



**ASPEN**  
UNIVERSITY

**2024-2025**

**Doctor of  
Public Health**

**4615 East Elwood Street  
Phoenix, AZ 85040**

# Table of Contents

Statement .....	3
Advisory Board Information.....	4
Catalog Links.....	5
DrPH Statement and Goals .....	6
Practice Project and Preceptorship.....	8
Appendices .....	13

# DrPH Handbook

# Statement

All students must abide by the Academic Catalog in addition to the programmatic guidelines outlined in this handbook. Both the catalog and handbook are updated annually at a minimum. Students should check back regularly for updates.

To find additional information about this program, please see the program page with the Academic Catalog and university website.

## **Program Administration**

### **Dean of Nursing & Health Sciences**

Dr. Jenny Erkfitz, EdD, MSN, RN

### **DrPH Program Director**

Dr. Marc Gayol, Ed.D., MPH, MBA, MSN

Certified as true and correct in content and policy by

Kevin Thrasher, Provost

May 16, 2025

# Advisory Board Information

## **Purpose:**

The Health Sciences Program Advisory Board acts in an advisory and consultative capacity to promote, assist, and perpetuate the goals and objectives of Aspen University DrPH program. This committee meets annually.

## **Functions:**

- Identify emerging health care needs that may require programmatic and institutional response
- Provide an opportunity for the exchange of viewpoints between business/professional persons, alumni, and academicians as they relate to health sciences education.
- Provide a direct liaison between faculty and the community for the purpose of promoting the activities and mission of the Aspen University DrPH program and the health sciences profession.
- Advise and inform the Dean of Nursing and Health Sciences on local, state, and national perceptions regarding the public health profession, suggest possible avenues for marketing the program.

## **Membership:**

Dean of Nursing and Health Sciences and program administrators, and various members of the community of interest: current student, alumni, nurses, leaders in health care.

The Aspen University Schools have established an Advisory Council that:

- Includes members who are not otherwise employed or contracted by the University;
- Consists of practitioners in the field for which the program prepares students;
- Convenes at least annually;
- Provides advice on the current level of skills, knowledge, and abilities individuals need for entry into the occupation; and
- Provides advice on the adequacy of Doctoral programs' objectives, curriculum, and course materials.

# Catalog Links

Students are required to abide by the university policies outlined in the Academic Catalog. You can see the entire Academic Catalog. Below are some direct links to policies that students frequently reference.

- [Transfer Credit](#)
- [Payment Methods](#)
- [Good Academic Standing](#)
- [Satisfactory Academic Progress](#)
- [Continuous Enrollment](#)
- [Leave of Absence](#)
- [Academic Progress and Participation](#)
- [Grading](#)
- [Late Work](#)
- [Course Extension](#)
- [Code of Conduct](#)

# DrPH Statement and Goals

## DrPH Handbook Statement

The Doctor of Public Health (DrPH) Handbook defines the conceptual framework for the program, including the knowledge and understanding, skills and practices, and the dispositions and identity expected of DrPH students. This handbook, plus specific school supplements, provides all the information necessary to successfully complete the DrPH program.

## DrPH Program Learning Goals

It is intended that Graduates of the Aspen University Doctor of Public Health Practice program will learn or be able to do the following:

- Evidence-based Approaches to Public Health: Utilize epidemiological methods, use data collection methods, and interpret results of data analysis for improvement to public health research, policy, or practice.
- Public Health & Health Care Systems: Critique public health theory and evidence to plan, develop and administer projects, create partnerships, implement programs and institutional strategies to reduce community and individual health risks to mitigate the impact of disease.
- Planning & Management to Promote Health: Formulate how health systems performance is affected by various approaches to health care organization, health law, health workforce development and health care financing.
- Policy in Public Health: Advocate for political, social or economic policies and programs that will improve health in diverse populations.
- Leadership: Integrate principles of leadership, governance and management, which include creating a vision, empowering others, fostering collaboration and guiding decision-making.
- Collaboration: Disseminate culturally appropriate public health content, both in writing and through oral presentation, perform effectively on interprofessional teams and apply systems thinking tools to a public health issue.
- Innovation: Create innovation for prevention of disease and improvement of population health.

## Student Achievement and Satisfaction

Aspen University's outcomes assessment plan provides an ongoing review of student achievement and satisfaction. The plan has three components:

- student learning outcomes;
- measurement of student learning outcomes; and
- program, course and services improvements resulting from the measurement.

The plan reflects an ongoing process of reviewing performance and achievement of objectives.

The University's administrators and Professors/Faculty Chairs review the program and courses in conjunction with assessment tools and measurements to determine if program learning goals are being achieved and how the program and courses can be improved. Because a variety of education goals and objectives have been identified by Aspen University, comprehensive assessment strategies require the use of more than one measurement instrument to determine program and course effectiveness. The Aspen University Provost provides overall leadership for the assessment program with support from the Chief Academic Officer, and other support staff.

Doctoral student achievement is measured by:

- DrPH Course Assignments
- Doctor of Public Health Project
- Immersion & Internship Hours
- Signature assignments

The following indirect measurement tools are used to measure overall quality and to assess student satisfaction with the courses and program.

- Student End-of-Course Evaluations
- Alumni Survey
- Employer Survey
- Student Testimonials

To measure satisfaction, Aspen University collects survey responses in each of its courses with the "End-of- Course Survey." In addition to other questions, this survey

contains the following three questions:

- Did you achieve, or will you have achieved upon completing your studies, the goals you had when you started the course or program?
- Would you recommend these studies to a friend?
- All things considered, were you satisfied with your studies with us?

The survey containing these questions is distributed to each student completing a course, and data is collected and analyzed regularly, the timeframe used to collect the data, and the number and percent of “Yes” answers to the three questions listed above.

Health (4 Credits)

DPH840 - Strategic Planning and Financing in Public Health (4 Credits)

DPH850 - Health Information Management and Informatics (4 Credits)

50 Immersion Hours Requirement for each course listed above.

## Learning with Technology

Professors/Faculty Chairs go through training and orientation of the platform before being assigned to a class and receive a Faculty Handbook outlining the use of the platform and instructional expectations. Each student receives an orientation from an advisor and general guidelines in the “Getting Started” section of each course. All students are offered a New Student Orientation that is initiated by Academic Advising and student are encouraged to schedule the orientation prior to starting a course.

ProjectConcert is a system that will help with:

- electronically track and manage immersion hours in your courses
- schedule and report on evaluations
- create student portfolios
- track documents and expiration dates

DrPH Students will enter immersion hours, required forms, and evaluations while in the following courses:

DPH801 - Health Determinants, Disparities, Behavior & Promotion (4 Credits)

DPH820 - Public Health Policy & Advocacy (4 Credits)

DPH810 - Advanced Epidemiology in Public Health (4 Credits)

DPH870 - Evidence-based Practice & Research Methods in Public Health (4 Credits)

DPH830 - Global Public Health Education (4 Credits)

DPH860 - Advanced Biostatistics in Public Health (4 Credits)

DPH805 - Organizational & Systems Leadership in Public



# Practice Project and Preceptorship

All students in an Aspen University Doctoral program are required to successfully complete the DrPH Project, which entails producing a DrPH project that is approved by the DrPH Project Team appointed by Aspen University. The DrPH courses provide a comprehensive template for producing the DrPH project. A DrPH Project is a record of original activity conducted by the student in contribution to earning a Doctoral degree. The DrPH Project is scholarly work based on a combination of existing research and an original project that contributes to the body of human knowledge and field of practice. It demonstrates the Doctoral Student can collect, analyze, and report data based on critical, analytical, and synthesis skills. Each Doctoral Student must write a DrPH Project that presents the results of a project carried out by the student. An appropriate project involves a substantive piece of original innovative work grounded in an appropriate body of literature. It is relevant to the Public Health field as practiced in the past, the present, or in the potential future. It presents a significant contribution or advancement in that field.

