



School of Medicine

Department of Family Medicine
and Public Health Sciences

MPH Practicum Experience

***Student Guidebook
Winter 2018***

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INTRODUCTION

As a requirement established by the Council on Education for Public Health (CEPH), all Master of Public Health (MPH) students “*must develop skills in basic public health concepts and demonstrate the application of these concepts through a practice experience that is relevant to the students’ areas of specialization.*” (Criterion 2.4, CEPH, 2011)

In concordance with these requirements, all MPH students in the Wayne State University School of Medicine Department of Family Medicine and Public Health Sciences (DFMPHS) MPH Program are required to satisfactorily complete a practicum (FPH 7440) before graduation. To help facilitate this experience, the MPH program has created this guidebook to provide an overall picture of the practicum and expectations.

Since practical knowledge and skills are essential to a successful career in public health, a **planned, supervised, and evaluated** practicum is an essential component of a public health professional degree program. The goal of the practicum is to provide opportunities for students to synthesize, integrate, and apply practical skills, knowledge, and training learned through courses, gain professional experience in a public health work environment, and to work on public health issues that are of particular interest to the each student.

THE MPH PRACTICUM COURSE

All MPH students in the WSU program are required to satisfactorily complete a 135-hour practical experience, called a *practicum*, as part of their matriculation. This is equivalent to 3-course credit hours. The practicum experience may include work in local, state, federal, for-profit or non-profit organization that addresses significant public health issues. Practica are individually selected and tailored to meet the needs of each student. The practicum should be completed in a concentrated fashion in one semester. It is not recommended that the practicum be carried out over multiple semesters. If there are special circumstances, approval from MPH administration is required.

The practicum is a three-way partnership between MPH students, Wayne State University School of Medicine, as represented by the Practicum Director, and sponsoring agencies/organizations, as represented by the Site Preceptor. Each party in this mutually beneficial relationship assumes certain responsibilities, performs specific functions, and accrues benefits. The roles and responsibilities of each party are outlined in this guidebook.

The practicum is guided by a set of goals and objectives, which are based on the needs and resources of all parties involved. Each practicum should meet at least two of the MPH programs’ core competencies and at least two of the concentration competencies. Students contribute to a community's resources and to the solution of public health problems while developing practical skills and personal confidence as a public health

professional. The practicum serves as an important first step in a public health career, providing an introduction to the practical skills and experience necessary for a productive and fulfilling career and an opportunity to hone skills or to gain new experiences in a different area of specialization.

PREREQUISITES & CO-REQUISITES

Prior to registering or beginning the practicum, you must complete the required course prerequisites and/or co-requisites, depending on your concentration. You will review these required elements with your Academic Advisor prior to registration utilizing the ***Practicum Approval Form***. Consult with your academic advisor with any questions or concerns about pre- and co-requisites.

In order to enroll, you **must** have successfully completed the following core courses:

- FPH 7010 Seminar in Public Health
- FPH 7015 Biostatistics I (*PHP Concentration only)
- FPH 7240 Epidemiology I
- FPH 7420 Principles of Environmental Health
- FPH 7100 Health Care Administration and Organization
- FPH 7320 Social and Cultural Basis of Health and Health Care

MPH students in the Biostatistics (BIOSTSAT) track are also **required** to complete all of the concentration courses before enrolling, including:

- FPH 7150 Probability and Inference
- FPH 7160 Linear Regression and ANOVA
- FPH 7340 Generalized Linear Models and Categorical Data
- FPH 7350 Programming for Public Health Practice

MPH students in the Public Health Practice (PHP) track are **encouraged, but not required**, to complete the following concentration courses before enrolling. These courses can be taken as co-requisites with the Practicum:

- FPH 7230 Health Program Evaluation
- FPH 7210 Research Methods for Health Professionals
- FPH 7250 Applied Epidemiology

In addition to completing prerequisite coursework, you must complete and submit proof of the following items **to your Academic Advisor prior to registration**:

- WSUSOM training modules (HIPAA and CITI)
 - HIPAA training (<https://med-tomcat.med.wayne.edu/hipaa/>)
 - “*Basic Human Research, Good Clinical Conduct, Privacy Information and Responsible Conduct*” modules and any other specific modules as required from the Collaborative Institutional Training Initiative (CITI) online program (<http://irb.wayne.edu/mandatory-training.php>)
- Current Health Clearance Form, including recent TB test results

(<http://www.familymedicine.med.wayne.edu/mph/forms.php>)

- Current resume or CV

Finally, it is recommended that you attend at least one one-hour practicum orientation session prior to registration. Orientation sessions are held at the beginning of each semester.

COURSE COMPETENCIES AND COURSE LEARNING OBJECTIVES

The practicum course is a practice-based experience that provides a diverse educational endeavor unique to students based on their own interests. Students who successfully complete this course will be able to demonstrate the application of public health concepts through a practice experience that is relevant to the core competencies of the program and areas of specialization.

