MPH Practicum Overview & Checklist

The following is a general overview of the process involved in completing the MPH Practicum. A checklist is provided to assist you in navigating completion of the requirements. If you have any questions about the steps listed below, do not hesitate to contact Michael McLeod at MichaelMcLeod@wayne.edu.

1. Course Registration:
   □ Meet with your Academic Advisor to discuss practicum prerequisites and complete the Practicum Approval Form.
   □ Submit a Practicum Approval Form, current CV/résumé, CITI Certification, HIPAA certificate and the TB clearance (Health Appraisal Form) to your advisor for initial approval. Once all of the above is completed, sign and forward the approved form and all attachments to the Practicum Director electronically. Electronic signatures will be accepted and are encouraged.
   □ The Practicum Director will approve and forward all documents to the MPH Program Office to open registration (with a copy to the student).
   □ Register for your Practicum. ALL students must officially register for their Practicum.

2. Site Selection: Students are responsible for finding an appropriate Practicum experience, with support from their academic advisor, faculty and the Practicum Director. Please review the Practicum Placement Guide in the Practicum Directors office for a list of potential placement opportunities. This process can be a time consuming endeavor. Plan to begin this process no later than the semester before you intend to register.
   □ Meet with the Practicum Director to discuss site and preceptor.
   □ Identify a Practicum opportunity and Site Preceptor (someone at the host organization).
   □ If your practicum site is a new MPH practicum site, the preceptor must submit a Practicum Site Placement Form via Qualtrics. The link to the application is available on the Community Partner tab on the MPH Program website.
   □ If your Site Preceptor is a new preceptor, they must complete the Site Preceptor Application via Qualtrics and submit a CV/Resume to the Practicum Director. The link to the application is available on the Community Partner tab on the MPH Program website.

3. Learning Contract: This document establishes the expectations, deliverables and timeline before the start of the Practicum.
   □ Meet with Site Preceptor to discuss and develop your Learning Contract, including the Scope of Work. Submit a draft to the Practicum Director. Learning Contract guidelines are available in the Practicum Guidebook.
   □ Meet with the Practicum Director to discuss and refine your Learning Contract. Review edited Learning Contract with Site Preceptor and obtain approval signature on the Practicum Approval Form.
   □ Submit the approved Learning Contract to the Practicum Director via Qualtrics link on Blackboard within 2 weeks of your Practicum start date.
   □ Submit the Practicum Approval Form to the Practicum Director.
4. Executive Summary
   □ Submit an Executive Summary (no more than 2 pages) of the practicum experience to the Practicum Director online via Blackboard AND to the Site Preceptor at least 1 week prior to the scheduled Practicum Showcase. Executive Summary and Summary Report guidelines are available in the Practicum Guidebook.

5. Abstract
   □ Submit a draft Abstract (250 words or less) using the Practicum Abstract Form on Blackboard. The Practicum Director will provide feedback and approve abstract. Abstract Guidelines are available in the Practicum Guidebook.
   □ Submit the final Practicum Abstract Form of your Practicum experience at least 1 week prior to your scheduled Practicum Showcase. The Practicum Director will publish all abstracts in the Practicum Showcase Book.

6. Practicum Poster & Practicum Showcase
   □ Submit a Practicum Poster on Blackboard at least 48 hours prior to the Practicum Showcase. Practicum poster guidelines are available in the Practicum Guidebook.
   □ Attend the Practicum Showcase event to present your poster.
   □ Prepare a three minute “elevator” speech regarding your practicum. All posters will be presented to all attendees. Describe your practicum site and what you did. You are not to read you poster. Just give a very short three- minute overview and then all attendees will walk around to each poster to ask questions, etc.

8. Evaluations
   □ Submit your completed Student Evaluation of Practicum online via Qualtrics, after the completion of your Practicum. You must request a link to the survey from the Practicum Director.
   □ Remind your Site Preceptor to complete the Site Preceptor Evaluation of Practicum Student online via Qualtrics. The Practicum Director will email all preceptors at the conclusion of the practicum.

MPH Practicum Completion!