It is the student's responsibility to work with their DrPH Project Team as determined appropriate in collaboration with the Faculty Chair. The student bears full responsibility for a successful outcome. As additional expert resources and guidance are believed necessary, the student explores and acquires any such assistance. As a student enters the last stages of the doctoral program, the expectation is that they need little help in conducting their project, writing the Project Manuscript, or obtaining the advice needed to complete the DrPH journey. Doctoral students are scholars in the making, with clear goals, adequate investigative tools, solid research agendas, and the determination to achieve the goals they set forth in the beginning stages of the doctoral journey. The DrPH Project Team will accept the resulting DrPH Project for completion of the DrPH requirements after a final review and approval. Training, editing, and other forms of assistance are acceptable and recommended, but under no circumstances may someone produce a DrPH Project other than the student.

## Immersion Course & Immersion Hours Instructions

## DrPH Writing Style

The DrPH writing style is guided by the most recent edition of the Publication Manual of the American Psychological Association (APA). Aspen University recognizes the 7th edition. The APA writing style is followed consistently throughout the program in matters of form and style. Of critical importance, sources must be cited and properly referenced.

The DrPH Project Manuscript includes a title page, acknowledgements, abstract, table of contents, and list of tables and figures, followed by five distinct chapters:

- Introduction,
- Literature Review,
- Methodology,
- Results, and
- Conclusions and Recommendations,
- Followed by references and appendices.

A detailed DrPH Project Manuscript outline is available in the DrPH Lounge.

## DrPH Project Team

Each doctoral student must work with a qualified DrPH Project Team (formally called DrPH Committee) that is knowledgeable in methods of graduate-level study and research, as well as in the subject area concerned. In addition to the student, the 3-person DrPH Project Team is comprised of the Faculty Chair (Chair), Faculty Reviewer (Content Specialist), and Independent Reviewer. The student will also need a site/clinical preceptor and the preceptor may serve as the Independent Reviewer. The Faculty Chair is the course instructor for all DrPH Project courses, acting as the Project Chair for the student. The Faculty and Independent Reviewers must have appropriate understanding and interest in the topic of the DrPH research project. All members of the DrPH Project Team must hold a doctoral degree and one member must hold a Doctor of Public Health Practice degree, ensuring that all members of the DrPH Project Team are well versed on doctoral-level work as well as in the field of the program.

The student is permitted to select the DrPH Project Team members in consultation with the Faculty Chair, but Aspen University Program Leadership (DrPH Program Coordinator, Deans, and Director) makes the final decisions. To select Faculty and Independent Reviewers, the student sends a statement of request to the Faculty Chair along with the rationale for selecting the individual.

The professional relationship between the student and the DrPH Project team is characterized by enthusiasm, professionalism, and regular and reciprocal communication. In the ideal relationship between the DrPH Project Team members, the student receives constant, timely, and quality feedback on progress. This type of interaction and feedback can be accomplished in a variety of ways. However, the emphasis of interactions and feedback is on both the frequency of interactions and quality feedback to maintain a dialogue on the issues and research questions raised by the student's investigative work.

The Faculty Chair assists the student in formulating the DrPH Project Team and oversees its progress. The Faculty Chair also serves the roles of supervisor, advisor, director, counselor, coach, role model, guide, collaborator, facilitator, advocate, chair and the like. The Faculty Chair supervises the immersion experience and communicates with the preceptor and student during the Project and related immersion hours. At the beginning of each DrPH Project course and the Faculty Chair will have a required teleconference with the preceptor and the student to discuss project objectives, goals and immersion activities to provide clarity to the student and the preceptor at the beginning, middle, and end of the course.

The Faculty Chair facilitates communications and resource exchanges among all members of the DrPH Project Team and is accountable for the DrPH Project Team's work. The Faculty Chair provides guidance and supervision for the entire DrPH process, timely and practical reviews including specific constructive critiques to the student, communicates appropriate concerns to the student, and communicates with all the members of the DrPH Project Team and Aspen University administrators. The Faculty Chair is responsible for contacting and chairing meetings of the full DrPH Project Team. When there is a difference of opinion or conflict, the Faculty Chair negotiates with all DrPH Project Team members and the student.

The Faculty Chair serves as a guide and consultant to the student throughout the DrPH process and ensures the integrity of Aspen University's DrPH guidelines. The Faculty Chair is an expert in providing guidance to the

student about research including the research topic, problem statement, current literature review, research design and planning, data collection, analysis and reporting, DrPH document preparation, and the like to maximize the student's progress for successful and ethical doctoral research. The Faculty Chair maintains documentation of all communication within the DrPH Project Team, ensuring that all necessary forms are completed, signed, and submitted to Aspen University administrators.

If the Faculty Chair is unable to serve for the entire duration of the student's DrPH project, the Program Director will arrange for a replacement Faculty Chair. Any additional human resources should be discussed with the Faculty Chair. Such resources might comprise a DrPH editor, academic advisor, or a subject matter expert (SME), such as a statistics expert. All individuals associated with the DrPH process should be acknowledged for their contribution. Any expense incurred by the student for external services rendered is managed independently between the student and the service provider. Hiring a writer or buying a completed DrPH product is not acceptable and grounds for termination.

## Institutional Review Board

Aspen University established an Institutional Review Board (IRB) in 2013 to protect the interests of human participants in research. The primary role of the IRB is the review of all human subject research conducted at Aspen University to ensure that the research fulfills the requirements of the Department of Health and Human Services, Office of Human Research Protections (OHRP), meeting the requirements of OHRP's Division of Compliance Oversight (DCO) reviews institutional compliance with the federal regulations governing the protection of human subjects in Title 45 Part 46 of the Code of Federal Regulations (45CFR46). Also see Appendix F: IRB Policies, Regulations, and Rules. Aspen University IRB follows the OHRP IRB Guidebook, which provides a basic understanding of the background and purposes of the IRB review system. Aspen University's DrPH faculty and students complete the CITI training, and IRB approval processes to demonstrate compliance with federal regulations.

Federal regulations require that researchers give special consideration to protecting the welfare of certain subjects. Special provisions exist for research involving:

- Children and Minors
- Prisoners
- Pregnant Women and Fetuses
- Institutionalized Mentally Disabled
- Elderly
- Economically or Educationally Disadvantaged

In general, these regulations allow IRBs to approve research with populations that are of minimal risk or that benefit the subjects directly. Review and approval of research involving vulnerable (protected) populations may require additional time if outside expertise is needed for further evaluation of the study.

Before the student may begin to collect and analyze data, the application to the IRB must be submitted and approved by the University's Institutional Review Board (IRB). Only the IRB has the authority to approve research. The student is responsible to acquire IRB approval to ensure that the research is conducted in the appropriate manner and that the participants meet selection and eligibility requirements. The IRB reviews research proposals based on the following queries:

- Are the risks to subjects and protected groups minimized?
- Are the risks reasonable in relation to anticipated benefits?
- Is the selection of subjects equitable?

The student ensures that the participant's informed consent is appropriately obtained and that the study is properly designed and scientifically valid. Informed consent is obtained before data is collected. Once data is collected, analyzed, and documented, the student is responsible to provide the participants with a copy of the DrPH Project, providing the participants with an opportunity to accept or reject the manner in which their data is applied. Participants reserve the right to retract their data up to the time of formal publication.