You will achieve the course learning objectives by demonstrating learning in, AND the application of, public health practice skills, as established by the Council on Linkages Between Academia and Public Health Practice Core Competencies (see Competency Table). Specific learning objectives and competencies attained will vary by student.

As part of the *Learning Contract*, you will identify practice skills (Tier II only) and link them to at least two core AND at least two concentration competencies (see the MPH handbook for the list of core and concentration competencies). The full list of practice skills is available in the publication Core Competencies for Public Health Professionals at: http://www.phf.org/resourcestools/Documents/Core_Competencies_for_Public_Health_Professionals_2014June.pdf

COURSE FEES

The practicum concludes with a poster presentation at a departmental showcase. Posters should be printed 3'x4' on basic paper (in color). Printing a poster this size on basic paper currently costs \$24.00. All posters should use the SOM templates available on the Biomedical Communications website (<http://www.med.wayne.edu/biomedcom/index.html>).

OVERVIEW OF THE PRACTICUM

The following is a general overview of the process involved in completing the practicum. There are seven essential elements (listed chronologically) required to successfully complete the practicum:

- 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. Students should begin this process no later than the semester before they 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 the course. 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 a **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 the **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 the Practicum start date.
- Practicum Director approves **Learning Contract** via Blackboard.

3. Executive Summary (PHP Only) or Summary Data Report (BIOSTAT 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 the Practicum experience via Blackboard

at least 1 week prior to the 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 the poster. There is one held at the end of each semester.

- You will be asked to speak about your poster to the attendees including your preceptor to the entire convening group. This will be three (3) minutes in length only. After hearing all of the presentation, attendees may visit and speak in greater length with each presenter.

7. Evaluations

- Submit completed **Student Evaluation of Practicum Form** online via Qualtrics after the completion of the Practicum.

- Remind the Site Preceptor to complete the **Site Preceptor Evaluation of Practicum Student** online via Qualtrics. Arrange to meet with Practicum Director to review the evaluation and to close out the Learning Contract.

PRACTICUM COURSE REQUIREMENTS

ALL MPH STUDENTS

- Site Selection (approved, signed and submitted) and Course Registration
- Learning Contract (approved, signed and submitted)
- Requisite practice hours (135 hours)
- Abstract (reviewed and submitted)
- Executive Summary/Summary Report (submitted)
- Practicum Poster (presented)
- Student and Site Preceptor Evaluations (reviewed, signed and submitted)

MPH STUDENTS CONCENTRATING IN BIostatISTICS

All MPH students concentrating in Biostatistics are encouraged to identify public health sites, ideally government or non-profit agencies, which need support summarizing their data, with data visualization, assessing the effectiveness of a project or program, or analyzing the results of an evaluation. Biostatistics students must demonstrate the utility of the application of biostatistics principles in a public health context.

Practicum sites are expected to collect all relevant data. However, you should anticipate entering data into site-owned databases with the understanding that the majority of your time should be spent analyzing and summarizing data for the practicum site. Specific

questions related to determining the appropriate levels of analysis should be directed first to the Academic Advisor followed by the Practicum Director.

MD/MPH STUDENTS

All dual degree MD/MPH students will fulfill their practicum requirements during their one-month elective rotation during their fourth year of medical school. All efforts are made to ensure that MD/MPH students are placed at sites where they can integrate both public health and clinical training. The practicum must be approved in advance by the Practicum Director AND the School of Medicine administration. MD/MPH students must fulfill all standard course requirements.

THE PRACTICUM RELATIONSHIP TO THE MPH PROJECT

The practicum and project are two distinct MPH curriculum requirements. The practicum is your opportunity to synthesize, integrate, and apply practical skills and knowledge in a public health work environment. The project is the culminating experience of the MPH degree, where you will integrate your public health knowledge and skills from coursework, the practicum and other program activities.

However, the two experiences can be linked. The practicum can be developed into a central theme that can be further explored within the project. If you have any questions about how to transition the practicum into the project, please contact your Academic Advisor and the MPH Project Course Director(s).

STUDENT EXPECTATIONS

You are expected to function as professionals at all times and are responsible for the activities and work described in the Learning Contract. An important component of the practicum is practicing appropriate professional behavior in the workplace. You should demonstrate the standard of behavior expected of other employees in the organization, including compliance with the organization's policies and procedures. Site Preceptors evaluate this component in the evaluations and also indirectly through the Practicum Director.

