


Practicum Student Handbook



2009-2010

Office of Academic Programs
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COLLEGE OF
PUBLIC HEALTH

Ohio State Public Health: Global Significance, Local Impact.

PRACTICUM POLICY & PROCEDURES HANDBOOK

2009-2010

Introduction to the Practicum	1-3
Purpose of Practicum	1
Objectives of Practicum	1
Prerequisites	1
Summary of Requirements	2
Timeline.....	3
Registration and Grading	4
Preparing for the Practicum	5-10
Locating a Practicum.....	5
Contacting a Potential Preceptor	6
Finding a Practicum on Your Own	7
Practicum Criteria.....	7
Choosing a Sponsoring Faculty Advisor	8
International Opportunities	8
Completing the Learning Agreement	9
During the Practicum	10-11
Handling Difficult Situations	11
Nearing the End of the Practicum	11
Final Report.....	12-13
Final Follow-Up	13
Help Boxes: Standards for the Practicum2-13
Differences Between the Practicum and the Culminating Project.....	2
The Role of Practice Education and Career Services.....	5
The Role of the Preceptor.....	7
The Role of the Faculty Advisor	8
Guide to Writing Quality Objective Statements	9
Student Responsibilities While at the Practicum Site.....	10
APPENDICES: Tools to Ensure a Successful Practice Placement.....	14-37
Registration Dates: Autumn 2009-Autumn 2010.....	15
Checklist of Practicum Requirements	16
Preference Form.....	17
Learning Agreement.....	18-19
Position Description	20
Permission to Register for Practicum.....	21
Daily Activity Log.....	22
Evaluation Forms (Student, preceptor, faculty).....	24-26
Oral Presentations	27
Examples of Recent Practicum's by Division	28-30
Sample Resume.....	31
Sample Thank You Letter	32
Human Subjects Research	33-34
Staff Contacts and Resources	35

INTRODUCTION TO THE PRACTICUM PLACEMENT PROCESS

Purpose

The practicum is an integral component of professional training in public health and is required of all MPH students. It should afford the student a significant opportunity to apply theoretical learning toward the achievement of practical goals and skills. This is done under the supervision of a preceptor and sponsoring faculty member.

Objectives

The principal objectives of the experience are to:

- Apply knowledge, techniques and tools acquired in the classroom;
- Provide the student with practical experience in an applied public health and/or community health setting;
- Develop skills in the field of study;
- Give the student an opportunity to learn how one particular organization functions; and
- Explore a career choice.

Experience has shown that one of the best ways to accomplish these objectives is for the preceptor and the student, *with faculty consultation*, to define tasks and projects of importance to the organization and of interest to the student. These will assist the student in developing new skills and in gaining technical and managerial competence in selected areas.

Prerequisites

To begin the Practicum students must meet the following criteria:

Complete the first three full-time quarters of the curriculum or a minimum of 30 credit hours. If there is a compelling rationale, exceptions to this requirement may be approved by the faculty advisor.

Be in good academic standing, with a minimum 3.0 overall GPA, and eligible to register during the quarter they begin the practicum.

Submit a Learning Agreement Form approved by the faculty advisor and the preceptor to M-006 Starling-Loving Hall prior to beginning the Practicum (generally at least two weeks in advance). ***Any hours spent at the practicum site prior to the Learning Agreement being approved by the faculty advisor will not count towards the minimum 120 hours.***

Summary of Requirements

The College of Public Health requires that a student pursuing the MPH degree must earn 4 credit hours of supervised experience to apply and reinforce public health principles and concepts. In all cases, the practicum must precede the Culminating Experience. *All students are required to attend a Practicum Orientation to learn more and have an opportunity to ask questions about the process.*

Each hour of practicum credit requires at least 30 hours of participation in a public health related activity under the supervision of an approved public health practitioner on-site at an organization. It is expected that the student will spend additional time off-site reviewing literature and other resources, and preparing the final practicum report and any additional requirements proposed by the student's specialization. Additional information about the expectations for the paper is included later in this document.

In short, it is required that each student:

- 1) Complete all items included on the Checklist of Requirements for Practicum.
- 2) Work with a preceptor and a sponsoring faculty advisor on an approved project that is of interest to both the student and the organization, and that will expand the student's experience in public health.
- 3) Prepare a written report (meeting the requirements listed in this handbook) on the practicum.
- 4) Register for the appropriate PUBH-685 course the quarter in which you begin the practicum or the subsequent quarter. Once the Coordinator of Academic Advising & Professional Development receives your permission to register form signed by your advisor you will be given the call number to register for the course under your sponsoring faculty advisor's name.
- 5) Submit all necessary paperwork to the Office of Academic Programs in a timely manner.

