

Global Health APEX Checklist for Handshake

- Attend or watch an APEX 101 informational session to learn about Practicum requirements and processes, as well as how to develop a search strategy.
- Begin searching for a Practicum experience 3-6 months before you would like to begin a Practicum.
- Meet with your **Program Director** and GWPSH Career Services to assist with the search.
- Secure a Practicum experience and contact your **Program Director** with a short scope of work (SoW).
- Once you have preliminary approval of the SoW from your Program Director, connect with Dr. Paichadze to obtain and complete the excel APEX Practicum Plan template and submit it back to her for initial review.
- Once Dr. Paichadze approves your secured site, proceed to Handshake to submit your Practicum Plan and download the attached Endorsement form to submit to your preceptor to complete under Attachments. Once signed by your preceptor, return it via email to Dr. Paichadze.
- Preceptor will review and approve your Practicum Plan.
- Dr. Paichadze will review and approve your Practicum Plan and email a fully signed Endorsement form to you for Office of Research Excellence (ORE) submission.
- Receive email notification that states your Practicum has been approved – you are able to now begin your Practicum experience.
- Upon approval by your Preceptor and Dr. Paichadze, 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 Dr. Paichadze emailed you.
- Once you received a determination email from the ORE 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. You will also receive RTF to complete and return to Dr. Paichadze so you can be registered for PUBH 6000.
- Keep track of your hours in the Timesheet Template available in Attachments. You will submit this with your midpoint and final evaluations (**required**).
- 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.**
- After 60 hours (or at your midway point, if you are completing more than 120 hours total), 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 Dr. Paichadze for her 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 Dr. Paichadze to click and download.