Examples of professional behavior include:

- Dressing professionally
- Being respectful to your supervisor and coworkers
- Using professional language
- Being prepared for assignments and meeting project deadlines
- Arriving and departing at agreed upon hours
- Informing your Site Preceptor of anticipated absences or delays in arrival
- Maintaining confidentiality
- Exhibit team spirit with all—supervisors, administrative and clerical staff, and others

PRACTICUM ROLES AND RESPONSIBILITIES CHART

| ROLE | RESPONSIBILITIES |
|---------------------|--|
| Student | <ul style="list-style-type: none"> • Follows all steps, in chronological order, as outlined in the Practicum Guidebook |
| Academic Advisor | <ul style="list-style-type: none"> • Meets with advisees to discuss public health interests, potential sites and preceptors • Reviews and approves Practicum Approval Form • Submits approved Practicum Approval Form to MPH Program Manager |
| MPH Program Manager | <ul style="list-style-type: none"> • Opens course registration for students following receipt of approved & signed Practicum Approval Form • Maintains a copy of the Practicum Approval Form in the student file |
| Preceptor | <ul style="list-style-type: none"> • Provides guidance to MPH students as they develop their Learning Contracts • Approves Learning Contracts • Provides initial orientation and oversight to MPH students throughout the course of the practicum • Reviews and comments on practicum deliverables • Completes Site Preceptor Evaluation of Practicum Student following the conclusion of the practicum and submits evaluations to the Practicum Director • Attends Practicum Showcase |
| Practicum Director | <ul style="list-style-type: none"> • Provides oversight to the practicum course • Approves practicum sites and Site Preceptors • Provides practicum resources to Site Preceptors • Provides feedback to students on deliverables and approves: <ol style="list-style-type: none"> 1) Practicum Approval Forms 2) Learning Contracts 4) Final Deliverables: Abstracts, Executive Summaries/Data Reports and, Posters 5) Evaluations: Student and Site Preceptor • Provides grades to students following completion of all stated requirements |

SELECTING A PRACTICUM SITE AND PRECEPTOR

PRACTICUM SITES

You are responsible for finding an appropriate practicum experience, with support from your academic advisor, faculty and the Practicum Director. **This process can be a time consuming endeavor. Plan to begin this process no later than the semester before you intend to register.**

You are expected to take a proactive role and demonstrate initiative in selecting a Site Preceptor and practicum site. Any agency, institution or organization can be a practicum site as long as they are public health practice based, can ensure a suitable and safe work environment and have a qualified Site Preceptor available to supervise your work.

Practicums can take place at a variety of agencies and organizations including, but are not limited to, local and state public health agencies, not-for-profit organizations, hospitals and for-profit businesses. A quality experience is one that is related to your professional interests and goals, provides you with an opportunity to explore new fields or organizations and enhances your professional knowledge, skills and attitudes. The Practicum Director can assist and guide you to established sites that reflect the programmatic focus and objectives in your areas of interest. You should consider sites recommended by your professional and personal contacts, faculty and staff, and available opportunities listed in the Practicum Placement Guide (available in the Practicum Directors office and on the blackboard site). Opportunities listed in the Practicum Placement Guide are updated regularly.

You are strongly encouraged to find a practicum placement outside of your place of employment in order to be exposed to new experiences and opportunities for growth. Additionally, you may find it difficult to separate your student role from your work role when the practicum takes place within your work setting.

Because of the limited duration and nature of practicum placements, they are unpaid. The possibility of payment is not a consideration in the approval of the practicum. Any type of financial compensation is outside the purview of the MPH program.

Furthermore, it is your responsibility to cover any fees that may be associated with each site (e.g. required immunizations, personal protective equipment, travel, parking, etc.). Some practicum sites may also have specific requirements, such as background checks, security clearances, orientations or a current memorandum of understanding with WSUSOM.

SITE PRECEPTORS

Site Preceptors are responsible for providing guidance, supervision and evaluation of your public health activities in the field. Your Academic Advisor or professors are not appropriate Site Preceptors, however, they can assist with identifying an appropriate Site

Preceptor.

Site preceptors must, at minimum, have an advanced degree, ideally a MPH degree, and have at least five years public health work experience. Preceptors must be qualified to evaluate your professional competence in public health.

INSTRUCTIONS AND GUIDELINES

LEARNING CONTRACT

You will complete a **Practicum Learning Contract** including a **Scope of Work** to establish the expectations, deliverables and timeline of your practicum. The following information must be included in the Learning Contract:

1. Title of your practicum
2. Background description of the site/organization (1 paragraph ONLY)
3. Brief description of the project (1 paragraph ONLY)
4. Complete Scope of Work Chart
 - a. Identify SMART learning objectives.
 - b. Identify activities or actions that you will participate in over the course of the practicum.
 - c. Identify any final product or deliverables that will be generated from those activities.
 - d. Identify the core/concentration competencies linked to the Objectives, Activities and Deliverables.
 - e. Identify a timeline for achieving or completing the deliverables.

ABSTRACT

You will submit a draft abstract using the **Practicum Abstract Form** to the Practicum Director via Blackboard. All abstracts will be included in the publically available Practicum Showcase Booklet. The abstract should contain ONLY the following headings and is limited to 250 words:

- Introduction
- Activities/Methods
- Outcomes

The Practicum Director will provide feedback and approve the abstract. Submit the final abstract to the Practicum Director via Blackboard at least 1 week prior to your scheduled Practicum Showcase.