Differences Between the Practicum and the Culminating Project

The practicum allows students to put into practice the curriculum they have learned in their first year. It is a professional opportunity allowing students to apply their knowledge, network with public health practitioners and become comfortable in the world of public health. The emphasis in the practicum is on the **experience**.

The culminating experience project is intended to help the student integrate and show mastery of the curriculum at the end of the program. The specific requirements, including the timetable are set and provided to the student by the division. The emphasis in the culminating experience is on the **written product**.

Timeline

Often, practicum placements take place during Summer Quarter, although they are offered any of the four quarters during the academic year. Most students will follow the timeline suggested below. No matter when students choose to complete their practicum many prefer to complete it on a part-time basis working 10 to 20 hours per week at the site. For example, a 4-credit-hour practice placement can be completed in 6 weeks at 20 hours per week or in 12 weeks at 10 hours per week, all equaling 120 hours.

Autumn Quarter	Attend Practicum Orientation Submit Preference Form
Winter Quarter	Attend the Opportunities Fair Review Position Descriptions posted in the practicum Binders Locate Practicum
Spring Quarter	Submit Learning Agreement Attend various trainings (IRB, etc) Obtain advisor signature on permission form to register for PUBH-XXX 685 for SU or AU
Summer Quarter	Work at practicum site
Summer or Autumn Quarter (Qtr of registration)	Preceptor and student submit evaluations as practicum ends; but no later than the first Monday of finals week. Submit Final Report (confirm deadline with faculty advisor Advisor submits evaluation after reviewing final report, preceptor evaluations, and any additional requirements.

Registration and Grading

Students should register for the practicum either in the quarter that they begin the practicum or in the next quarter of enrollment. We recognize that some practicum placements are approved after the deadline to register for the quarter in which the experience will begin and that some placements will span more than one quarter so students may choose to register the first quarter or the subsequent quarter. Since many MPH students do not enroll in regular coursework during the summer, students who begin a practicum in Spring Quarter may count either summer or autumn as the subsequent quarter. Students should plan ahead so their course load the quarter they register for the practicum will not exceed the 20 hour maximum allowed by the Graduate School. Petitions to register for an overload based on the fact that they have finished the majority of the actual practicum experience will not be approved.

Practicum placements are graded satisfactory/unsatisfactory (S/U) based upon the preceptor's evaluation of the student's performance and the sponsoring faculty advisor's review of the written report and oral presentation. The faculty advisor may consult with the practicum preceptor before making the grade assignment. *Final grades will be reported when all evaluations, required written reports and any additional requirements are completed and received.*

PREPARING FOR THE PRACTICUM

Since most students will complete the practicum during the summer after their first year, preparing for the practicum begins early in the curriculum. The orientation is a good introduction to the practicum and offers an overview of the requirements and expectations. The Coordinator of Academic Advising & Professional Development is available to address any questions or concerns you may have along the way.

This handbook serves as a guide and provides all the forms you need to have a successful experience. The checklist of the requirements for successfully completing the practice placement is included in this handbook (see Appendices). *Students are responsible for making certain that all of the required forms are completed and submitted to the Office of Academic Programs in a timely manner and before any deadlines.* The checklist will keep you on the right track!

Locating a Practicum

Students will start by submitting to the Office of Academic Programs Office a completed “Student Preference” Form along with a current resume (see *Appendices*), which outlines students’ professional qualities, work experience, academic achievement, career goals, and areas of interest.

Practice Education and Career Services The preference form will assist us in matching you with potential preceptors and later, potential sources of employment. Some students may be interested in working with a specific population or an organization that is not currently listed as a practicum site. We will work closely with students to find appropriate placements. Feel free to make an appointment with the Coordinator of Academic Advising.

The Office of Academic Programs maintains a collection of potential sites and position descriptions. As organizations submit position descriptions, the Coordinator of Academic Advising and Professional Development will post them to the CPH website at <http://cph.osu.edu/careers/phjobs.cfm> and update the notebook listings in the office. Past listings are also available for students to view, since they may offer ideas and contacts even though those positions may no longer exist. Besides the notebooks there are also employer files that contain literature and resources ranging from national organizations such as the U.S. Department of Health and Human Services to the state’s ODH Bureau of Nutrition Services to local agencies such as the Physician’s Free Clinic.