The IRB at Aspen University considers that the human participants (subjects) of the study are protected by demonstrating:

- Respect for persons (volunteers choose whether to participate in the research);
- Beneficence (doing no harm to research subjects);

- Justice (human participants have the right to be aware of the potential risks of research) as defined by the National Commission for the Protection of Human Subjects.

The student must submit:

- a copy of the approved proposal defense,
- a copy of the IRB approval form, and
- the application to the IRB for its approval.

The DrPH Project proposal provides a thorough and detailed overview of the researched topic, the problem statement including hypotheses or research questions, review of the relevant research literature, and a complete description of the research methodology.

This is the essence of Chapters 1-3 of the DrPH Project. The necessary IRB forms are provided in Appendix C: IRB Application Form; Appendix B: IRB Approval Form; Appendix D: Informed Consent Letter; and Appendix E: Informed Consent Form.

The DrPH Project Team in conjunction with the Institutional Review Board (IRB) reviews and approves a student's DRPH Project proposal. The proposal must include IRB approval and the final approval of the Chairperson for the IRB Committee.

## Oral DRPH Proposal Defense

Development of the DrPH Project manuscript is accomplished as a part of the requirements within the DrPH Project Immersion courses. Under direction of the Faculty Chair, the student develops a research proposal for submission and approval by the DrPH Project Team. The proposal provides a thorough description of the proposed study, following proposal guidelines as directed by the Faculty Chair. The student presents the proposal to the DrPH Project Team in an DrPH zoom meeting. All project team members must be present, and the defense be recorded. Upon the DrPH Project Team's approval of the proposal, the student is authorized to begin the study.

The Faculty Chair issues written approval to the student using the approval form provided in Appendix A: Approval of the DRPH Proposal.

### Final Oral DRPH Defense

The Final Oral DrPH Defense is the last formal step in the DrPH process. It is a requirement all committee members

are present for the Final Oral DRPH Defense. The Doctoral student produces and presents the DrPH Project before the DRPH Project Team via a DrPH zoom meeting and recorded. The DrPH Project Team determines the general format of the DrPH, and the abstract based on the University's general design guidelines. The Faculty Chair should ensure that the DRPH is in final form before requesting evaluations from the other members of the DrPH Project Team. Any Professor or student affiliated with Aspen University may attend but should refrain from participating in the defense process.

The student arranges the Final Oral DrPH Defense teleconference and solicits and coordinates the availability of the DrPH Project Team members. Based upon the student's presentation, one of three votes may be awarded:

- Accepted with no Changes
- Accepted with Changes
- Acceptance Denied

Where changes are required, the student must make any iteration in a timely manner and submit the final copy to the Faculty Chair. Where acceptance is denied or the student has not met the allotted timeframe, the student must retake DrPH courses. This option may only be exercised once.

Following the successful oral defense, the Faculty Chair submits the Approval of the DrPH with all of the project team's signatures and copy of the final DrPH manuscript to the Program Director with a recommendation for final approval. The Faculty Chair issues written approval to the student using the approval form provided in Appendix B: Approval of the DrPH. If the decision of the DrPH Project Team is not unanimous, the case is referred to the Deans for resolution. If the decision of the DrPH Project Team is a failure recommendation, the Faculty Chair, Program Director and Deans formulate a course of action that may include re-registration in DrPH courses.

The DrPH Project Team must evaluate the DrPH and recommend the awarding of the doctoral degree only if the DrPH is judged to demonstrate the following qualities. The DrPH should demonstrate a host of characteristics, including:

- Establish a historical context for the presentation of an innovative and creative approach to the problem.
- Demonstrate understanding of the problem as revealed by analysis and synthesis of a broad

literature base.

- Articulate clarity in composition and careful documentation.
- Merit publication in refereed journals or form the basis of a book or monograph.
- Detail the design of the study so that other scholars can build on it in subsequent work.
- Prepare the author to assume a position within the profession.

## Dissemination the DrPH Project Manuscript

Aspen University holds to the tradition that students are obligated as a member of the scholarly community to make their project available to interested persons. Scholarship in Public Health can be defined as those activities that systematically advance the teaching, research, and practice of Public Health as well as the integration such as presentations; and policy proposal designed to influence organizations or governments.

**Upon final acceptance of the DrPH Project, the student should submit the manuscript for publication in a peer-reviewed journal or present at a conference.**

If the DrPH is the result of a collaborative research effort, the project should be structured in such a way that the Doctoral Student has supplied a major effort. The contributions of the student and the other collaborators must be clearly identified. The student is responsible for defending the DrPH. Published articles authored by the student

and based on research conducted for the DrPH study may be included in the DrPH, provided the published work is logically connected and integrated into the DrPH in a coherent manner. The student must be clearly delineated as the sole or primary author of the published work.

## Evaluation of Immersion Site and Preceptor

The student's evaluation of their experience and the

expertise of the preceptor is required at the end of each immersion experience. The Site Evaluation and Preceptor Evaluation must be completed electronically in to ProjectConcert.

The evaluations will appear in Week 7 of the course and will remain open for three weeks.

# Appendices

**Appendix A: Approval of the DrPH Proposal**

**Appendix B: Approval of the Final Project**

**Appendix C: IRB Application Form**

**Appendix D: Informed Consent Letter (Example)**

**Appendix E: Informed Consent Form (Example)**

**Appendix F: IRB Policies, Regulations, and Rules**

**Appendix G: Verification of Precepted Master's Degree Hours**

**Appendix H: Doctor of Public Health (DrPH) Internship Site Agreement**

**Appendix I: Preceptor Agreement**

**Appendix J: Student Profile**

**Appendix K: DrPH Preceptor Evaluation – Completed Electronically in Project Concert**

**Appendix L: DrPH Site Evaluation – Completed Electronically in Project Concert**

**Appendix M: DrPH Student Performance Evaluation**

## Index

Advisory Board Information.....	5	Evaluation of Immersion Site and Preceptor.....	12
Appendices .....	14	Institutional Review Board .....	10
Catalog Links.....	6	Learning with Technology .....	8
Dissemination the DrPH Project Manuscript.....	12	Oral DRPH Proposal Defense.....	11
DrPH Handbook .....	3	Practice Project and Preceptorship.....	9
DrPH Project Team.....	9	Statement .....	4
DrPH Statement and Goals .....	7	Student Achievement and Satisfaction.....	7
DrPH Writing Style .....	9		



## Appendix A: Approval of the DrPH Proposal

Doctoral Student: \_\_\_\_\_

The DrPH Project Team of the above-named Doctoral Student has met and reviewed the DrPH Proposal entitled:

**<Project Title>**

The DrPH Project Team has determined that the proposed DrPH is likely to:

1. Make a significant contribution to the field of knowledge.
2. Demonstrate the student's ability to perform independent research related to the DrPH project.
3. Contain material worthy of publication in a form appropriate to the discipline.

We recommend acceptance of this proposal. It contains all appropriate content and forms.

DrPH Project Team Member's Signatures:

Faculty Chair: \_\_\_\_\_ (Print, Sign, and Date)

Faculty Reviewer: \_\_\_\_\_ (Print, Sign, and Date)

Independent Reviewer: \_\_\_\_\_ (Print, Sign, and Date )

Program Director Approval Signature:

\_\_\_\_\_  
(Printed Name of Program Director of Representative)

\_\_\_\_\_  
Date

**Completed form should be submitted to ProjectConcert after all signatures are attained. Directions can be found in the DrPH Handbook under "Instructions Uploading Documents to ProjectConcert."**





## Appendix B: Approval of the Final Project

Doctoral Student: \_\_\_\_\_

The Advisory DrPH Project Team of the above-named Doctoral Student has met and reviewed the DrPH entitled:  
[TITLE]

The DrPH Project Team has determined that the Project:

1. Makes a significant contribution to the field of knowledge;
2. Demonstrates the Student's ability to perform independent research related to the DrPH Project;
3. Contains material worthy of publication in a form appropriate to the discipline.

