

Internship Course & Immersion Hours

The Office of Field Experience (OFE) provides support and assistance in identifying, selecting and subsequently approving student internship sites. Before the start of DPH880 Public Health Internship, the student should contact the Internship Coordinator for site and preceptor selection. The email to contact the Internship coordinator is OFE@aspen.edu. The Internship Coordinator will help to identify, select, and approve placements between the student, site, and appropriate preceptor. At the completion of the DPH880 Internship course, the evaluation of the student, site and preceptor will be complete through a series of surveys sent through *ProjectConcert*.

After an internship site and preceptor has been identified with the support of the OFE Coordinator, students must submit the following documents: Internship Site Agreement, Preceptor Agreement, Student Profile, and any documentation requirements determined by the internship site. Additionally, students must upload a CV/resume as well as the preceptor's CV/resume. **Students are required to have a DrPH Internship Approval Letter from the OFE prior to starting the DPH880 Internship course Project and the approval letter must be uploaded to *ProjectConcert*.** All documents can be found in this DrPH Handbook as appendices.

Immersion/Internship Hours

The evidence of immersion and internship (supervised) hours is required for the Doctor of Public Health Practice degree at Aspen University. Student's may complete these hours in a variety of settings, including acute care facilities, assisted living facilities, sub-acute and ambulatory care organizations, healthcare service support organizations, such as insurance companies, pharmaceutical organizations, care coordination services, clinics, home-based care facilities.

These forms MUST be uploaded to *ProjectConcert* under the Document Tab.

Instructions Uploading Documents to ProjectConcert

Steps 1 – 3: Click on Information Edit. Click on Documents. Then click Add Document.

The screenshot displays the ProjectConcert user interface. On the left is a vertical navigation menu with options: Evaluations, Experience, Information, Utilize, Information Edit (highlighted with a green box and labeled '1'), Portfolio, Reports, Change password, and Logout. The main content area shows a user profile form with fields for Name (First, Middle, Last, Previous Last, Suffix, Preferred Name), Student ID, Birthdate, Age, and Email(s). Below these are tabs for various document categories: Academic Scholarships, Awards, Honors, Fellowships, Conferences Attended, Courses, Program Requirements, DNP Project, Documents (highlighted with a green box and labeled '2'), Education History, Employment, Licensure and Certification, Memberships in Professional Organizations, Mentoring Activities, Presentations, Publications, and Teaching/Lecturing. At the bottom of the main area is a table with columns: Type, Date, Title, Comment, File, Locked, Locked by, and Locked on. Below the table is a button labeled 'Add Document' (highlighted with a green box and labeled '3') and a 'Save' button.

Steps 4 – 6: A pop-up will open. Select the Type of file you are uploading. Fill in the Date, Title, and any Comments. Click Choose File which will allow you to select the file you are uploading from your computer. Click Add Document.

4

Type: Preceptor CV

Date: 09/08/2020

Title:

Comment:

5

Choose File No file chosen

6

Add Document Cancel

The maximum size for uploaded documents is 50MB. If you attempt a larger upload, the server may reject your request.

Step 7 – You will see the file you just uploaded. **Click Save.**

DNP Project Documents Education History Employment Licensure and Certification

Memberships in Professional Organizations Mentoring Activities Presentations Publications Teaching/Lecturing

Time Commitment Study Work & Employment

Collaps All Expand All *Click the small triangle to the left of a document type to expand that group of documents

Type

Type	Date	Title	Comment	File	Locked	Locked by	Locked on	Updated by	Updated on
Type: DNP Manuscript - Final Documents (Include files, PowerPoints, brochure, photos, etc) (1)									
Type: Preceptor CV (1)									
2 Preceptor CV	09/08/2020	Preceptor CV		TEST.docx	☐			Student DNP, Test	09/15/2020 19:01