Role of Practice Education and Career Services

Besides maintaining practicum binders, Practice Education and Career Services will provide ongoing support to students, faculty and preceptors. The staff will be available to clarify the process and procedures. We will provide consultation with preceptors and organizations in developing appropriate practicum opportunities. Staff may conduct site visits while the student is at the practicum. We may also be called upon to offer mediation and provide resolution to conflicts.

Each Winter quarter the office promotes the *Opportunities Fair*. Many organizations and agencies attend the event to promote practicum opportunities and career opportunities

for students. This is a great occasion to network with representatives and begin your practicum search.

Faculty Often, faculty connections within the community might lead to practicum positions. Maintain close contact with your advisor, instructors, and any faculty whose research interests you. As opportunities arise they may be more willing to recommend you or put you in contact with a preceptor if they know you and your skills.

Students Students are a great resource for each other. If you want to know what students are doing or did this past summer, review past practicum reports (available in the Office of Academic Programs) and ask the second year students. Talk with your classmates. If you come across a position that is not exactly what you are looking for, pass it on to another student. They may be willing to do the same for you. Get to know the PEP students. These are experienced professionals, many already in the field of public health. There may be practicum opportunities within their organization or they may have a valuable contact who can help you land that perfect summer practicum.

Network with Professionals By becoming involved in professional associations such as SOPHE or APHA, you can take advantage of resources that can help you locate a practicum. There are even programs on campus that put you in contact with local and national professionals. Grand Rounds, HOPES Seminar Series and Lunch Bag topics are open to students. Watch for notices promoting events throughout the year.

Research National Organizations Many national organizations like the National Institutes for Health, the Centers for Disease Control and Prevention (CDC), and the Health Resources and Services Administration offer summer internships and post graduate fellowships. Be aware that the application process begins several months in advance. If you are looking at beginning an internship in the summer the deadline to apply may be November or December, if not earlier. The website of the Association of Schools of Public Health (www.asph.org) has links to several of the national opportunities.

No matter what resource you use in locating your practicum, keep your faculty advisor involved. They can provide guidance and support throughout the process.

Contacting a Potential Preceptor

If you come across a position that interests you, follow up with the preceptor. Some organizations may have special placement requirements. This can vary from requesting a student from a specific division to requiring certain work experience, courses or computer skills. They may ask for a resume and cover letter. It is a good idea to find out more details about the practicum to make sure that it fits with your goals. If several students have applied they may want to interview the top candidates. Remember, this is considered a professional experience and the preceptor will want a student that fits with the organization's culture.

PEP and the Practicum

Students in the Program for Experiences Professionals (PEP) are encouraged to engage in a practicum in an agency different than their current employment; however, it is permissible to complete a practicum where you work. If you choose to do a practicum with your employer, the experience must be significantly different than your regularly assigned duties and must take place in another department. Your preceptor must be someone other than your supervisor and cannot be a fellow classmate. Think seriously about the benefits and drawbacks of doing a practicum with your current employer.

Because you already have established a strong work ethic, you may be able to take a project further than expected and may need less guidance along the way. Feel free to explain to the preceptor that you will need more flexibility in completing the practicum because of your other commitments.

Finding a Practicum on Your Own

Students who initiate their own potential practicum placements are directed to involve either their academic advisor or an appropriate faculty sponsor for academic oversight *before* contacting any agency. Once a preceptor agrees that the student is a good fit, the student should have the preceptor complete the position description form. The student is responsible for providing the preceptor's name and telephone number to the sponsoring faculty member and to the Office of Academic Programs

Practicum Site Criteria

The practicum site must meet the following criteria:

- The site is an organization, agency or community that enables the student to develop skills or competencies included in the academic program (e.g., program planning, evaluation, management, data analysis, policy development).
- The site provides a supervisor who is willing and able to spend regularly scheduled time with the student and provide guidance.
- The site exhibits a willingness to gradually increase student responsibility and independence over the duration of the practice placement experience.
- The organization expects the student to complete the practicum **on site** with the organization providing work space, access to resources, and the possibility to do field work or conduct field visits offsite.