We recommend acceptance of this Final Project. It contains all appropriate content.

Signature of the DrPH Project Team Members

Faculty Chair name: \_\_\_\_\_ (Print, Sign, and Date)

Faculty Reviewer name: \_\_\_\_\_ (Print, Sign, and Date)

Independent Reviewer name: \_\_\_\_\_ (Print, Sign, and Date)

***Program Director Approval Signature:***

\_\_\_\_\_  
(Printed Name of Program Director of Representative)

\_\_\_\_\_  
Date

**Completed form should be submitted to ProjectConcert after all signatures\* are attained. Directions can be found in the DrPH Handbook under "Instructions Uploading Documents to ProjectConcert."**

**\*The Program Representative will be the Dean in the case that the Program Director is serving on the DrPH Project Team.**



## Appendix C: IRB Application Form

**Cover Sheet** - The cover sheet provides basic information regarding the study under consideration and the principal investigator(s).

Student:	
Date:	
Address:	
Phone:	
Email:	
Faculty Chair:	
Degree:	
Project Title:	
Submission #1:	
Submission #2 (include rationale for 2 <sup>nd</sup> attempt):	

**Proposal Narrative** - The proposal narrative is a detailed description of the study. Each of the sections in the narrative needs to be completed, or if a section does not apply write "N/A." Each of these sections contains critical information that allows the reviewer to evaluate the study. These sections need to be written in lay language, avoiding jargon and acronyms. Failure to follow these rules causes delays in processing the submission. The responses to these questions allow the IRB to quickly place the study in the appropriate review category (exempt, expedited, or full review). These questions have been developed to decrease the response time of the IRB.

### Introduction

Describe the project, including how it will impact the practice of Public Health. Describe the purpose of the research and explain what the subjects are asked to do. Use simple terms and language understood by a person unfamiliar with the area of interest. Area-specific jargon should be avoided or explicitly explained. If using existing data or records, explain the sources of the data and the means of access to the data.

The broad purpose of this project is to . . .

### Project Duration

State the starting date of the DrPH process through the expected completion date.

## Research Questions

The primary research question for the proposed study is:

The sub-questions are:

- 1.
- 2.
- 3.

## Subject Population

The subject population consists of: Number: Male \_\_\_\_\_ Female \_\_\_\_\_ Total \_\_\_\_\_ Age Range: \_\_\_\_ to \_\_\_\_

### Special Characteristics

(e.g., student, teacher, administrator): \_\_\_\_\_

## Location of Subjects

If research is conducted through community agencies written documentation of approval and cooperation from such an agency or school should accompany this application.

## Recruitment

- a. Describe how subjects are identified or recruited. Attach recruitment information, (i.e., advertisement, bulletin board notices, recruitment letters, etc.).
- b. If subjects are chosen from records, indicate who gave approval for use of the records. If records and private medical or student records, provide the protocol for securing consent of the subjects of the records and approval from the custodian of the records.
- c. Who makes the initial contact with subjects? Describe how contact is made.
- d. Do subjects receive inducements before, or rewards after the study? (Include this information in your consent documents.)
- e. If subjects are school children and class time is used to collect data, describe in detail the activity planned for non-participant. Who supervises those children? (This information must be included in the consent form.)

## Confidentiality of Data

The researcher alone would keep and have access to any documents regarding the data provided by the participants. The Informed Consent form to be signed by each of the participants would state such particulars.

- a. Describe provisions made to maintain confidentiality of data. Who has access to data?
- b. Where is data stored and safeguarded for five years? If tape recordings are created, explain who has access and how the tapes are retained.

## Approvals

The signatures below certify that:

1. The information provided in this application form is correct
2. The learner (researcher) must seek and obtain prior written approval from the IRB Committee for any substantive modification in the proposal.
3. Unexpected or otherwise significant adverse events in the course of this study must be promptly reported.

4. Any significant new findings which develop during the course of this study which may affect the risks and benefits to participation must be reported in writing to the IRB Committee and to the subjects.
5. The research may not be initiated until final written approval is granted.

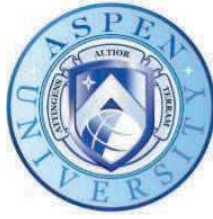
This research, once approved, is subject to continuing review and approval by the IRB. The student/researcher must maintain records of this research according to IRB guidelines. If these conditions are not met, approval of this research could be suspended.

[Type Name] \_\_\_\_\_  
Student \_\_\_\_\_ Date \_\_\_\_\_

As Faculty Chair of the DrPH Project Team, I attest that the proposal submitted is prepared for IRB approval.

[Type Name] \_\_\_\_\_  
Faculty Chair \_\_\_\_\_ Date \_\_\_\_\_

**Completed form and attachments should be submitted to your Faculty Chair.**



#### Appendix D: Informed Consent Letter (Example)

Participant Letter - A letter inviting the human subject(s) to participate in the study must accompany the informed consent form.

Sample Letter

[Name of Student]  
[Address]

[Name of Participant]  
[Address]

[Date]

Dear [Participant's Name]:

Public Health across the country is in transition. The practice of Public Health is in the process of change or at least considering some elements of change. I am a Doctoral Student at Aspen University conducting an innovative leadership project about

---

Please complete the enclosed questionnaire. It only takes a few minutes of your time. This questionnaire asks you to

Please complete and seal the questionnaire in the enclosed self-addressed envelope within 30 days. All responses remain confidential, and your anonymity is ensured. Your responses contribute to this timely project. A copy of my final project paper will be mailed to you upon completion of this study. Please also sign and return the enclosed "Informed Consent" form.

I greatly appreciate your participation in this project. Please let me know if you have any questions concerning this study or the enclosures. I may be reached at [phone] or by e-mail at [address].

Sincerely,

[Student]



## Appendix E: Informed Consent Form (Example)

Informed Consent Form - A critical component to any submission to the IRB committee is the informed consent form. The student uses this form to document that the subject(s) were aware of the requirements of the study and that they were aware that they could refuse to participate or withdraw at any time up until publication of the project. Therefore, it is important that this document contain adequate information so that the subjects can make an informed decision regarding participation.

### [PROJECT TITLE]

#### Participant

[Participant Name]

[Participant Address]

#### Prospective Project Subject

Read this consent form carefully and ask as many questions as you like before you decide whether you want to participate in this study. You are free to ask questions at any time before, during, or after your participation in this research.

You are invited to participate in a <sup>1</sup> study designed to investigate . . .

[Student/], a doctoral student at Aspen University, CO is conducting this study. You were selected as a possible participant because . . .

Please read this form and ask any questions you may have before agreeing to participate.

#### Background Information

This investigation seeks to:

---

#### Procedures

Participation entails:

---

You would be asked to provide a pseudonym to replace your personal name. Only anonymous demographics would be used in this study. Providing your address or e-mail would make the findings of the study available to you once documented. The results of this study would be used to . . .

#### Confidentiality

---

**Human subject** herein means a living individual about whom an investigator (whether professional or student) conducting research obtains data through *interaction* with the individual. **Interaction** herein includes communication or interpersonal contact between investigator and subject.

The records of this study would be considered *private information*<sup>2</sup>. In any sort of report that might be published, no information would be included that would make it possible to identify a participant. Only the student/researcher would keep and safeguard the research records.

