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 Dr. Juliann Binienda, Practicum Director at mphpracticum@med.wayne.edu or 313-577-5987.

1. Selection and Registration: 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 Academic Advisor to discuss practicum pre-requisites and complete the Practicum Approval Form.
   □ 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 WSUSOM MPH practicum site, submit a Practicum Site Placement Form via Blackboard.
     ○ If your Site Preceptor is a new preceptor in the WSUSOM MPH Program, have them complete the Site Preceptor Application and notify the Practicum Director.
   □ Submit a Practicum Approval Form, current CV/résumé, CITI Certification and the TB clearance (Health Appraisal Form) to your advisor for initial approval. Once all of the above is completed, the advisor will sign and forward the signed form to the MPH Program Office to open registration (with a copy to the student). Electronic signatures will be accepted and are encouraged.
   □ Register for your Practicum. ALL students must officially register for their Practicum. Submit signed Practicum Approval Form and current CV/résumé to the Practicum Director via Blackboard.

2. 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 via Blackboard. 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.
   □ Submit the signed Learning Contract to the Practicum Director via Blackboard within 2 weeks of your Practicum start date.

Updated 1/13/17
□ Practicum Director approves Learning Contract via Blackboard.

3. Midpoint Review

□ Halfway through your Practicum, meet with your Site Preceptor to discuss practicum progress.

□ Summarize the review on the Midpoint Review Form and make any necessary updates and/or adjustments to the Scope of Work, if necessary. If there are no significant changes to the fidelity of the contract, please state. Review the document with the Site Preceptor and obtain approval signature.

□ Submit the signed Midpoint Review Form to the Practice Director via Blackboard within 1 week.

4. Executive Summary (PHP Only) or Summary Data Report (Biostatistics Only)

□ Submit an Executive Summary or Summary Data Report (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 to the Practicum Director via 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 via Blackboard 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 to the Practicum Director 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.

7. 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. Arrange to meet with Practicum Director to review your evaluation and to close out the Learning Contract.

8. Public Health Workshops, Professional Development and/or Volunteer Activities: This is an opportunity to fill any public health practice competency gaps in your experience.

□ Identify at least two (2) Public Health Skills Workshops, Professional Development Seminars and/or community-based public health volunteer activities by the end of the practicum course. Find the list of current workshops and volunteer opportunities on the MPH Program website at http://www.familymedicine.med.wayne.edu/mph/. Volunteer opportunities will also be posted outside of the Practicum Directors office. Do not wait until the end of the practicum to complete this requirement!

□ Submit a Professional Development/Volunteer Opportunity Form to your Academic Advisor or the Practicum Director for approval PRIOR to attending the event(s).

□ Attend at least two (2) Public Health Skills Workshops, Professional Development Seminars and/or community-based public health volunteer activities.

□ Submit the completed Professional Development/Volunteer Opportunity Form to the Practicum Director via Blackboard.

MPH Practicum Completion!