EXECUTIVE SUMMARY OR SUMMARY DATA REPORT

PHP students will develop an **Executive Summary** at the conclusion of the practicum. Your goal is to write a logical and clear summary of your practicum experience, which will be shared with both your Site Preceptor and the Practicum Director. This summary should be written in non-technical language and should BREIFLY summarize your experience.

You should not include any data but can refer the reader to where they can get additional information. The purpose of this summary is to briefly outline the public health problem addressed throughout your practicum, the findings from your work and recommendations with justification in terms that the reader would consider important.

The Executive Summary should be **no more than** 2 pages (12 pt. font, Arial or Times New Roman, single spaced) and should only contain the MOST relevant information from your Site Preceptors perspective. The summary must contain the following elements (in order):

- Title of Practicum
- Student Name
- Dates of Practicum
- Introduction: A brief paragraph that identifies the purpose of your practicum.
- Objective(s): A brief paragraph outlining the stated objectives of your practicum.
- Summary of Findings (Conclusion): A brief paragraph identifying the main conclusions you found through your practicum work.
- Background: A brief background of the organization and the program where your practicum was conducted.
- Activities: Outline your significant activities with a numbered or bulleted list and a brief explanation of the activity. Do not report any data.
- Recommendations: A brief paragraph highlighting your recommendations for action based on your experience. These recommendations should be directed to the practicum site. Include a short justification for the proposed actions.

POSTER PRESENTATION AT PRACTICUM SHOWCASE

Your practicum will conclude with a poster presentation at a departmental showcase. There will be one Practicum Showcase each semester (Fall, Winter, Spring/Summer). Practicum Showcase dates for the year will be posted on the MPH Program website in the beginning of the fall semester, each academic year.

EVALUATION AND GRADING

You will be asked to evaluate the site, the Site Preceptor, Practicum Director and the practicum experience as a whole. The Site Preceptor will also complete an evaluation on your performance. Standardized forms will be used to conduct these formal evaluations and are available for review in the Practicum Guidebook. All evaluations will be completed online.

Grading for this course is either Satisfactory/Unsatisfactory (see Performance Rating Scale). Your grade will be based on:

- Completion of a minimum of 135 contact hours
- Completion of all deliverables, including: Learning Contract, Summary Report, Abstract, Poster Presentation, and Evaluations

- Achieving an Overall Performance Score of 3 or above on the Site Preceptor Evaluation;
- Achieving a score of 3 or above on the Executive Summary/Data Report score from the Practicum Director Evaluation;
- Achieving a Practicum Poster score of 3 or above on the Practicum Director Evaluation, and;
- Participation in a closeout meeting with the Practicum Director.

IMPORTANT CONTACTS

Practicum Director:

Michael McLeod, JD, MPH
WSUSOM- DFMPHS
3939 Woodward Ave., Rm. 333
MichaelMcLeod@wayne.edu
O: 313-577-2644

Practicum & Community Engagement Coordinator

Amanda Compton
WSUSOM-DFMPHS
3939 Woodward Ave., Room 324
acompton@med.wayne.edu
mphpracticum@med.wayne.edu
O: 313-577-6864

MPH Program Contact:

Elissa Firestone, MPH, MPH Program Manager
WSUSOM- DFMPHS
3939 Woodward Ave. Detroit, MI 48201
efiresto@med.wayne.edu
O: 313-577-1051

APPENDICIES

- A. COMPETENCY TABLE
- B. PRACTICUM APPROVAL FORM
- C. SITE PLACEMENT FORM
- D. SITE PRECEPTOR APPLICATION
- E. LEARNING CONTRACT
- F. ABSTRACT FORM
- G. PRACTICUM PERFORMANCE RATING SCALE
- H. EVALUATION 1.0: STUDENT EVALUATION
- I. EVALUATION 2.0: PRECEPTOR EVALUATION

MPH Competencies Linked to Practicum Course Learning Objectives Table

| MPH Core Competencies | Concentration Competencies | Practicum Course Learning Objectives | Student-Developed Learning Objectives | Assessment | Measurement |
|--|---|---|--|---|---|
| <p>I. Apply evidence-based knowledge from behavioral sciences, biostatistics, epidemiology, environmental health, and health care org to understanding and improving the health of the public</p> <p>II. Use appropriate research and analytical strategies to address public health issues</p> <p>III. Communicate public health principles and findings to professional and community audiences using a variety of media and methodologies</p> <p>IV. Collaborate sensitively, professionally and ethically with individuals from diverse cultural, ethnic, and socioeconomic backgrounds</p> <p>V. Recognize dynamic interactions between human and social systems and how they affect relationships among individuals, groups, orgs, communities and other structures</p> <p>VI. Demonstrate the ethical choices, values and professional practices implicit in public health giving consideration to the effect of choices on community stewardship, equity, social justice, and accountability</p> | <p>I. Public Health Practice Concentration Competencies</p> <p>II. Biostatistics Concentration Competencies</p> | <p>Demonstrate the application of public health concepts through a practice experience that is relevant to the areas of specialization (PHP or Biostat)</p> | <p>Demonstrate learning AND application in:</p> <ul style="list-style-type: none"> a) Analytics and Assessment Skills; b) Policy Development and Program Planning Skills; c) Communication Skills; d) Cultural Competency Skills; e) Community Dimensions of Practice Skills, f) Public Health Science Skills; g) Financial Planning and Management Skills, or; h) Leadership and Systems Thinking Skills | <p>1) Site Preceptor Evaluation</p> <p>2) Executive Summary/Data Report</p> <p>3) Practicum Director Evaluation</p> | <p>1) Overall Performance Score rated at a 3 or above on <i>Site Preceptor Evaluation</i></p> <p>2) Executive summary/Data Report score rated at a 3 or above on <i>Practicum Director Evaluation</i></p> <p>3) Poster score rated at a 3 or above on <i>Practicum Director Evaluation</i></p> <p>4) Completion of all deliverables</p> |