### **Voluntary Nature of this Study**

Your decision whether to participate would not affect your current or future relationship with the student/researcher or the associated University. If you decide to participate, you are free to withdraw at any time without prejudice. You will also be provided with a copy of the concluded DRPH so that you have an opportunity to examine the way the data is being applied.

### **Compensation**

Participation in this study is completely voluntary. You would not receive monetary compensation or reward for your participation. The personal benefits of your participation are as mentioned in the following section.

### **Benefits of Participating in this Study**

The possible benefits to participating in this study are . . .

### **Risks of Participating in this Study**

There is minimal risk to participating in this study, meaning that the risks of harm anticipated in the proposed research are not greater than those ordinarily encountered in daily life. If you experience some emotional discomfort after your participation, you are invited to contact the student/researcher at the telephone number or e-mail address listed in the following section to discuss your reactions.

### **Contacts and Questions**

You may ask any questions you have by contacting the researcher by telephone at [phone number] or by e-mail at [e-mail addresses of both student and DrPH Chair].

### **Statement of Consent**

I have read the information herein, I have asked questions and received answers, and I have received a copy of this form. I consent to participate in this study.

---

Participant/Subject	Date
---------------------	------

### **Student/ Statement**

All information contained herein is accurate. I have provided the participant with a copy of this form.

---

Student	Date
---------	------

---

**Private information** herein means information ascertained by the investigator and constitutes research involving human subjects. Private information includes information about behavior that occurs in a context in which an individual can reasonably expect that no observation or recording is taking place, and information which has been provided for specific purposes by an individual and which the individual can reasonably expect would not be made public.

### **PARTICIPANT COPY**



## **Appendix F: IRB Policies, Regulations, and Rules**

Aspen University Institutional Review Board (IRB) follows the OHRP IRB Guidebook, which provides a basic understanding of the background and purposes of the IRB review system. The following is a general overview of the considerations to be followed in a research undertaking involving human subjects.

Regulatory Compliance Administrator, Office of Sponsored Programs and Regulatory Compliance (919-515-4514) REG10.10.3

**Additional References:** Department of Health and Human Services, National Institutes of Health, Office for References: Protection from Research Risks, CFR 45, PART 46, Protection of Human Subjects, Revised November 13, 2001, Effective December 13, 2001; Institutional Review Board for the Protection of Human Subjects in Research ; University Requirement for the participation and administration of projects conducted with Human Subjects; Code of Federal Regulations Title 45 - Part 46 - Protection of Human Subjects; OHRP - Office of Human Research Protection; OHRP IRB Guidebook; 5 U.S.C. 301; Sec. 474(a), 88 Stat. 352 (42 U.S.C. 2891-3(a)).

### **1. General**

Federal law and University policy require that all research involving human subjects, conducted by ASPEN UNIVERSITY researchers (e.g., Professors/Faculty Chairs, students, DRPH reviewers, and staff) must be reviewed and approved by the Institutional Review Board (IRB) for the Use of Human Subjects in Research. These rules are in place to protect the human subjects, the researchers, and the institution. The IRB may be accessed through email ([irb@aspen.edu](mailto:irb@aspen.edu)).

### **2. General Principles**

All ASPEN UNIVERSITY researchers must adhere to strict ethical standards for the use of human subjects in their research. These standards are in place to protect the basic rights of their subjects. Any research that departs from the spirit of these standards violates University policy. Below are some guidelines that the IRB members consider during their reviews to maintain these standards.

2.1. All research procedures minimize the risks to subjects.

2.2. Any risk must be reasonable in relation to the potential benefits from the study.

2.3. Informed consent must be obtained from the subject before participation. This consent must be in writing unless exempted by the committee.

2.4. Subject must be provided with adequate detail regarding the study to make an informed decision regarding their participation. This information should be included on the consent form and should be written in lay language, so that the subjects can make an informed decision regarding participation.

2.5. Subject's privacy must be maintained.

2.6. Subjects need to be made aware that they participate of their own choice and are free to withdraw from the study at any time



### 3. Review Categories

There are three categories (or types of review) for projects that are submitted to the IRB:

- 3.1. Exempt Review (no human subjects)
- 3.2. Expedited Review (appropriate use of human subjects)
- 3.3. Full Review (potential inappropriate use of human subjects)

Upon submission to the IRB, the serving Faculty Chair makes a recommendation for type of review. Final determination of the type of review is made by the Chair of the IRB upon consideration of the submitted materials. *Exempt* reviews (1-2 weeks) are typically conducted on those studies that involve no human subjects. *Expedited* reviews (2-4 weeks) involve review by two or three IRB committee members where human subjects are involved. *Full* reviews (4-6 weeks) involve the entire IRB committee and perhaps external experts. The type of review conducted is checked on the approval form once the review has ended and the findings and recommendations are reported to the Faculty Chair for discussion with the Doctoral Student.

### 4. Definitions

**4.1. Research** - A systematic investigation, including research development, testing, and evaluation, designed to develop or contribute to generalizable knowledge. Activities which meet this definition constitute research for purposes of this policy, whether or not they are conducted or supported under a program, which is considered research for other purposes. For example, some demonstrations and service programs may include research activities.

**4.2. Human Subject** - Means a living individual, about whom an investigator (whether professional or student) conducting research obtains:

- 4.2.1. Data through intervention or interaction with the individual; or
- 4.2.2. Identifiable private information

4.2.3. Intervention includes both physical procedures, by which data are gathered and manipulations of the subject or the subject's environment that are performed for research purposes. Interaction includes communication or interpersonal contact between investigator and subject.

4.4.4. Private information includes information about behavior that occurs in a context, in which an individual can reasonably expect that no observation or recording is taking place, and information, which has been provided for specific purposes by an individual and which the individual can reasonably expect will not be made public (for example, an academic record). Private information must be individually identifiable (i.e., the identity of the subject is or may readily be ascertained by the investigator or associated with the information), in order for obtaining the information to constitute research involving human subjects.

4.2.5. IRB Approval - the determination of the IRB that the research has been reviewed and may be conducted at ASPEN UNIVERSITY within the constraints set forth by the IRB, and by other institutional and federal requirements.

**4.3. Minimal Risk** - means that the probability and magnitude of harm or discomfort anticipated in the research are not greater in and of themselves than those ordinarily encountered in daily life or during the performance of routine physical or psychological examinations or tests.

## **5. Procedures**

**5.1. Approval Processes** - Described below is the process by which a principal investigator seeks approval from the IRB for the Use of Human Subjects in Research.

The following definitions are used:

5.1.1. Forms - There are four components to a package to be submitted to the IRB for review: the cover sheet, the preliminary questions sheet, the proposal narrative, and the informed consent form.

5.1.1a. Cover Sheet - The cover sheet provides basic information regarding the study under consideration and the principal investigator(s). For research whose principal investigator is a member of the ASPEN UNIVERSITY faculty, this form should be completed, and the ASPEN UNIVERSITY faculty member must sign attesting to their awareness of the University's policies and procedures for the use of human subjects in research. For research whose principal investigator is not a member of the ASPEN UNIVERSITY faculty, such as the Doctoral Student, this form should be completed, and the principal investigator must sign attesting to their awareness of the University's policies and procedures for the use of human subjects in research. Further, an ASPEN UNIVERSITY Professors/Faculty Chairs must sign illustrating that they have reviewed this application thoroughly and intend to oversee the research in its entirety and acknowledge their role as the principal investigator of record on their own behalf as well as on the behalf of the Doctoral Student.

