SCHOOL OF
PUBLIC HEALTH
UNIVERSITY OF MINNESOTA

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

Step 1. Go to sph.umn.edu
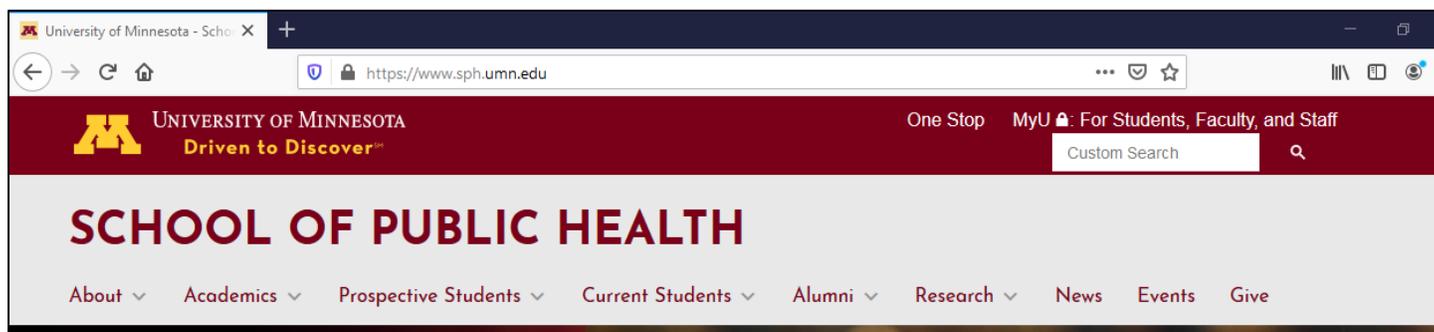
Step 2. Move the mouse over the "Current Students" tab to display the menu:
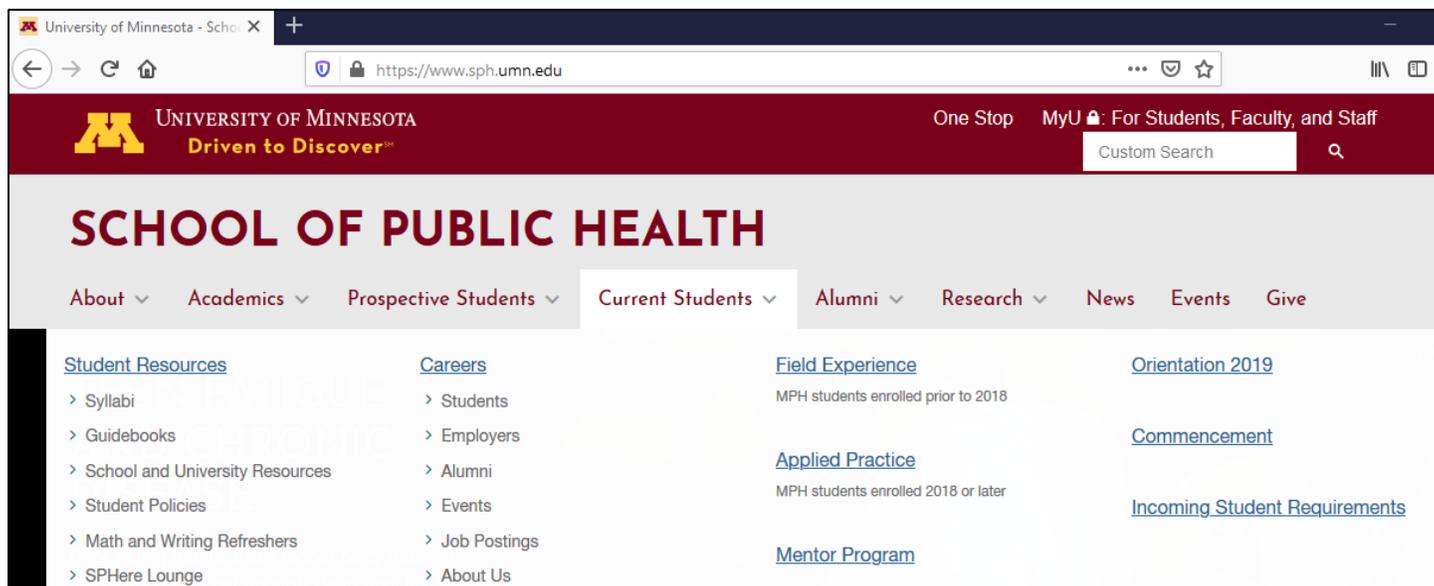
Step 3. Click on the "Applied Practice" link:

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

Step 5. Click on the "UMN Login" link, and sign in using you UMN X500 and UMN password
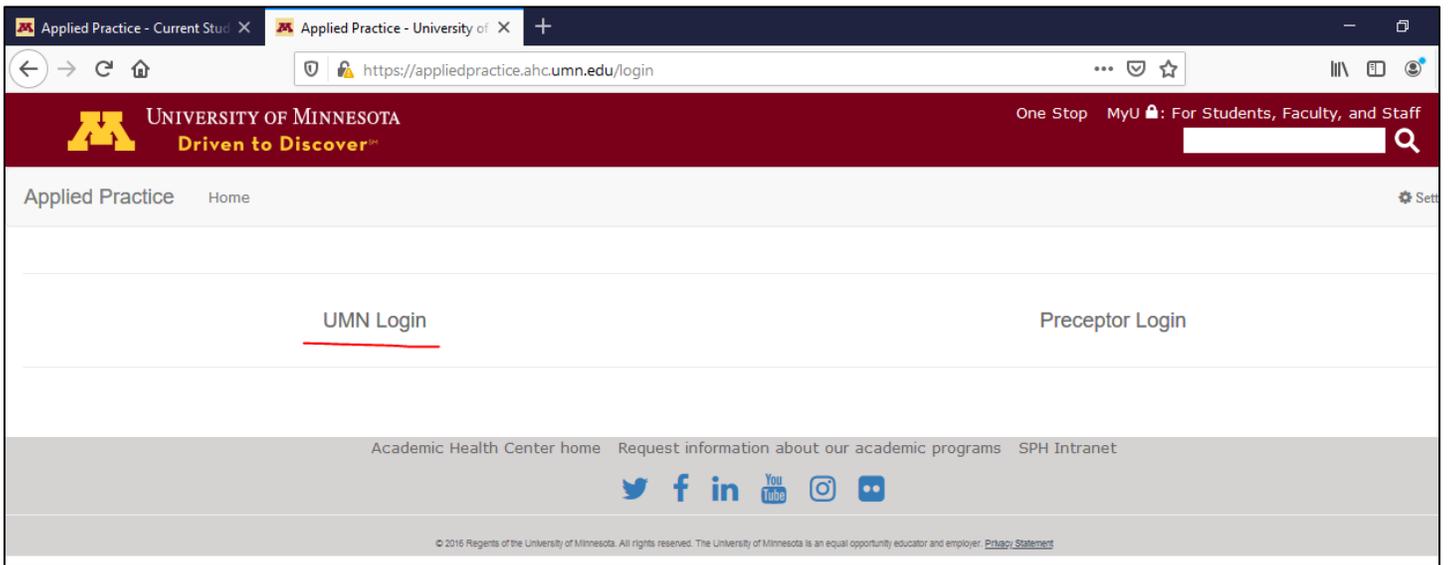
Step 6. Once logged in, click on the "Competency Assessment" link:
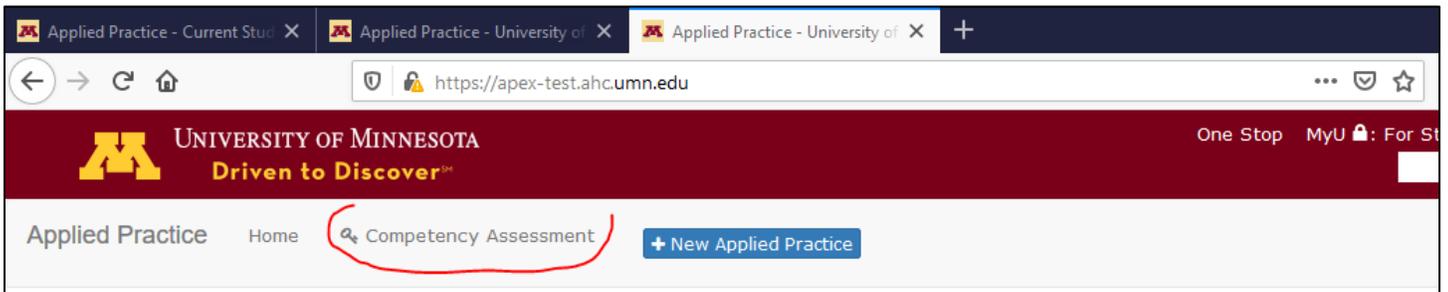
Step 7.