The Role of the Preceptor

The College expects the practicum site to provide supervision of the student and to designate appropriate tasks that meet the agency's needs, address the learning objectives, and provide opportunities for student growth in the health field.

The organization agrees to provide a preceptor who has expertise in assigned project areas, experience and status within the organization, recognized administrative effectiveness, and an interest and competence in teaching. This person paves the way for the student in the organization, since the student's introduction to and role in the organization is crucial to success.

In addition, it is essential that the preceptor commit sufficient time for supervision and instruction. This is to include time for brief conferences as needed from day to day and for weekly supervision of at least one hour. The preceptor should try to establish a funding mechanism for travel and other expenses if required for the student's project. The preceptor will be required to submit an evaluation of the student's performance when finished with the practicum experience.

- The site is a good match with the needs of the student.
- The site offers a valuable experience.

Examples of recent practicum projects and sites can be found in the appendices of this handbook.

Deviations from these criteria (e.g., choosing a practicum doing research with a faculty preceptor) should be discussed carefully with your advisor and The Coordinator of Academic Advising & Professional Development to be sure the experience will be appropriate.

Choosing a Sponsoring Faculty Advisor

Your faculty advisor for the practicum may or may not be your academic advisor. The ideal faculty advisor is someone whose area of interest or research ties to your practicum interest or someone with whom you have developed a supportive student-faculty relationship. Your division might even appoint a faculty representative to help generate practicum ideas. If the sponsoring advisor does not have an appointment within your division, you must also have the approval of your academic advisor. Do not hesitate to discuss your plans with a variety of faculty to determine the best person for the job and, by all means, obtain his/her consent beforehand.

In some cases, students find that there is an appropriate practicum for which a faculty member is the best preceptor. This might occur, for instance, when a student is involved in a field-based intervention or evaluation project. When this occurs, the student should have a separate faculty advisor for the practicum, to preserve the separate relationships with preceptor and advisor for evaluation purposes.

The Role of the Faculty Advisor

Each student participating in a practicum must have a faculty advisor. The advisor works with each student to help arrange an appropriate assignment that includes the selection of a qualified field preceptor. The advisor, in consultation with the field preceptor, assists the student in developing an appropriate study plan.

Along the way, the sponsoring faculty advisor serves as a resource to both you and your preceptor. The advisor tracks your progress and consults with the preceptor. He/She reviews your preceptor's evaluation of your performance in consideration of the final grade along with evaluating the final report and any other requirements expected by your division.

International Opportunities

If you have an interest in improving global health, a practicum overseas could be the experience of a lifetime. Locating an international practicum, receiving approval, finding funding and making travel arrangements require months of groundwork and preparation. Application deadlines for many international programs are early in the academic year.

As soon as you begin thinking about an international practicum, stop by The Office of Academic Programs first. We have a number of resources to aid in the search for an

international practicum including websites to global health organizations, past students' international practicum reports and possible sources of additional funding.

Besides the procedures outlined in this guidebook, an international placement involves additional legwork and meeting with the Office of International Affairs (OIA). The College of Public Health liaison with OIA must approve the experience along with your faculty advisor. The Office of International Affairs ensures that you meet all university requirements (supplemental health insurance, registering with the appropriate embassy, etc). OIA will also determine if students may be eligible to apply a portion of tuition to their trip abroad depending on approval by the academic department. Even though there may be a few additional steps in arranging an international practicum, the rewards are well worth it!

Completing the Learning Agreement

The effectiveness of this experience is greatly enhanced when the student, agency preceptor, and sponsoring faculty member seek to clearly define:

- The learning objectives of the practicum.
- The methods and timetable necessary to accomplish those objectives
- An agreement regarding the final product to be delivered

This information must be clarified and submitted *before* the practicum begins. Students should communicate with the preceptor and the faculty advisor via email, a conference call, or in a meeting to finalize the requirements for the practicum. Once determined, the Learning Agreement (see *appendices*) must be signed by all parties (faculty advisor, preceptor, and student). A copy of this agreement should be retained by all parties for future reference and monitoring. The original, signed agreement form will be kept in the Office of Academic Programs.

This learning agreement acts as a contract, protecting the student and building on precepts set forth in the original Position Description.

Guide to Writing Quality Objective Statements

The learning objectives are statements describing the work that will be performed and what the student expects to gain from the experience. They are written with guidance from the preceptor and the faculty advisor. Throughout the practicum, the learning objectives will guide the student's progress and allow the preceptor and advisor to evaluate his/her performance.