5.1.1b. Proposal Narrative - The proposal narrative is a detailed description of the study. Each of the sections in the narrative needs to be completed, or if a section does not apply write "N/A." Each of these sections contains critical information that allows the reviewer to evaluate the study. These sections need to be written in lay language, avoiding jargon and acronyms. Failure to follow these rules causes delays in processing the submission. The responses to these questions allow the IRB to quickly place the study in the appropriate review category (exempt, expedited, or full review). These questions have been developed to decrease the response time of the IRB.

5.1.1c. Participant Letter - A letter inviting the human subject (s) to participate in the study must accompany the informed consent form.

5.1.1d. Informed Consent Form - An important component to any submission to the IRB committee is the informed consent form. This form is used by the researcher to document that the subject(s) were aware of the requirements of the study and that they were aware that they could refuse to participate or withdraw at any time up until publication of the project. Therefore, it is important that this document contain adequate information so that the subjects can make an informed decision regarding participation.

Note: Research involving deception will require additional justification and documentation related to informed consent processes.

Each of these components needs to be included in the package submitted to the IRB. Incomplete packages are returned to the principal investigator without review.

**6. Review** - Two copies of all materials should be sent to the IRB. Upon receipt of a protocol package the IRB reviews the package for completeness and content. If the package is found to be complete, the package is reviewed. If there are concerns or needed clarifications the IRB committee corresponds directly with the principal investigator to resolve these issues. The review process can take anywhere between 2 - 6 weeks, depending on the clarity and complexity of the proposal.

**7. Final Notification** - Upon receipt of the notification from the IRB reviewers of the acceptability of the experimental protocol, the IRB sends a letter to the principal investigator stating that the research project has been approved for one year (beginning on the date of the letter).

**8. Extensions** - For those projects that require an extension beyond the one-year limitation from the date of IRB approval, the principal investigator must submit a letter to the IRB stating their intention to continue the research and document any modification to the research protocol. The letter should also contain a concise updated overview of the project. Upon receipt of this letter, the IRB re-reviews the protocol and if it finds the protocol acceptable sends to the principal investigator a notice of extension.

**9. Retention of Documentation** - A copy of all records relating to the research project (original submitted protocol, all signed consent forms, correspondence with the IRB, etc.) should be safeguarded and retained for at least five years after the completion of the research. When destruction of records is necessary, the records must be disposed of by shredding or other permanent and safeguarded means of destruction.



## Appendix G: Verification of Precepted Master's Degree Hours

**To the School of Public Health Official:** The student named below is an applicant for the Doctor of Public Health Practice program at Aspen University. As part of the application, we require that applicants submit a verification of their precepted (supervised) master's degree clinical practice hours.

**To the applicant:** Please request that a School/College of Public Health official from your master's degree program complete this form and return it to you. Please include this form with your support documents as part of the **application process**. Program administrators may include a Coordinator, Program Director, or Dean.

To be completed by applicant:

Name of Applicant: \_\_\_\_\_

Name of Institution/School of Public Health: \_\_\_\_\_

Master's Degree: \_\_\_\_\_

Emphasis: \_\_\_\_\_

Year Graduated: \_\_\_\_\_ Total Practice Hours: \_\_\_\_\_

---

To be completed by School of Public Health Official:

Please print name of official: \_\_\_\_\_

Signature of Official: \_\_\_\_\_

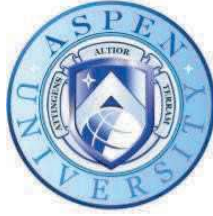
Date: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Email \_\_\_\_\_

Mailing Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Verified by DrPH Program Coordinator \_\_\_\_\_ Date: \_\_\_\_\_

**Completed form should be submitted to ProjectConcert after all signatures\* are attained. Directions can be found in the DrPH Handbook under "Instructions Uploading Documents to ProjectConcert." In addition, you will need to submit a block entry log in ProjectConcert so the total hours upon program completion reflects the total required hours.**



## **Appendix H: Doctor of Public Health (DrPH) Internship Site Agreement**

This INTERNSHIP SITE AGREEMENT is entered into between ASPEN UNIVERSITY INC. with its principal place of business located at 4615 E. Elwood St. Suite 100 Phoenix, AZ 85040 (hereinafter referred to as "SCHOOL") and \_\_\_\_\_ (Hereinafter referred to as "AGENCY"). This agreement shall replace or supersede all other agreements between the parties.

WHEREAS the mission of the Aspen University School of Nursing and Health Sciences is to enhance the health and quality of life for individuals, families, and communities at local, state, and national levels through excellence in teaching, scholarship, and practice.

WHEREAS the Doctor of Public Health (DrPH) program's main emphasis is to promote health and prevent illness. Good health and illness prevention knowledge are essential for productive citizens and to improve the quality of life within a society. Because Aspen University is dedicated to offering responsibly priced education for the purpose of achieving sustainable economic and social benefits, the Doctor of Public Health (DrPH) will be an affordable degree and prepare individuals to function in roles within our health systems to protect, promote and advance health and safety of families, communities, and the nation.

WHEREAS the AGENCY is willing to share its facilities with the SCHOOL by making its resources available for the instruction of students.

NOW, THEREFORE, for and in consideration of the foregoing objectives and in further consideration of the covenants and promises hereinafter to set forth, the parties hereto mutually agree as follows:

1. Upon inception, the doctoral student shall execute a form acknowledging all applicable policies required by the SCHOOL and the AGENCY.
2. The doctoral student participating in the internship experience at the AGENCY will be enrolled in the doctoral program and currently enrolled in a doctoral course with an appropriately credentialed faculty member.
3. A general orientation to the AGENCY will be provided by the Preceptor or AGENCY designee and must be attended by the doctoral student prior to beginning the internship experience.
4. When on AGENCY premises, the doctoral student will be under the direct supervision of a specified Preceptor agreed upon by the SCHOOL and AGENCY.
5. The doctoral student and Preceptor will negotiate the specific areas of the internship experience in alignment with the requirements of the doctoral course in which the student is enrolled.
6. The SCHOOL shall instruct the doctoral student that he/she shall follow all administrative policies, standards and practices of AGENCY while participating in the internship experience to the extent that AGENCY's rules and regulations do not contradict the SCHOOL'S rules and regulations.

7. The SCHOOL and the doctoral student shall comply with the AGENCY'S applicable policy regarding the Health Insurance Portability and Accountability Act (HIPAA) and shall not disclose any records concerning a client or participant to any third party without the prior written consent of the AGENCY.
8. Upon mutual agreement, the AGENCY reserves the right, upon consultation with the SCHOOL, to require the dismissal or removal from the AGENCY any doctoral student (i) whose personal characteristics prevent desirable relationships with AGENCY, (ii) whose health status is a detriment to the doctoral student's successful completion of the internship experience or to the welfare of clients or participants or (iii) whose performance, after appropriate instruction and counseling, continues to fall below the level required to maintain practice standards.
9. The SCHOOL agrees that the faculty member may serve as a consultant and on committees of the AGENCY when requested by the AGENCY.
10. There will be no exchange of monies between the AGENCY, the SCHOOL, the Preceptor, or the doctoral student.
11. The doctoral student will be responsible for personal transportation, meals, laundry, and health care needs in the performance of this agreement.
12. To the extent permitted by applicable law, each party does hereby covenant and agree to indemnify and hold harmless the other party, its appointed boards and commissions, officials, officers, employees, students, and subagents, individually and collectively, from all fines, claims, demands, suits or actions of any kind and nature by reason of its acts or omissions occurring in the performance of this Agreement. Nothing in this Agreement or in its performance shall be construed to result in any person being the officer, agent, employee, or servant of either party when such person, absent of this Agreement and the performance thereof, would not in law have had such status. Nothing in the execution of this Agreement or in its performance shall be construed to establish a joint venture by the parties hereto.
13. In addition to those laws specifically mentioned in this Agreement, AGENCY shall comply with all applicable policies of SCHOOL applicable to it and comply with all applicable laws and rules.
14. Both parties, in connection with any service or other activity under this Agreement, agree not to unlawfully discriminate against any person on the grounds of race, color, religion, sex, sexual orientation, gender identity, national origin, ethnicity, age, disability, political affiliations or belief. The SCHOOL and the AGENCY will comply with Title VII of the Civil Rights Act of 1964, Americans with Disabilities Act (ADA) of 1991, Title IX of the Education Amendments Act of 1972 and Section 504 of the Rehabilitation Act of 1973.
15. The SCHOOL and AGENCY will maintain in effect during the entire term of this Agreement, at their sole respective cost and expense, at least \$1,000,000 of commercial general liability insurance on a standard comprehensive occurrence form. The SCHOOL and AGENCY will make certificates of insurance available to each other upon request. The SCHOOL and AGENCY will maintain in effect during the entire term of this Agreement, at their sole respective cost and expense, Medical Errors & Omission coverage.
16. This agreement is for a period of \_\_\_\_\_ unless terminated by either party upon giving 30 days advance written notice to the other party.

