

## **GWSPH Student APEx Checklist for Handshake**

- Meet with your Academic Advisor/Practicum Coordinator 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.
  - Complete the excel APEx Practicum Plan template your Academic Advisor/Practicum Coordinator provided and submit back to them for initial review.
- Once they approve your secured site, proceed to Handshake to submit your Practicum Plan for approval.
- After you successfully submit your Practicum Plan, download the Student Oversight Endorsement Form from the Attachments section under your Practicum Plan Details and (1) ask your preceptor to complete and sign the form and (2) reupload the signed form to your Attachments section for Dr. Nagaraj to review.
  - Title the signed version as Name\_Endorsement Form\_signed
- Your preceptor will review and approve your Practicum Plan first in the system.
- Then Dr. Nagaraj will review and approve your Practicum Plan and the signed Endorsement Form.
- When you receive an email notification that states your Practicum has been approved enter Handshake to download your Practicum Plan as a PDF to your computer by typing Ctrl+P on your keyboard and downloading the fully signed Endorsement form. Then submit both documents to the [Office of Research Excellence Student Project Oversight Portal](#).
  - This is only relevant if you have a fully signed version of the Endorsement form under your attachments upon your Plans approval. If you do not have a fully signed form, then you are approved to begin your Practicum.
- 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.
- Receive email notification that states your Practicum has been approved – you are able to now begin your Practicum experience.
- If you receive any emails from Handshake that are for the Final Evaluation, save the email for use when you have reached 120 hours at your Practicum. You should only complete the evaluation at the end of your Practicum project.
- 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.