Each objective should be a brief, clear statement that explains the tasks that will be performed and what you will be evaluated on. Objectives should be SMARTER:

- SPECIFIC – include details that define the goal.
- MEASUREABLE – An objective that can be quantified can easily be evaluated.
- ACCEPTABLE – All parties (preceptor, advisor and YOU) should agree on what you hope to accomplish in the 120 hours. By being involved in designing your objectives you take ownership of the work.
- REALISTIC – Each objective must be practical and attainable.
- TIME-BOUND – Some objectives will need to be completed before others, and all need to be completed by the end of the practicum.
- EXPAND – The work you do in this practicum develops your public health skills.
- REWARDING – You are contributing to the organization and the overall field of public health. The organization is also reaping benefits from the work you are doing.

Sample Statements

- Develop a survey for pregnant teens and administer it to 200 teens in rural communities statewide.
- Analyze data on the level of anaerobic bacteria in wastewater treatment systems.
- Gain experience in collecting data on incidence of leukemia among Native American children.

http://www.managementhelp.org/plan_dec/gen_plan/gen_pla_n.htm

DURING THE PRACTICUM

During the practicum, the student is directly responsible to the preceptor. The sponsoring faculty advisor offers guidance and assistance as requested by the student and preceptor. The student should expect to function as a professional. This is reflected in projects and activities performed by the student and in the relationships with administrators and other staff.

Use the initial days to get to know your preceptor and what he/she expects from you. As the practicum progresses, any changes to the goals, activities, or schedules should be submitted in an updated learning agreement to the Office of Academic Programs.

Throughout the practicum, keep your preceptor and faculty advisor posted as to the progress of your practicum and what you are learning, as well as any obstacles you have encountered.

Some practicums may deal with Human Subjects and require the experience to be approved by the Institutional Review Board prior to collecting or analyzing data. Take time to review IRB's rules by reviewing information in the appendices. Realize that if approval is needed it may lengthen your practicum.

It may be helpful to keep a detailed log of the activities pursued including dates, hours, setting, persons, and subjects. This log will be useful in drafting the final written report. Submit a copy of the log with your final report.

Your preceptor and site organization may encourage you to present to key people at the organization about your practicum and the results of your work. This is a good opportunity to showcase what you learned on-site and how you incorporated your classroom knowledge in the field. Ask your preceptor if it's ok to invite your advisor and the Coordinator of Academic Advising & Professional Development. Check out the appendices section on successful presentations.

Student Responsibilities while at the practicum site

The student shall:

- Be professional in appearance and conduct.
- Adhere to the schedule predetermined with the preceptor.
- Be punctual, and notify the preceptor as soon as there is a possibility of being late or absent.
- Practice professional courtesy when communicating with clients and other health professionals.
- Clearly identify yourself as a student when interacting with the public or with other health professionals.
- Keep the preceptor and faculty advisor informed of your progress.
- Actively seek feedback and incorporate suggestions into performance improvements.
- Ask for additional responsibilities when ready to accept more.
- Complete a daily activities log.
- Produce a quality project that is useful to the organization.
- Evaluate the practicum at the end of the experience and review the evaluation with the preceptor.

Handling Difficult Situations

The preceptor and practicum site realize how valuable the work you do is. It goes beyond strengthening your education by providing professional development and beginning to build a strong work ethic. Part of your professional development may involve dealing with challenging situations. When difficulties arise between you and your preceptor or others in the practicum setting, the first step is to address the issue with the parties involved and resolve it. Often, what seem like unsolvable problems are not hard to fix with a few slight adjustments.

If the problem persists or cannot be resolved by talking with the preceptor, be sure to ask for help **early in the situation**. Students who wait to ask for help may risk receiving a negative evaluation and an incomplete practicum. Contact The Coordinator of Academic Advising and Professional Development or your faculty advisor at any time for assistance in settling the problem. The Coordinator may intervene in situations that seem difficult and offer mediation between the student and the preceptor and organization.

You are at your practicum site at the invitation of the organization and preceptor. They do reserve the right to terminate the practicum. Of course, if after working with the Coordinator of Academic Advising & Professional Development the situation remains untenable, it is possible for you to leave the practicum. This is a last resort and still requires follow-up with the preceptor in order to leave on a positive note. Sometimes, lack of awareness can lead to unmet expectations. In short, students should feel free to disclose practicum concerns to those with whom they feel most comfortable, as long as it is done in a professional manner.