Practicum Approval Form

Instructions: Complete this form in collaboration with your Academic Advisor, faculty and the Practicum Director. Attach your recent CV/Resume, CITI Certification and TB Clearance Form (Health Appraisal Form) to this document. Once the proposed project has been approved, all parties should affix their signatures. Deliver the signed document with all attachments to the MPH Program Office via email to open registration. Retain a copy of the signed document and submit to the Practicum Director via Blackboard following registration.

| | |
|-----------------|--|
| Student Name | |
| WSU ID/Banner # | |
| Phone Number | |
| Email Address | |

Course Review & Required Attachments:

| | |
|---|---|
| Core Pre-requisite Courses Completed | <input type="checkbox"/> FPH 7010 Seminar in Public Health <input type="checkbox"/> FPH 7240 Epidemiology I <input type="checkbox"/> FPH 7015 Biostatistics I (*PHP Concentration ONLY) <input type="checkbox"/> FPH 7100 Health Care Organization & Administration <input type="checkbox"/> FPH 7320 Social Basis of Health Care <input type="checkbox"/> FPH 7420 Principles of Environmental Health |
| PHP Concentration Co-requisite Courses Completed | <input type="checkbox"/> FPH 7230 Health Program Evaluation <input type="checkbox"/> FPH 7210 Research Methods for Health Professionals <input type="checkbox"/> FPH 7250 Applied Epidemiology |
| Biostatistics Concentration Pre-requisite Courses Completed | <input type="checkbox"/> FPH 7150 Probability and Inference <input type="checkbox"/> FPH 7160 Linear Regression and ANOVA <input type="checkbox"/> FPH 7340 Generalized Linear Models and Categorical Data <input type="checkbox"/> FPH 7350 Programming for Public Health Practice |
| CV/Resume attached | <input type="checkbox"/> Yes |
| CITI Training Certificates | <input type="checkbox"/> Yes |
| TB clearance attached | <input type="checkbox"/> Yes |

| | |
|----------------------|--|
| Practicum Site | |
| Address | |
| | |
| Site Preceptors Name | |
| Title | |
| Phone | |
| Email Address | |
| | |

Signatures:

Dates:

| | | |
|------------------------------|--|--|
| Student Signature | | |
| Advisor Signature | | |
| Practicum Director Signature | | |

Date Submitted to MPH Program Office: _____

Date Registration Approved: _____

MPH Practicum Site Placement Interest Form

As a requirement established by the Council on Education for Public Health (CEPH),
All professional degree students must develop skills in basic public health concepts and demonstrate the application of these concepts through a practice experience that is relevant to the students' areas of specialization. (CEPH, School of Public Health Accreditation Criteria, 2011).

In concordance with these requirements, all Master of Public Health (MPH) students enrolled in the Wayne State University School of Medicine Department of Family Medicine and Public Health Sciences, Master of Public Health Program (WSUMPH) are required to satisfactorily complete a practicum (FPH 7440) before graduation.

Since practical knowledge and skills are essential to a successful career in public health, a **planned, supervised, and evaluated** practicum is an essential component of a public health professional degree program. The goal of the practicum is to provide an opportunity for students to synthesize, integrate, and apply practical skills, knowledge, and training learned through courses, to gain professional experience in a public health work environment, and to work on public health practice projects that are of particular interest to them.

Program Description

All MPH students in the WSU program are required to satisfactorily complete a 135-hour practical experience, called a practicum, as part of their matriculation. This is equivalent to 3-course credit hours. The practicum experience may include work in public health administrative, research, clinical settings or participation in ongoing public health projects. Practica are individually selected and tailored to meet student needs.

The practicum is a three-way partnership between WSUMPH students, Wayne State University School of Medicine as represented by the Practicum Director, and sponsoring agencies/organizations as represented by the Site Preceptor. Each party in this mutually beneficial relationship assumes certain responsibilities, performs specific functions, and accrues benefits. The practicum is guided by a set of goals and objectives, which are based on the needs and resources of all parties involved.