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:
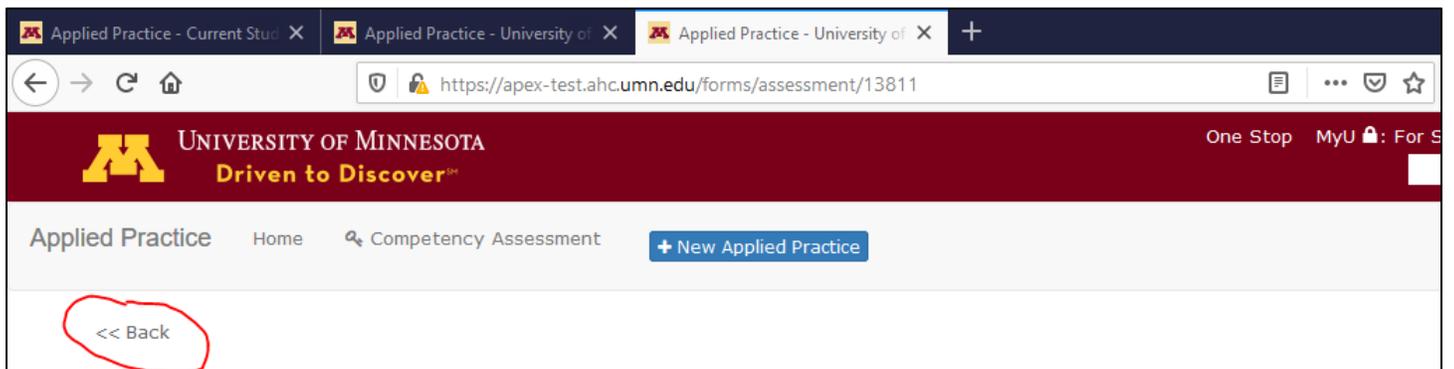
Step 10. To create a Learning Agreement, click on the blue icon named "+New Applied Practice" and select "Learning Agreement":
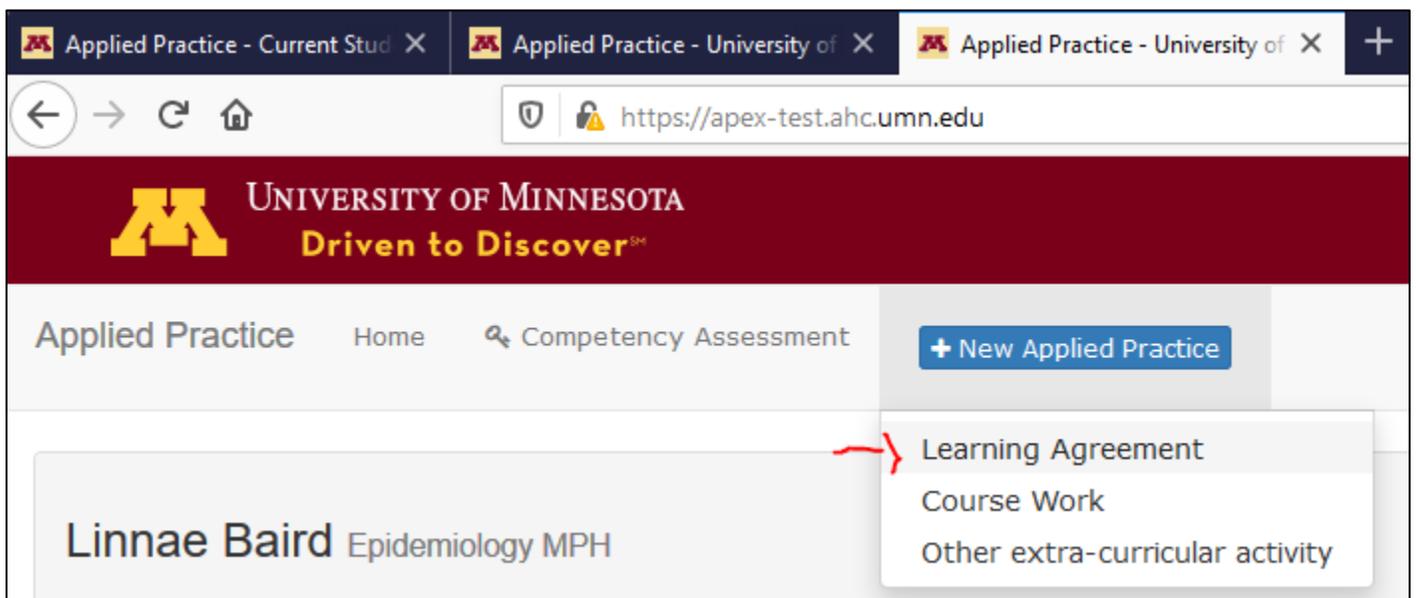
Step 11. Complete each section of the Learning Agreement:

      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 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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