Nearing the End of the Practicum

As the end of the experience approaches, it is time to ensure that all the practicum requirements are on track for completion. Review your objectives and goals as stated on the Learning Agreement. A week or two before completion, distribute the evaluation to your preceptor. Both your evaluation and your preceptor's evaluation should be returned to Office of Academic Programs no later than the first Monday of finals week.

After your practicum has ended, take time to send a thank you note (*see sample in appendices*) to your preceptor expressing appreciation for time and commitment involved, the wisdom shared, and the growth that you gained. This will pay off later when you are ready to begin your career search because you will have developed a valuable contact in the public health field.

Final Report

All students are required to complete a final written report that will focus on sharing information on the practicum. A log of the activities pursued (e.g., dates, hours, setting, persons, and subjects) should accompany your final report.

One copy each of the final written report, log, and products or outcomes of the practicum (e.g., questionnaires, fact sheets, etc.) should be provided to 1) Practice Education and Career Services, 2) the sponsoring faculty advisor, and 3) the preceptor -- for a total of three copies of all practicum materials.

The final report should present a clear picture of your practicum with details of specific experiences and how this practicum is important to the field of public health. Please follow the guidelines below in structuring your report. You should discuss the expectations of your report carefully with your adviser. The report's length needs to be sufficient to cover the expected content carefully. The best recent reports have usually been around ten pages in length.

1) INTRODUCTION

- Describe the **nature** of the practicum (e.g., whether it is a descriptive project, an experimental project, research project, or survey).
- Very briefly, describe the organizational unit where the practicum took place, its primary mission, and its relationship to the overall organizational structure of the agency. Describe services provided, program and public health objectives, and specific population groups targeted.
- Describe the duties specifically related to your practicum in the context of the entire organization.

2) PROJECT GOAL AND OBJECTIVES

- State the **purpose** of your practicum (e.g., proving a hypothesis, analyzing a problem, completing an evaluation, etc.) What was the significance of the issue you worked on? Why did this need to be addressed?
- Discuss your objectives and what you did to meet each one.
- Outline the **problem** and the **methods** used to define and address the problem.

3) RESULTS

- Describe the **outcome** or **product** of your practicum.
- What were the most important or surprising findings?
- How does this work impact the future of this public health issue?
- Summarize your recommendations.

4) EVALUATION

- Provide a careful **evaluation** of the practicum.
- Was it a valuable learning experience? Why or why not?
- How did it compare with your expectations?
- What types of classroom skills were you able to employ in the field?
- What did the experience teach you about the world of public health practice?

In addition to the final report, include relevant materials developed during the practicum, (e.g., draft or final reports, surveys, questionnaires, etc.) as appendices. If you worked primarily on a research project, a literature review relevant to the topic should be included. Your title page should consist of your name, division, cohort year (year you entered the College), project title (as stated in your learning agreement), preceptor and organization names, your advisor, and date of submission (see template in appendices).

Sample project reports are available for your review in the Office of Academic Programs in Starling Loving Hall.

For advice on fulfilling the above requirements, please consult your faculty advisor.

Final Follow-up

It is the student's responsibility to confirm that all forms have been submitted with the proper signatures. Any unsigned or incomplete forms will be returned to the student. Once all forms, evaluations, and the written report are on file in the Office of Academic Programs, a grade will be submitted to the Registrar's Office by the end of the quarter.

APPENDIX

Registration Dates: Autumn 2009-Autumn 2010.....	15
Checklist of Practicum Requirements	16
Preference Form.....	17
Learning Agreement	18
Position Description	20
Permission to Register for Practicum.....	21
Daily Activity Log	22
Evaluation Forms (student, preceptor, faculty, oral presentation).....	24-26
Oral Presentations	27
Oral Presentation Evaluations.....	29
Examples of Recent Practicum's by Division	29-31
Sample Resume	32
Sample Thank You Letter	33
Human Subjects	34-35
Staff Contacts and Resources	36