Throughout their coursework, students have developed skills, which may include, analytical and management and evaluation skills, which they are looking to integrate into a practice setting. An ideal practicum experience allows students to apply graduate-level skills within a public health context.

Benefits to becoming a practicum site include:

- Student support to current projects
- Increased awareness of your organization
- An opportunity to identify candidates for future employment
- Serve as a valuable resource to Wayne State University School of Medicine and the Department of Family Medicine and Public Health Sciences
- Development of future public health professionals

Site Information

Please use the space below to tell us about your organization and potential projects and programs that would be ideal opportunities for MPH students. Following submission of this form, the Practicum Director will contact you to discuss potential placements and additional requirements. Please submit all documents to Michael McLeod at MichaelMcLeod@wayne.edu.

Organization

Name: _____

Address: _____

Site Location (If different from above): _____

Contact Person Name and Title: _____

Phone: _____ Email: _____

Organization Type (Please check only ONE):

- | | |
|--|---|
| <input type="checkbox"/> Federal/State/Local Government | <input type="checkbox"/> Health System/Hospital |
| <input type="checkbox"/> Non-profit (501c3) or community-based organizations (CBO) | <input type="checkbox"/> For-profit Business |

Program/Project Information

Program/Project Name: _____

Brief Program Description (50 words or less):

Please indicate if the program/project has term limits and if so, please describe (e.g. a 3 year project starting in Aug 2014, a summer program, no limit):

Please identify any special orientations, trainings, clearances, or documents **REQUIRED** of students prior to the start of the practicum:

Public Health Practicum Site Preceptor Application

Preceptor Information (* required fields)

* First Name: _____

* Last Name: _____

* Title: _____

Department: _____

* Highest Degree Earned: _____ *Year of Degree: _____

Field (If necessary): _____

* Years of Public Health experience: _____

Certifications:

* Phone Number: _____

Fax Number:

* Email Address: _____

* Confirm Email Address: _____

I am a WSU graduate.

Have you previously served as Wayne State University School of Medicine Master of Public Health Program Site Preceptor?

Yes

*Organization Type (Please check only ONE):

Federal/State/Local Government

Non-profit (501c3) or community-based organizations (CBO)

Health System/Hospital

For-profit Business

* Professional Profile

Please submit a copy of your professional profile/resume along with this form to Michael McLeod, Practicum Director, at MichaelMcLeod@wayne.edu.

Primary Professional Areas or Services Expertise (Check all that apply)

- | | | |
|---|--|---|
| <input type="checkbox"/> Adolescent health | <input type="checkbox"/> health | <input type="checkbox"/> Mental health |
| <input type="checkbox"/> Aging and senior services | <input type="checkbox"/> Global health | <input type="checkbox"/> Minority health |
| <input type="checkbox"/> Asthma | <input type="checkbox"/> Health communications/marketing | <input type="checkbox"/> Nutrition |
| <input type="checkbox"/> Biostatistics | <input type="checkbox"/> Health disparities | <input type="checkbox"/> Obesity |
| <input type="checkbox"/> Bioterrorism | <input type="checkbox"/> Health education/outreach | <input type="checkbox"/> Occupational health |
| <input type="checkbox"/> Cancer | <input type="checkbox"/> Health finance | <input type="checkbox"/> Physical activity and exercise |
| <input type="checkbox"/> Cardiovascular health | <input type="checkbox"/> Health IT | <input type="checkbox"/> Population health |
| <input type="checkbox"/> Child health (pre-adolescent) | <input type="checkbox"/> Health policy | <input type="checkbox"/> Referral for health services |
| <input type="checkbox"/> Chronic diseases | <input type="checkbox"/> Health promotion | <input type="checkbox"/> Reproductive/perinatal health |
| <input type="checkbox"/> Community health | <input type="checkbox"/> Health regulation | <input type="checkbox"/> School health |
| <input type="checkbox"/> Community organizing | <input type="checkbox"/> HIV/AIDS | <input type="checkbox"/> Sexually transmitted |
| <input type="checkbox"/> Dental health | <input type="checkbox"/> Homeless health | diseases/infections |
| <input type="checkbox"/> Diabetes | <input type="checkbox"/> Hygiene and sanitation | <input type="checkbox"/> Social services |
| <input type="checkbox"/> Emergency preparedness | <input type="checkbox"/> Immigrant and refugee health | <input type="checkbox"/> Substance use/alcoholism |
| <input type="checkbox"/> Environmental health | <input type="checkbox"/> Immunizations | <input type="checkbox"/> Surveillance (e.g. disease) |
| <input type="checkbox"/> Epidemiological investigation | <input type="checkbox"/> Infant mortality | <input type="checkbox"/> Tobacco Control |
| <input type="checkbox"/> Evaluation (e.g. interventions, health services) | <input type="checkbox"/> Infectious diseases | <input type="checkbox"/> Tuberculosis |
| <input type="checkbox"/> Family health | <input type="checkbox"/> Injury/injury prevention | <input type="checkbox"/> Violence/violence prevention |
| <input type="checkbox"/> Family planning | <input type="checkbox"/> Interventions (e.g. design, delivery) | <input type="checkbox"/> Women's health |
| <input type="checkbox"/> Family violence | <input type="checkbox"/> Long-term care | <input type="checkbox"/> Workforce development |
| <input type="checkbox"/> Gay, lesbian, and transgender | <input type="checkbox"/> Maternal health | <input type="checkbox"/> Other |
| | <input type="checkbox"/> Medicare/Medicaid | _____ |

