**Embedded GrAPEs: Instructor Guidelines**

Embedded applied practice experience projects allow students the opportunity to work on real-world public health issues under your supervision, and provides tangible benefit to the partnering agency, which must be an external public health or related organization.

Planning Phase

* Work with partnering agency to clearly identify the scope of the project and expectations, including completed projects.
* Estimate the amount of class time the project will entail, and determine the number of GrAPE units for the project. If the entire 3-credit hour class is built around the project, then 3 units of GrAPEs will be awarded. GrAPE units may range from .5 to 3.
* Schedule meeting times for the agency contact to meet with students. The minimum number of meetings is based on the number of GrAPE units being awarded:
	+ . 5 - 2 units = two meetings (beginning and end of project)
	+ 3 units = three meetings minimum (beginning, midpoint, end)
* Complete the “Embedded GrAPE Project” form and send a copy to the agency for their records.
* Identify the competencies substantially associated with the project.

Implementation

* Monitor progress. Communicate any changes to the agency.
* Have students complete “Embedded GrAPE” summary form.
* Have students upload project and form to their e-portfolio on Blackboard.

End of Project

* Send the GrAPE coordinator each of the following:
	+ Embedded GrAPE form completed with agency
	+ List of students who earned a C or higher on the project