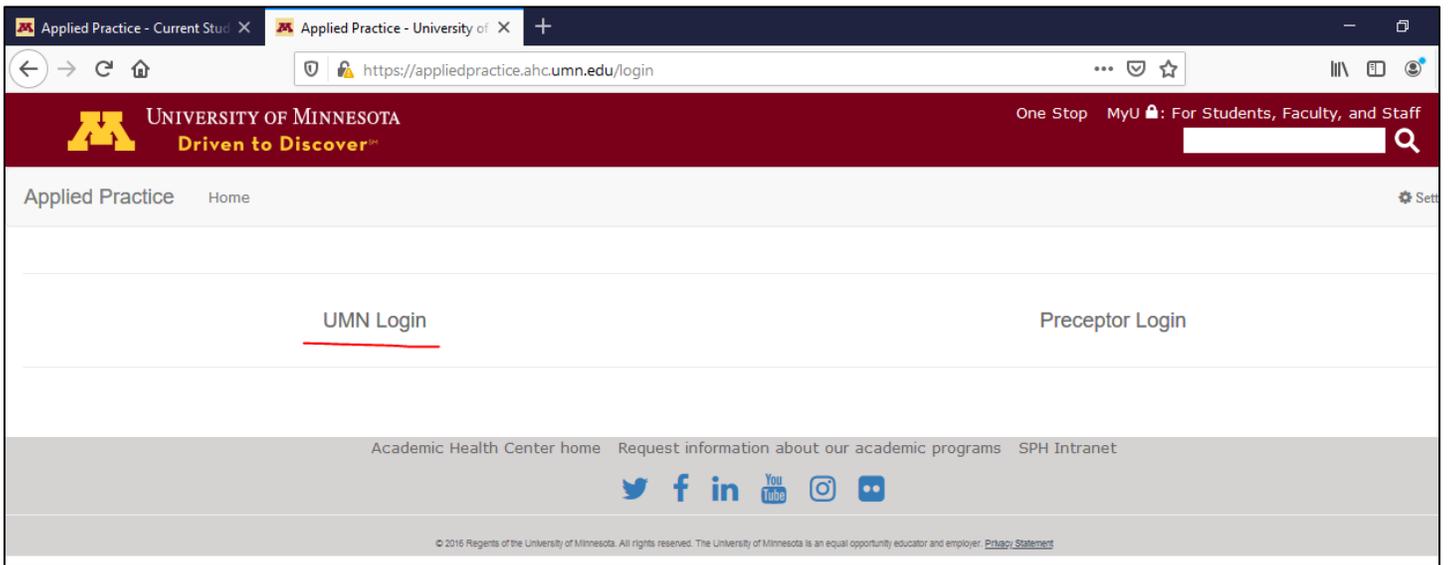
**Step 3.** Click on the “Applied Practice” link:

The screenshot shows the University of Minnesota School of Public Health website. The browser address bar displays <https://www.sph.umn.edu>. The navigation bar includes the university logo, the text "UNIVERSITY OF MINNESOTA Driven to Discover™", and links for "One Stop" and "MyU: For Students, Faculty, and Staff". A search box labeled "Custom Search" is present. The main header reads "SCHOOL OF PUBLIC HEALTH". Below this is a horizontal menu with items: "About", "Academics", "Prospective Students", "Current Students", "Alumni", "Research", "News", "Events", and "Give". The "Current Students" dropdown menu is open, showing several categories: "Student Resources" (with sub-links: Syllabi, Guidebooks, School and University Resources, Student Policies, Math and Writing Refreshers, SPHere Lounge), "Careers" (with sub-links: Students, Employers, Alumni, Events, Job Postings, About Us), "Field Experience" (with sub-link: MPH students enrolled prior to 2018), "Applied Practice" (with sub-link: MPH students enrolled 2018 or later), "Orientation 2019", "Commencement", and "Incoming Student Requirements". The "Applied Practice" link is highlighted in red.