**Aspen University Inc.**

By: \_\_\_\_\_

Print Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

**Agency**

By: \_\_\_\_\_

Print Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

**Student: Submit this completed form directly to ProjectConcert. Directions can be found in DrPH Handbook under “Instructions Uploading Documents to ProjectConcert.” If your site has its own site agreement, secure a copy, and submit to the program coordinator for review.**





## Appendix I: Preceptor Agreement

### Aspen University - Preceptor Agreement – DrPH Immersion

**\*\*Student: Submit this completed form to Project Concert\*\***

I, \_\_\_\_\_, have identified the following preceptor and he/she agrees to serve as my site preceptor for this/these course(s) DrPH\_\_\_\_\_. I verify that I have provided this preceptor with a copy of the Aspen University DrPH Handbook on \_\_\_\_/\_\_\_\_/\_\_\_\_ (today's date).

Student's Full Name: \_\_\_\_\_

Student's Signature: \_\_\_\_\_

#### **Preceptor's Information:**

Preceptor's Full Name: \_\_\_\_\_

Agency Affiliation: \_\_\_\_\_

Agency Address: \_\_\_\_\_

Position Title: \_\_\_\_\_

Work Telephone Number: (\_\_\_\_) \_\_\_\_\_ E-mail Address: \_\_\_\_\_

#### **Preceptor's Education: Degree (Highest Level Attained):**

\_\_\_\_\_ DrPH \_\_\_\_\_ Ph.D.

\_\_\_\_\_ Other Doctoral Degree Specialization \_\_\_\_\_

RN License # (if applicable) \_\_\_\_\_ State \_\_\_\_\_ Expiration Date \_\_\_\_\_

#### **Preceptor's Acknowledgement and Acceptance:**

I agree to function as the immersion site preceptor. I have reviewed the DrPH Handbook and accept the role and function as a preceptor. The information provided herein is true to the best of my knowledge.

\_\_\_\_\_  
Signature (*No Typed Signatures*)

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date

**Preceptor's Experience (Please attach and submit a 5-year resume or CV)**

#### **Immersion Site Information (Should be the Same as the Immersion Site Agreement):**

Name of Site: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

#### **ASPEN UNIVERSITY APPROVAL:**

Signature: \_\_\_\_\_ Print Name: \_\_\_\_\_

Date: \_\_\_\_\_ Title: \_\_\_\_\_





## Appendix J: Student Profile

Full Name \_\_\_\_\_ Date: \_\_\_\_\_

Street address \_\_\_\_\_

City/State/Zip Code \_\_\_\_\_

Cell/ Home Telephone \_\_\_\_\_

Other Telephone (if applicable) \_\_\_\_\_

E-mail address \_\_\_\_\_

### Emergency Contact Person

Name: \_\_\_\_\_

Telephone: \_\_\_\_\_

Relationship: \_\_\_\_\_

### Provide a short discussion of the intended topic following the outline below:

Introduction of the Problem and Purpose: State the topic or problem selected for the DrPH project plan. Use the “P” in PICO as guide. Explain why this issue is important to a practice-focused doctoral program (within the realm of the student’s specialty focus and advanced Public Health role specialization).

\_\_\_\_\_  
\_\_\_\_\_

Background of Project Need (state why this topic or problem is important to address in the identified practice site).

\_\_\_\_\_  
\_\_\_\_\_

Describe the importance of meeting the fundamental competencies of the Essentials of Doctoral Education for Advanced Public Health Practice and the intended DrPH project.

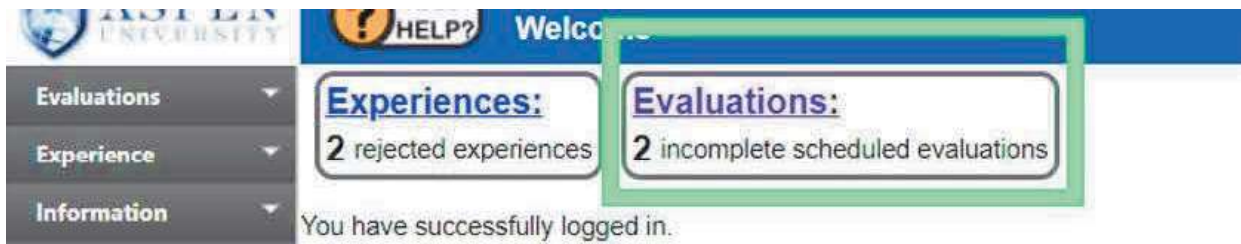
\_\_\_\_\_  
\_\_\_\_\_



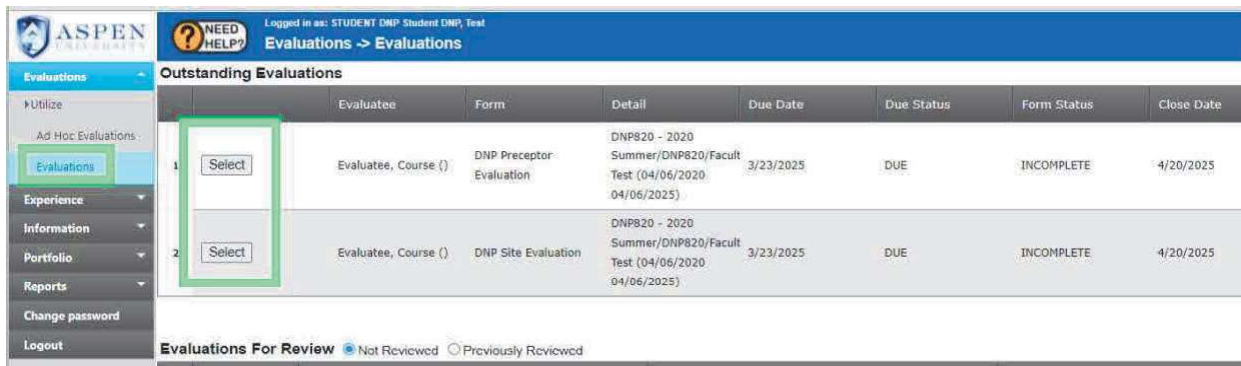
## Appendix K: DrPH Preceptor Evaluation – Completed Electronically in Project Concert

### Student directions:

There are two ways to navigate to it. First, there will be a notification in your dashboard alerting you the evaluations are ready for you to complete. Click on the “Evaluations” link and it will take you directly to the evaluations.



