**MPH Applied Practicum Experience Instructions***

*NOTE: (1) Students who been enrolled in the MPH Program BEFORE August 1, 2019 must take PH8090-Practicum. (2) Those students who begin their MPH Program AFTER August 1, 2019 must take PH9010-Applied Practicum Experience. The instructions remain the same only the course number changed!*

**PH8090: 3 credit hours (Students before August 1, 2019)**

**PH9010: 2 credit hours (Students after August 1, 2019)**

**Course Objective:** The goal of the public health Practicum is to demonstrate attainment of MPH competencies (both core and concentration) through applied practice experiences in public health. Specifically, students must demonstrate that their Practicum experience addresses at least 5 competencies from the MPH Program, of which 3 must be core competencies. The additional 2 (or more) demonstrated competencies may be from the MPH core or concentration coursework.

**Final Product:** Students are required to complete at least 120 hours of public health practice through the Practicum course. As a the work products of the Practicum Experience, students are required to complete Practicum Forms A-E, a Practicum Experience summary, a final presentation.

**Course Registration Prerequisites:** Students are eligible to register for the Practicum course only after (a) completing 50% (21 credit hours) of MPH coursework, (b) completing 20 hours of approved public health-related volunteer service, (c) attend every MPH seminar each semester, and (d) attend the final presentation seminar of their fellow peers’ practicum, capstone, and thesis projects at the end of the each semester.

The applied Practicum in public health practice experience must align with the mission of the UC MPH Program. Students must design your Practicum to fit your career goals. The Practicum experience must be structured to ensure that students address at least 5 MPH competencies. The applied practice experience may also address additional MPH core or concentration-specific competencies as appropriate.

**Key steps to complete your Practicum:**

1. **Ensure Fulfillment of All Prerequisites** – Verify that you have completed all requirements for practicum registration. Fulfillment of all prerequisites will be confirmed based on MPH records of attendance and documentation of volunteer service that have been turned in. Failure to meet any prerequisite will prevent practicum registration.

2. **Practicum Project & Site** – Identify the potential Practicum site to discuss your Practicum, identify a Practicum preceptor, and develop project objectives;

3. **Practicum Registration** – Turn in the registration request form for PH8090 detailing your practicum plan, objectives, and role. You may additionally schedule a meeting with Professor Doan to discuss your Practicum plans, including your Practicum site, preceptor and project details if you have questions regarding the practicum requirements;

4. **Practicum Plans and Forms** – Complete Forms A-C on Blackboard, describing your project plans by the designated due date;
(5) **Practicum Report** – Submit a summary of your Practicum that outlines the attainment of at least 5 MPH competencies at the end of the semester to Blackboard;

(6) **Practicum Presentation** – Present on your Practicum experience at the end of the semester and submit your PowerPoint slides to Blackboard; and

(7) **Practicum Forms** – Submit Form D (completed by your preceptor) and complete Form E (completed by the student) to Blackboard at the end of the semester.

**What makes a good Practicum objective?**

All practicum should be based on 3-5 objectives linked to at least one of the MPH Program’s core competencies and one of the student’s concentration competencies. The preceptor and the student should meet, create and discuss objectives at the beginning of the practicum. It is recommended to use the 'SMART' guidelines in order to assure that each objective is:

- **Specific** – A specific objective has a much greater chance of being accomplished than a general one. To make an objective specific, make sure to include the Who, What, When, Where and Why (e.g. A general objective would be "Get in shape." A specific objective would be "I will join and attend a health club at least three times per week for three months in order to lose 15 pounds.")
- **Measurable** – Establish concrete criteria for measuring progress toward the attainment of each objective. Ask yourself "How much? How many? How will I know when it is accomplished?" In the objective above, the 15 pounds is what makes it measurable.
- **Attainable** – Objectives should be achievable given the resources and time available.
- **Realistic** – Objectives are realistic when the skills needed to reach the objective are available and the goal fits with the overall strategy and goals of the organization.
- **Timely** – When setting objectives, you should ensure that there is an understanding of a begin date, end date, and how much time it will take to reach the objective within the timeframe. In the objective above, the 3 months is the time frame for achieving the goal.

**Practicum Site:**

Students will choose a Practicum site for their public health practice experience. Students will practice under the supervision of a preceptor.

- Applied practice experiences may involve governmental, non-governmental, non-profit, industrial and for-profit settings or appropriate university-affiliated settings.
- To be appropriate for applied practice experience activities, university-affiliated settings must be primarily focused on community engagement, typically with external partners.
- University health promotion or wellness centers may also be appropriate.

**Practicum Preceptor:**

Student preceptors are expected to:

1) Discuss, outline and align the student’s public health practice activities and duties in order to fulfill the goal of the Practicum;

2) Supervise the student’s practice to ensure completion of tasks/responsibilities and a minimum of 120 hours (more hours may be required by the site/preceptor) of practice;
3) Evaluate the student’s performance to aid in determining major component of the student’s final grade; and

4) Provide feedback and suggestions to help improve the student’s practice and the Practicum course in the future.