Agreement

- I agree to be a preceptor for the student(s), assuming the responsibility for directly supervising the work of the student, including providing feedback and direction during the practicum and submitting all required documents electronically to the Wayne State University School of Medicine, Dept. of Family Medicine and Public Health Sciences

Signature

Date

Practicum Learning Contract and Scope of Work

Instructions: Complete ALL information on both sides of this form and attach the practicum description to this document.

Student Information

| | | | |
|-------------------|--|----------------|--|
| Name: | | WSU Access ID: | |
| Email: | | Concentration: | |
| Academic Advisor: | | | |

Course Information

| | | | |
|-----------------------|--|------------------|--|
| Semester: | <input type="checkbox"/> Fall <input type="checkbox"/> Winter <input type="checkbox"/> Spring/Summer | Year: | |
| Practicum Start Date: | | Midpoint Review: | |
| Practicum End Date: | | | |

Practicum Site Information

| | |
|-------------------------------------|--|
| Practicum Site (Organization Name): | |
| Site Address: | |

Site Preceptor Information

| | |
|--------|--|
| Name: | |
| Title: | |
| Phone: | |
| Email: | |

I have read the Learning Contract and Scope of Work as prepared by the WSUSOM, MPH student and I understand my role and responsibilities with regards to the successful completion of this practicum.

Approvals:

| | | | |
|---------------------|--|-------|--|
| Student: | | Date: | |
| Site Preceptor: | | Date: | |
| Practicum Director: | | Date: | |

Instructions: Complete items 1-3 below on a separate sheet of paper and attach to this form (12 pt; Times New Roman or Arial font). Additional details are available in the Practicum Guidebook. Please provide the following information:

1. Title of your practicum
2. Background description of the site/organization (1 paragraph ONLY)
3. Brief description of the project (1 paragraph ONLY)
4. Complete Scope of Work Chart
 - a. Identify SMART Objectives for you to achieve over the course of the practicum.
 - b. Identify activities or actions that you will participate in over the course of the practicum.
 - c. Identify any final product or deliverables that will be generated from those activities.
 - d. Identify at least two core **AND** two concentration competencies linked to those Objectives, Activities and Deliverables.
 - e. Identify a timeline for achieving or completing the deliverables.

SCOPE OF WORK CHART

| SMART Objectives | Activities | Deliverable(s) | PH Competencies Addressed (Core/Concentration) | Timeline (Due by Date) |
|-------------------------|-------------------|-----------------------|---|-------------------------------|
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |

Definitions:

SMART Objectives: Well-written learning objectives are important. They need to clearly convey what comprises expected learning that will take place as a result of taking the course. The acronym SMART stands for:

- **SPECIFIC**
- **MEASURABLE**
- **ATTAINABLE**
- **REALISTIC**
- **TIMELY/TIME-BOUND**

For examples and guidance on developing SMART objectives, please review these CDC resources:

<http://www.cdc.gov/std/Program/pupestd/Developing%20Program%20Goals%20and%20Objectives.pdf>

<http://www.cdc.gov/healthyyouth/evaluation/pdf/brief3b.pdf>

Activities: Activities are specific actions taken during the course of the practicum. Practice-based activities should be consistent with attaining learning objectives and tied to core/concentration competencies. Please refer to the *Core Competencies for Public Health Professionals* (Tier II ONLY) for the complete list of practice-based activities at:

http://www.phf.org/resourcestools/Documents/Core_Competencies_for_Public_Health_Professionals_2014June.pdf

Deliverables: Deliverables are the final products that are developed during the course of the practicum. All experiences will not necessarily produce a tangible “product,” however; you should be able to identify some culminating event to your practicum experience. An example of a deliverable is: A FEMA training presentation and pamphlet.

Competencies: Each SMART Objective and subsequent activities identified must be linked to both MPH program competencies (Core) and your respective concentration competencies.

Timeline: An estimated time frame must be established for achieving each objective.

Practicum Abstract Form

Instructions: Submit a draft abstract (Introduction, Methods and Outcomes should not exceed 250 words) to the Practicum Director via Blackboard. Include ONLY those headings listed below. The Practicum Director will provide feedback and approve abstract. Abstract Guidelines are available in the Practicum Guidebook. Upload final abstract to the MPH Program Endnote folder. Submit the final abstract 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.