1. The second way to access, is to click on Evaluations on the left menu. Both options take you the evaluations and you click on “Select” to complete.



2. When you click “Select,” the evaluation will open. Type in the Clinical Site name and your Preceptor’s name. There will be 21 multiple choice questions. When you finish, click on “Submit.”

Evaluations - > Evaluation Form

**DNP Preceptor Evaluation**  
DNP820 - 2020 Summer/DNP820/Faculty Test (04/06/2020-04/06/2025)  
Evaluatee, Course ()

Save Save & Return Submit **3**

Preceptor Evaluation

Clinical Site Location Name: **1**

Preceptor Name:

**Advocate**

Did your preceptor:

Assist you with setting goals and providing constructive feedback? **2**

☐ Always  
☐ Sometimes  
☐ Never  
☐ Not Applicable

### The following questions will asked:

#### Advocate

Did your Preceptor:

Assist you with setting goals and providing constructive feedback? Always - Sometimes - Never - Not Applicable

Maintains confidentiality of students/patients/staff? Always - Sometimes - Never - Not Applicable

Maintain confidentiality of your work performance? Always - Sometimes - Never - Not Applicable

Demonstrate understanding of and promote the Public health practitioner Leader role? Always - Sometimes - Never - Not Applicable

#### Role Model

Did your Preceptor:

Function as a patient/student/family/public health practitioner advocate? Always - Sometimes - Never - Not Applicable

Interact well with superiors, subordinates, and ancillary personnel? Always - Sometimes - Never - Not Applicable

Consider your individual learning needs? Always - Sometimes - Never - Not Applicable

Communicate Public Health education knowledge well? Always - Sometimes - Never - Not Applicable

Utilize other members of the health care and educational team? (i.e.: dietician, social worker, academic advisement, information technology, human resources)? Always - Sometimes - Never - Not Applicable

#### Teacher

Did your Preceptor:

Help you identify your learning needs? Always - Sometimes - Never - Not Applicable

Suggest or provide additional learning experiences? Always - Sometimes - Never - Not Applicable

Collaborate with you in making decisions about the practicum environment? Always - Sometimes - Never - Not Applicable

Provide immediate and adequate feedback? Always - Sometimes - Never - Not Applicable

Promote a climate that supports validation of problem-solving? Always - Sometimes - Never - Not Applicable

Lead you through decision analysis? Always - Sometimes - Never - Not Applicable

Encourage questions? Always - Sometimes - Never - Not Applicable

Provide opportunities for you to grow in the MSN role? Always - Sometimes - Never - Not Applicable

#### Consultant

Did your Preceptor:

Encourage you to be independent as you gained experience? Always - Sometimes - Never - Not Applicable

Help you recognize and utilize resource persons other than himself/herself? Always - Sometimes - Never - Not Applicable

Remain accessible for consultation as you gained competence? Always - Sometimes - Never - Not Applicable



## Appendix L: DrPH Site Evaluation – Completed Electronically in Project Concert

### Student directions:

There are two ways to navigate to it. First, there will be a notification in your dashboard alerting you the evaluations are ready for you to complete. Click on the “Evaluations” link and it will take you directly to the evaluations.



1. The second way to access, is to click on Evaluations on the left menu. Both options take you the evaluations and you click on “Select” to complete.



2. When you click “Select,” the evaluation will open. Type in the Clinical Site name. There will be 13 multiple choice questions. When you finish, click on “Submit.”

**DNP Site Evaluation**  
DNP820 - 2020 Summer/DNP820/Faculty Test (04/06/2020-04/06/2025)  
Evaluatee, Course ()

Save Save & Return Submit

**Site Evaluation**

Clinical Site Location Name:

**DOES THIS SITE HAVE:**

1. Adequate space? Always - Sometimes - Never - Not Applicable

2. Adequate numbers of clinically competent staff? Always - Sometimes - Never - Not Applicable

3. Autonomy and accountability for Public Health practice? Always - Sometimes - Never - Not Applicable

4. Public Health control of Public Health practice and the practice environment? Always - Sometimes - Never - Not Applicable

5. Adequate compensation commensurate with responsibilities, education, and performance? Always - Sometimes - Never - Not Applicable

6. Opportunities to follow-up with Public Health problems of interest? Always - Sometimes - Never - Not Applicable

7. Access to education, research, and appropriate technologies? Always - Sometimes - Never - Not Applicable

8. Promotion of evidence-based practice? Always - Sometimes - Never - Not Applicable

9. Public Health and support staff that are accepting of student's role? Always - Sometimes - Never - Not Applicable

10. Does the philosophy of the organization as directed in a healthy work environment and improved patient outcomes? Always - Sometimes - Never - Not Applicable

11. Does the organization use procedure and protocol manuals, educational materials, and have personnel to adequately support a student? Always - Sometimes - Never - Not Applicable

12. Are community resources, other agencies, and professional disciplines involved with client welfare? Always - Sometimes - Never - Not Applicable

13. Would this site be recommended for future student placement? Always - Sometimes - Never - Not Applicable

**The following questions will asked:**

1. Adequate space? Always - Sometimes - Never - Not Applicable
2. Adequate numbers of clinically competent staff? Always - Sometimes - Never - Not Applicable
3. Autonomy and accountability for Public Health practice? Always - Sometimes - Never - Not Applicable
4. Public Health control of Public Health practice and the practice environment? Always - Sometimes - Never - Not Applicable
5. Adequate compensation commensurate with responsibilities, education, and performance? Always - Sometimes - Never - Not Applicable
6. Opportunities to follow-up with Public Health problems of interest? Always - Sometimes - Never - Not Applicable
7. Access to education, research, and appropriate technologies? Always - Sometimes - Never - Not Applicable
8. Promotion of evidence-based practice? Always - Sometimes - Never - Not Applicable
9. Public Health and support staff that are accepting of student's role? Always - Sometimes - Never - Not Applicable
10. Does the philosophy of the organization as directed in a healthy work environment and improved patient outcomes? Always - Sometimes - Never - Not Applicable
11. Does the organization use procedure and protocol manuals, educational materials, and have personnel to adequately support a student? Always - Sometimes - Never - Not Applicable
12. Are community resources, other agencies, and professional disciplines involved with client welfare? Always - Sometimes - Never - Not Applicable
13. Would this site be recommended for future student placement? Always - Sometimes - Never - Not Applicable



## Appendix M: DrPH Student Performance Evaluation

### Student Performance Evaluation

#### Student Information

Student Name:

Dates  
Observed

to

Course:

Preceptor:

#### Ratings

(1) = Poor

(2) = Fair

(3) = Satisfactory

(4) = Good

(5) = Excellent

**Implements a variety of teaching strategies appropriate to learner needs, desired outcomes, content, and context**

Comments:

☐
☐
☐
☐
☐

**Grounds teaching strategies in educational theory and evidence-based teaching practices**

Comments:

☐
☐
☐
☐
☐

**Uses information technologies skillfully to support the teaching-learning process**

Comments:

☐
☐
☐
☐
☐

**Creates opportunities for learners to develop critical thinking and clinical reasoning skills**

Comments:

☐
☐
☐
☐
☐

**Shows an enthusiasm for teaching, learning, and nursing that inspires learners**

Comments:

☐
☐
☐
☐
☐

**Develops collegial working relationships with students, faculty, and immersion agency personnel**

Comments:

☐
☐
☐
☐
☐

**Maintains the professional  
practice knowledge base**

☐☐☐☐☐

Comments:

**Evaluation**

Additional Comments:

**Preceptor Signature:** \_\_\_\_\_ **Date** \_\_\_\_\_

**Student:** Submit this completed form directly to your Faculty Mentor.