The preceptor will communicate with the MPH Program routinely to ensure the student’s practice meets the goals of both the MPH Program and the Practicum site.

**REQUIRED DOCUMENTS and ASSIGNMENT**

*Due dates for the required documents will be posted on Blackboard. These include submission of:*

**Practicum Forms A-E:**

- Form A - Practicum Application Form
- Form B - Field Placement Practicum Questionnaire
- Form C - Intended Field Practicum Activities Agreement

*Forms A, B, and C must be completed online via the link provided on Blackboard. Paper and PDF forms will not be accepted. Online submission of Forms A-C must be submitted at the beginning of the semester.*

- **Form D - Site Supervisor Final Student Evaluation**

*Form D must be completed by the Practicum Preceptor and submitted as a PDF file BY THE STUDENT on Blackboard. It is the responsibility of the student to ensure the return and submission of Form D - Site Supervisor Final Student Evaluation – via Blackboard. FAILURE TO SUBMIT THIS FORM WILL RESULT IN AN INCOMPLETE FINAL GRADE. Paper forms will not be accepted. Form D must be submitted to Blackboard at the end of the semester.*

- **Form E - Student Evaluation of Agency Form**

*Form E must be completed and submitted via the link provided on Blackboard. Paper and PDF forms will not be accepted. Online submission of Form E must be submitted at the end of the semester.*

**Practicum Report:**

Students will be required to write a report that summarizes their Practicum Experience. This summary will focus on:

1) A description of the Practicum project;

2) A description of the Practicum organization and site Practicum preceptor;

3) A description of the student’s activities and public health implications;

4) An explanation of how these project activities address the attainment at least 5 MPH competencies, of which 3 must be core competencies. The additional 2 (or more) demonstrated competencies may be from the MPH core or concentration coursework.

The Practicum Report must be a minimum of 3 pages with 11 or 12-point Times New Roman (or
similar) font, maximum of double-spaced (or less), and 1” margins.

The Practicum Report must be submitted to Blackboard at the end of the semester. A Practicum Report template is provided on Blackboard.

**PowerPoint Presentation:**

Students will be required to summarize their Practicum experience in a PowerPoint presentation at the end of the semester. The PowerPoint slides must be submitted to Blackboard before or after the presentation.

Students should send their slides to their preceptor at least one week before the presentation to review and approve. *Students should invite their preceptor to attend the presentation seminar, and inform them of the date, time, and location of the seminar.*

Students should practice their PowerPoint presentation prior to the seminar to optimize their delivery, communication, and performance. Students should NOT read from their slides or directly from note cards (though note cards are permitted if desired as a prop). See presentation grading rubric for more information. *Students should bring PowerPoint files to the seminar loaded on a flash drive.*

The presentation slides should contain the following key information:

- Presentations should be **15 minutes** long and no longer to allow time for Q&A
- Name of the Practicum site and preceptor(s), starting and ending dates of the Practicum
- Overview of Practicum site and its mission, objects, target population
- Public health projects/activities and contributions that the student was involved in through the Practicum
  - *Evidence-based justification* of how the student applied their MPH competencies in their role and contributions in Practicum projects/activities*
- One acknowledgement slide to thank the preceptor and other colleagues at the Practicum site

*See examples on Blackboard. It is not sufficient to simply list competencies. We want to know specific activities/roles/contributions in which you applied the competencies in the context of your project.

**Professionalism:**

All MPH Practicum students are expected to conduct their public health practice with the highest level of professionalism. Students should keep in mind that they are representatives of the UC MPH Program for the broader community that we serve. Professional behavior includes, but is not limited to:

- **Appropriate dress code** – A minimum of business causal dress is suggested. Casual attire is not acceptable (sweat shirt/pants, athletic clothing, torn jeans, etc.).

- **Timeliness** – Students should strictly adhere to the schedule and deadlines that are determined with the practicum preceptor. Tardiness, absence, or not showing up for work, meetings or other scheduled events and missed deadlines are not acceptable.
• **Communication and email etiquette** – All communication should use a professional tone, including emails. Professional tone includes proper greetings, signatures, correct spelling and grammar, etc. All communications should be returned/responded to within 36-48 hours.

**Grade:**

A letter grade (A-F) will be provided for the Practicum course. The exact breakdown of the grade distribution may be found in the syllabus for the semester. Your grade will be determined by:

1) Recommendation of the preceptor through their evaluation Form D;

2) Submission of all Practicum forms;

3) Submission of Practicum Report; and

4) Presentation and submission of presentation slides.

***It is the responsibility of the student to ensure return and submission of Form D - Site Supervisor Final Student Evaluation – via Blackboard. Students are held to the UC Code of Student Conduct in submitting Form D without alteration of the preceptor’s final evaluation. Form D must reflect a positive review on the student’s performance while working at the Practicum site in order for the student to receive a passing grade.***