Student Information

| | | | |
|--------|--|----------------|--|
| Name: | | WSU Access ID: | |
| Email: | | Concentration: | |

Project Title:

Practicum Site/Organization:

Introduction:

Methods:

Outcomes:

Approvals:

| | | | |
|---------------------|--|-------|--|
| Student: | | Date: | |
| Practicum Director: | | Date: | |

MPH Practicum Performance Rating Scale

The following performance rating scale is the standard rating scale for Practicum deliverables.

Score 5: Exceptional

Performance far exceeded expectations due to exceptionally high quality of work performed in all *essential* areas of the Practicum, resulting in a superior overall quality of work; and, either 1) included the completion of a major goal or project, or 2) made an exceptional or unique contribution to the program or project at the Practicum Site.

Score 4: Exceeds expectations

Performance consistently exceeded expectations in all *essential* areas and the quality of work overall was excellent.

Score 3: Meets expectations

Performance consistently met expectations in all *essential* areas of responsibility, at times possibly exceeding expectations, and the quality of work overall was very good.

Score 2: Improvement needed

Performance did not *consistently* meet expectations – performance failed to meet expectations in one or more *essential* areas of responsibility, and/or one or more of the most critical goals were not met.

Score 1: Unsatisfactory

Performance was consistently below expectations in most *essential* areas of responsibility, and/or reasonable progress toward critical goals was not made. Significant improvement is needed in one or more important areas.

Student Evaluation of the Practicum

Instructions: This evaluation is designed to provide the MPH Program with formal feedback from the student on their Practicum experience, site-placement, and preceptor. Please be open and honest in your replies since this information will help determine the appropriate use of the site in the future as well as provide input for changes in the field program. **This evaluation is a requirement for the Practicum. Students will not receive a final grade until the evaluation form has been completed.** *Note: A rating of 2 or lower must have an accompanying comment.* Please complete the evaluation online by requesting the link from Michael McLeod at MichaelMcLeod@wayne.edu.

| | |
|--|--|
| Student Name: | |
| WSU ID/Banner #: | |
| Practicum Site: | |
| Preceptor Name: | |
| How many practicum hours did you actually work (knowing that the required minimum is 135 hours)? | |

| Student Evaluation of the Preceptor | Exceptional (5) | Exceeds Expectations (4) | Meets Expectations (3) | Improvement Needed (2) | Unsatisfactory (1) | N/A |
|---|-----------------|--------------------------|------------------------|------------------------|--------------------|-----|
| Level of guidance/mentorship from Preceptor | | | | | | |
| Access to the Preceptor (in person, email, phone) | | | | | | |
| Professional feedback from Preceptor | | | | | | |
| Knowledge level of Preceptor | | | | | | |
| Additional Comments? | | | | | | |
| | | | | | | |
| Student Evaluation of Practicum Site | Exceptional (5) | Exceeds Expectations (4) | Meets Expectations (3) | Improvement Needed (2) | Unsatisfactory (1) | N/A |
| Orientation to site by agency | | | | | | |
| Interaction with staff | | | | | | |
| Staff qualifications and experience | | | | | | |
| Access to resources provided by the agency | | | | | | |
| Workspace/facilities | | | | | | |
| Workload | | | | | | |
| Additional Comments? | | | | | | |
| | | | | | | |
| I would recommend this site to other MPH students. Yes _____ No _____ If no, please specify why: | | | | | | |
| | | | | | | |

| Evaluation of Practicum Director | Exceptional (5) | Exceeds Expectations (4) | Meets Expectations (3) | Improvement Needed (2) | Unsatisfactory (1) | N/A |
|--|-----------------|--------------------------|------------------------|------------------------|--------------------|-----|
| Access to Practicum Director | | | | | | |
| Level of guidance from the Practicum Director | | | | | | |
| Knowledge gained from the <i>Practicum Orientation</i> | | | | | | |
| Additional comments? | | | | | | |

| Evaluation of Practicum Course | Agree (3) | Neutral (2) | Disagree (1) | N/A |
|---|-----------|-------------|--------------|-----|
| Finding a practicum was easy | | | | |
| The <i>Learning Contract</i> was essential in clarifying my objectives, activities, deliverables and timeline | | | | |
| The <i>Midpoint Review</i> was a useful tool in evaluating my progress with my site preceptor | | | | |
| The <i>Executive Summary/Data Report</i> was a valuable use of time in synthesizing my experience | | | | |
| The <i>Abstract/Poster Presentation</i> was a valuable use of time in sharing my practicum experience | | | | |
| Blackboard was useful in facilitating the submission of course forms/documents | | | | |
| I understand the importance of the practical application of public health knowledge in a community setting. | | | | |
| The practicum increased my ability to work in and understand public health | | | | |
| Additional comments? | | | | |

Overall, I would rate my practicum experience as:
 Exceptional (5)
 Exceeds Expectations (4)
 Meets Expectations (3)
 Improvement Needed (2)
 Unsatisfactory (1)
 N/A