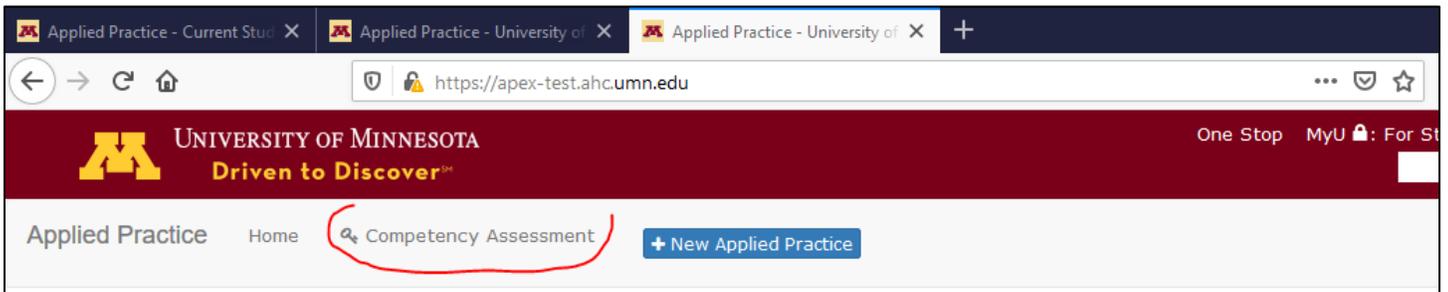
**Step 4.** On the Applied Practice page, click on the Applied Practice Module link:

The screenshot shows the "Applied Practice" page on the University of Minnesota School of Public Health website. The browser address bar displays <https://www.sph.umn.edu/current/applied-practice/>. The navigation bar is identical to the previous screenshot. Below the main header, there is a breadcrumb trail: "Home" > "Current Students" > "Applied Practice". The main heading is "APPLIED PRACTICE". The text below reads: "Master of Public Health (MPH) Students who enrolled effective Fall 2018 or later need to complete an Applied Practice Experience." and "The Applied Practice is a hands-on opportunity for students to implement their public health knowledge and skills in a real world-setting." Below this text is a blue button with a right-pointing arrow and the text: "Access the Applied Practice Online Module (opens in a new window)". This button is underlined in red. To the right of the text are six yellow buttons arranged in a 3x2 grid: "What is Applied Practice?", "Timeline & Process", "Students", "Preceptors", "Faculty", and "Coordinators". At the bottom right, there is a "Contact" section with the following information: "Mercedes Taneja | Applied Practice Coordinator", "Email: [estra021@umn.edu](mailto:estra021@umn.edu)", and "Phone: 612-626-3740".

**Step 5.** Click on the “UMN Login” link, and sign in using you UMN X500 and UMN password



**Step 6.** Once logged in, click on the “Competency Assessment” link:



## Step 7.

**Explanation:** The self-assessment has three parts/tabs: Part I – Foundational Competencies, Part II – Program Competencies, Ranked Results (third tab):

**Part I and Part II:** the exercise is for the student to read each competency and self-identify the level of knowledge for each competency. The level of knowledge can be:

- No knowledge of ability
- Classroom knowledge only
- Have applied ability and have some experience
- Advanced ability

**Ranked Results:** the tool will sort the competencies by the level of knowledge. The student has the ability to select the competencies.

### Action steps:

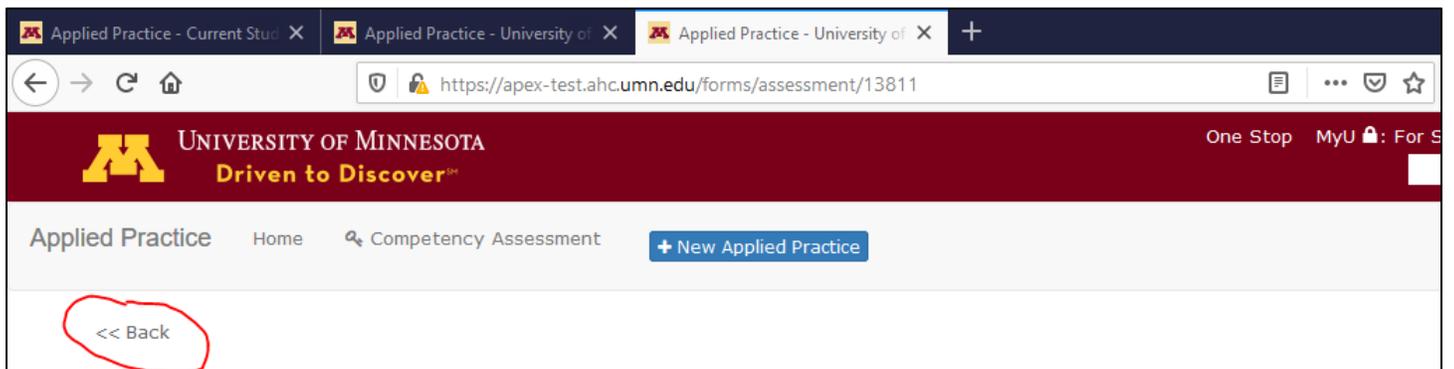
Assign a level of knowledge to each competency listed in Part I – Foundational Competencies. When done, click on “next” (green button) at the bottom of the page.

