

LPHA Student Project Checklist

Ideal Timelines:

- For a student practicum in the Summer or Fall semester, begin recruiting in March
- For a student practicum in the Spring semester, begin recruiting in October

Responsibility	Workflow and Action Items
STUDENT OPPORTUNITY DESCRIPTION PREPARATION	
LPHA Preceptor LPHA Preceptor	<ul style="list-style-type: none"> □ Receives necessary permission (varies by LPHA) from supervisor to host a student. □ Complete the student inquiry form
CDPHE Coordinator	<ul style="list-style-type: none"> □ Coordinator reviews submitted form and upon confirmation from preceptor, coordinator advertises opportunity on LPHA site and advertises on ColoradoSPH Connect and other relevant sites.
RECRUITMENT	
CDPHE Coordinator	<ul style="list-style-type: none"> □ A general advertisement will be posted to ColoradoSPH Connect or other relevant sites, to direct students interested in working with local public health to the posting(s). **Note** Posting a description does not guarantee getting a student.
SCREENING AND INTERVIEWS	
Student	<ul style="list-style-type: none"> □ Sends application and/or interest email to the Student Opportunities Coordinator (CDPHE). Applications will include a cover letter, resume, and unofficial transcript.
CDPHE Coordinator	<ul style="list-style-type: none"> □ Inform students upon receipt and electronically forward qualified students to project preceptor at LPHA.
LPHA Preceptor	<ul style="list-style-type: none"> □ Review potential candidates, and perform brief interview(s) for qualified candidates- sample interview questions **Note** Please reach out to the student(s) sent to you within 10 business days. Either let them know that their application is under consideration, or not (see sample email below).
LPHA Preceptor	<ul style="list-style-type: none"> □ Inform students you choose not to interview - sample email.
LPHA Preceptor	<ul style="list-style-type: none"> □ Inform student chosen for the opportunity, and receive confirmation of their interest.
LPHA Preceptor LPHA Preceptor LPHA Preceptor	<ul style="list-style-type: none"> □ Inform student(s) you interviewed, but were not chosen for the position - sample email. □ Upon choosing a student, notify the Student Opportunities Coordinator (lainey.trahan@state.co.us) so the position can be closed.
CDPHE Coordinator	<ul style="list-style-type: none"> □ Close position.
Responsibility	Pre-Arrival Tasks
Student	<ul style="list-style-type: none"> □ Complete as much of the learning plan (from University) as possible from the <i>Student Opportunity Description</i> posted online.
LPHA Preceptor & Student	<ul style="list-style-type: none"> □ Schedule meeting to finalize and sign learning plan from University.
ORIENTATION	
LPHA Preceptor & Student	<ul style="list-style-type: none"> □ Complete necessary paperwork for the LPHA □ Provide student with a tour of your agency □ Setup brief meetings for your student to meet key employees in the project □ Provide overview and history of the organization