

GWSPH Student APEX Checklist for Handshake

- Meet with Practice Team to learn about Practicum requirements and processes, as well as develop a search strategy.
- Begin searching for a Practicum experience 3-6 months before you would like to begin a Practicum.
- Meet with GWSPH Career Services to assist with the search.
- Secure a Practicum experience and contact your Practice Team.
 - If relevant to your program/department, complete the excel APEX Practicum Plan template your Practice Team provided and submit back to them for initial review.
- Once Practice Team approves your secured site, proceed to Handshake to submit your Practicum Plan.
- Receive a signed copy of the Endorsement form from your Preceptor.
- Email the signed form to your Practice Team.
- Upon approval by your Preceptor and Practice Team, download your Practicum Plan as a PDF to your computer by typing Ctrl+P on your keyboard and submitting the document to the [Office of Research Excellence Student Project Oversight Portal](#) along with the signed Endorsement form that your Practice Team emailed you.
- Once you received a determination email from the Office of Research Excellence you may proceed with your Practicum experience. Any hours worked from the date of the determination email onwards can count towards your prospective 120 hours.
- If you receive any emails from Handshake that are for a Midpoint Attestation or Final Evaluation, save these emails for use when you have reached 60 hours and 120 hours at your Practicum site by starring or adding them to a label. You should only complete these at the middle and end of your Practicum project.
- At the mid-way point or after 60 hours, complete the Midpoint Attestation in Handshake (required)
- At the end of your Practicum experience, upload your two work products as attachments (required) and complete the Final Evaluation
 - * It's recommended you upload your work products before you complete the final evaluation.
 - All attachments must be in pdf or word doc. Work with your Practice Team for their preference if you are uploading a work product that cannot be a pdf or word doc. This could look like uploading your work product to a shared folder or submitting a word document with a hyperlink for your Practice Team to click and download