Assign a level of knowledge to each competency listed in Part II – Program Competencies. When done, click on the “next” (green button) at the bottom of the page.

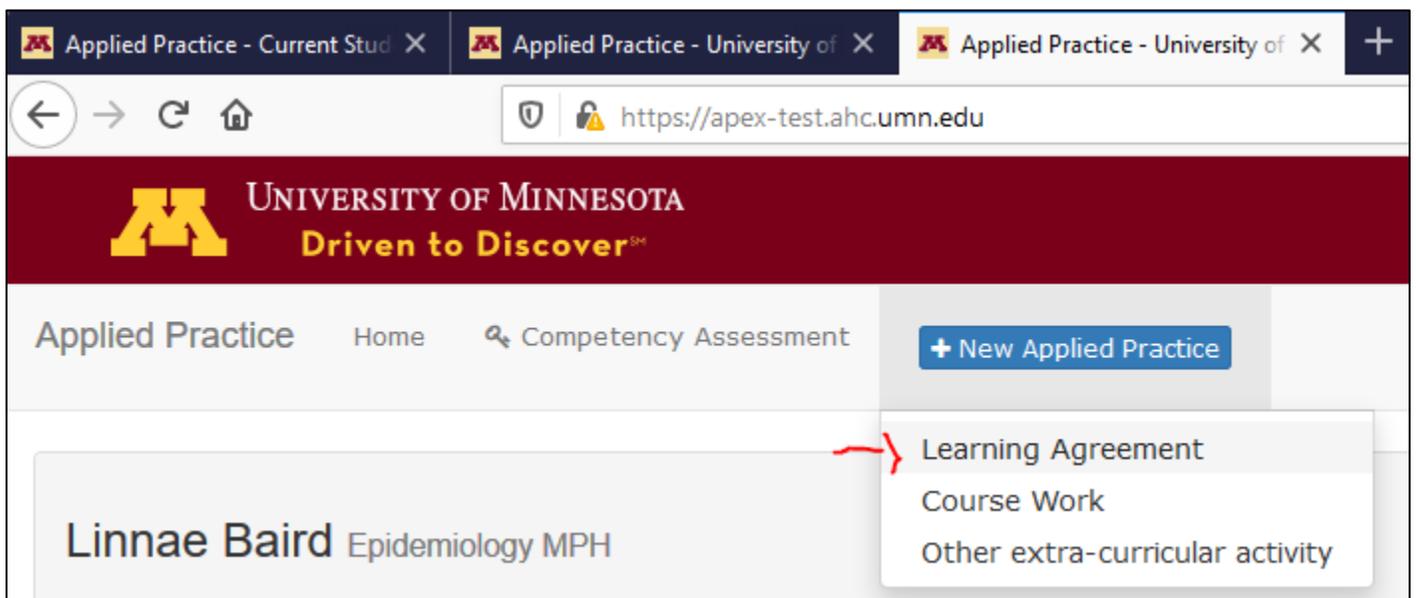
You can “Save as Draft” or, click on “Submit”

**Step 8.** Select 3 Foundational Competencies and 2 Program Specific competencies. Then, click on “Save”.

**Step 9.** Click on “<< Back” to go back to the main page:



**Step 10.** To create a Learning Agreement, click on the blue icon named “+New Applied Practice” and select “Learning Agreement”:



**Step 11.** Complete each section of the Learning Agreement:

**A. Student** – this section lists the student’s name, program enrolled and contact information.

**B. Faculty Advisor** – use the drop down menu and identify your advisor.

**C. International Experience** – if yes, complete section and consult Mercedes Taneja [estra021@umn.edu](mailto:estra021@umn.edu) if you have any questions. Also, Mercedes can be listed as the Department Emergency Contact, but, she must be aware of your travel plans first. Arrange for a phone call or in-person meeting.

**D. Preceptor** – review drop-down menu to see if preceptor is included. Otherwise, select “Other” and provide contact information.

**E. Registration** – complete information and select the competencies that will be practiced at this site. When selected, a text box will be available. Write the type of activities that will demonstrate the practice of those competencies.

**F. Signatories** – click on the Student check box to sign electronically). Save as Draft if you need to continue to work on the LA. Click on Submit when it is complete and finalized.

When students submit the LA, an email notification is sent to the Adviser, Preceptor and Coordinator(s). The notification asks them to review the LA and to sign electronically.

**CONTACT INFORMATION**

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Phone: 612-626-3740