Add Document

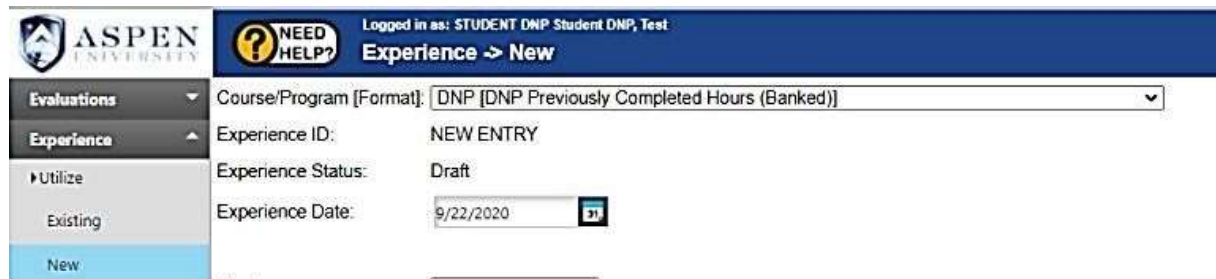
Save 7

Many students complete their immersion hours in their own place of employment; however, the on-site internship preceptor (supervised by the Faculty Chair) will be a doctoral prepared professional with career experience in healthcare leadership, be affiliated with the site and have knowledge of the student's Project topic. The on-site preceptor, in conjunction with the Faculty Chair, will verify the internship activities, though the student may complete certain activities independently and not in the presence of the preceptor but still under the preceptor and faculty Chair's guidance. The supervised internship activities will be reported to the Faculty Chair for verification by means of the internship hours log that the preceptor must sign, and the student must submit to ProjectConcert as evidence of hours completion. Furthermore, the Faculty Chair supervises the student in conjunction with the preceptor and the Faculty Chair evaluates the student, student's work and assigns the grades to the student. The DrPH Project courses have three required teleconferences which gives the Faculty Chair to hear about project progression from the preceptor and student, the opportunity for the student, preceptor, and Faculty Chair to ask questions and receive clarification and the opportunity to monitor, report, and assess the immersion activities for appropriateness and approval. For any potential preceptor consideration, the student will need written approval from the DrPH Coordinator. Internship activities will vary, per the site and student's project topic and need. Activities may include attendance of courses, classes, seminars, conferences, meetings, webinars and interviews, researching, and active professional shadowing. For any potential immersion activity consideration, the student will need approval from the Faculty Chair.

Logging Banked Hours into Project Concert

You can only complete this once you have an approved DrPH Previously Completed Hours Form approved by the DrPH Coordinator. Once it has been approved, the DrPH Coordinator will make this entry format available to you for a short amount of time. You will need to add the hours before you lose access to this entry format.

1. Click on Experience. Click on New. Make sure to select "DrPH Previously Completed Hours (Banked)."



The screenshot shows the Aspen University Project Concert interface. At the top, there is a blue header bar with the Aspen University logo on the left, a 'NEED HELP?' button in the center, and the text 'Logged in as: STUDENT DNP Student DNP, Test' on the right. Below the header, there is a navigation menu on the left with options: 'Evaluations', 'Experience', 'Utilize', 'Existing', and 'New'. The 'Experience' option is currently selected, and the 'New' option is highlighted in blue. To the right of the navigation menu, there is a form area. At the top of this area, there is a dropdown menu for 'Course/Program [Format]' with 'DNP [DNP Previously Completed Hours (Banked)]' selected. Below this, there are fields for 'Experience ID:' (labeled 'NEW ENTRY'), 'Experience Status:' (labeled 'Draft'), and 'Experience Date:' (labeled '9/22/2020').

2. Select today's date. Enter the hours that were approved. Select the DrPH Coordinator name. Select Completed Verification of Precepted Graduate Hours. Type in a description of the activities of the previously approved hours. Click Save - "Continue editing this entry."

Course/Program [Format]:	DNP [DNP Previously Completed Hours (Banked or Pre-PC)]	
Experience ID:	NEW ENTRY	
Experience Status:	Draft	
Experience Date:	9/30/2021	
Elapsed Hours:	0	
Clinical Placement Coordinator:		
General Documents		
Hours Type: ONLY use this form if: (a) signed Verification Form (b) Pre-PC course.		
☐ Completed Verification of Precepted Graduate Hours ☐ Aspen Paper Immersion Log (Pre-Project Concert)		
Course		
☐ DNP620 ☐ DNP630 ☐ DNP650A ☐ DNP650B ☐ DNP651A ☐ DNP651B ☒ DNP652A ☒ DNP652B		
High level of description activities		
Save OR Submit ☒ Continue editing this entry ☐ Create a new blank entry ☐ Create a new entry that is a copy of this entry		

3. Click on the Document tab. Click Add Document. If it is greyed out, remember you need to save the entry before attaching a document.

Clinical Placement Experience Entry

General Documents

You must attach at least 1 document(s) and you may attach more if desired ?

Add Document

Save OR Submit

Continue editing this entry (selected)
Create a new blank entry
Create a new entry that is a copy of this entry

OK

4. It will open a pop-up. Type in file name. Chose file from your computer. Click Add Document.

ASPEN UNIVERSITY

NEED HELP?

Logged in as: STUDENT DNP Student DNP, Test

Experience -> Existing

Course/Program [Format]: DNP [DNP Previously Completed Hours [Banked]]

Experience ID: 67639

Experience Status: Draft

Experience Date: 9/22/2020

Mentor:

General Documents

Add Document

You must attach at least 1 document(s) and you may attach more if desired ?

Title

Save OR Submit

Continue editing this entry (selected)
Create a new blank entry
Create a new entry that is a copy of this entry

Title:

Document:

Choose File No file chosen

The maximum size for uploaded documents is 5 MB. If you are having trouble uploading your document, please contact your instructor.

Add Document Cancel

5. Then click Submit.

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UNIVERSITY

 **NEED HELP?**

Logged in as: STUDENT DNP Student DNP, Test

Experience → Existing

Evaluations ▼

Experience ▲

► Utilize

Existing

New

► Report

Hours

Summary

Information ▼

Portfolio ▼

Reports ▼

Change password

Logout

Course/Program [Format]: DNP [DNP Previously Completed Hours (Banked

Experience ID: 67639

Experience Status: Draft

Experience Date: 9/22/2020 

Mentor: 

General **Documents**

Add Document You must attach at least 1 document(s) and you may attach more if desire

Title

Save ☒ Continue editing this entry

OR **AND** ☐ Create a new blank entry 

Submit ☐ Create a new entry that is a copy of this entry