REGISTRATION TIMETABLE: AUTUMN 2009-SUMMER 2010

Use this as a guide to plan your practicum

Registration Time Table	Autumn 2009	Winter 2010	Spring 2010	Summer 2010	Autumn 2010 (tentative)
Classes Begin	9/23/09	1/4/10	3/29/10	6/21/10	9/22/10
Last day to Add PUBH-XXX 685 (must submit the Permission to Register form)	9/23/09	1/4/10	3/29/10	6/21/10	9/22/10
Final Report Due (Monday of Finals week) (3 copies)	12/07/09	3/15/10	6/07/10	7/22/10	12/06/10
Grades Due by Noon on (For graduating students)	12/11/09	3/19/10	6/11/10	8/26/10	12/10/10
Commencement	12/13/09	3/21/10	6/13/10	8/29/10	12/12/09

CHECKLIST OF REQUIREMENTS FOR PRACTICUM PLACEMENT

OHIO STATE UNIVERSITY COLLEGE OF PUBLIC HEALTH

*To be sure you are meeting all practicum placement requirements, **PLEASE** follow this checklist carefully!!*

PRACTICUM DETAILS	Phone/Email
Student's Name:	_____
Faculty Advisor:	_____
Practicum Preceptor:	_____
Practicum Site:	_____
Project Title:	_____

STUDENT CHECKLIST	Date	To monitor your progress
Practicum Orientation attended	_____	<i>Required workshop held in AU or WI quarter Review position description binders for leads</i>
Student Practicum Handbook received	_____	<i>Explains rules, contains all necessary forms</i>
Prior to beginning Practicum:		
Preference Form submitted <i>(by the end of autumn quarter)</i>	_____	<i>Provides overview of student skills for practicum & future employment services</i>
Position Descriptions reviewed	_____	<i>Advertises available position; recruiting tool for preceptor; must be approved by advisor before student accepts</i>
Learning Agreement submitted	_____	<i>Like a contract; must be approved by preceptor & advisor; Accompanied by Position Description</i>
Permission to Register submitted	_____	<i>Signed by faculty advisor; enables student to register for course Due prior to end of first week of classes</i>
Register for 4 credit hours, PH 685	_____	<i>Obtain call # and register for credit hours. You will earn the credit hours during the quarter you complete the final report.</i>
During the Practicum:		
Ongoing Discussions with Advisor	_____	<i>Keep faculty advisor informed on practicum progress with regularly scheduled meetings</i>
Missing Items Notification received	_____	<i>Sent to student for follow-up with missing or incomplete items</i>
As Practicum Ends:		
Student Evaluation	_____	<i>Submitted to your advisor and to The Office of Academic Programs the first day of finals week in order to receive a grade</i>
Preceptor Evaluation	_____	<i>Submitted to Office of Academic Programs the first day of finals week in order to receive a grade</i>
Advisor Evaluation	_____	<i>Submitted to Office of Academic Programs in order to receive grade</i>
Final Written Report	_____	<i>One copy to Office of Academic Programs, one to advisor and one to preceptor by due date determined by advisor on Permission form</i>
Final Grade (S/U)	_____	<i>Well done!</i>

Feel free to contact Office of Academic Programs with any questions or concerns:

pecs@cph.osu.edu or (614) 366-0953

PRACTICUM PLACEMENT PREFERENCE FORM

OHIO STATE UNIVERSITY COLLEGE OF PUBLIC HEALTH

This form will assist us in identifying your work experience, career goals, interests, and preferences regarding practicum placement. Please submit it **along with a current résumé**.

STUDENT INFORMATION

please print

Name: _____ Employer: _____

Home Address: _____ Supervisor: _____

_____ Employer Address: _____

Home Phone:(____) _____

E-mail: _____ Work Phone: _____

Faculty Advisor: _____ Fax Number: (____) _____ OSU-CPH Division: _____

FUTURE CAREER GOALS

1. What are your career goals?

PAST EXPERIENCE

2. What type(s) of Public Health-related experience have you had, and where? Briefly describe your major duties or responsibilities in each one.

PRACTICUM EXPECTATIONS

3. List specific areas within public health in which you would like to gain new or additional experience (for example, policy, community education, administration, program evaluation, statistical analysis, survey research methods, or others).

4. List at least three public health problems or issues that interest you, with your preferred priority (1 highest-3 lowest) for practicum placement experience.

1. _____

2. _____

3. _____

5. Please rank your preferences for the type of professional setting you would like to have for your practicum.

1st Choice: _____

2nd Choice: _____

3rd Choice: _____

Signature: _____

Date: _____

Return this form to Office of Academic Programs
in M006 Starling-Loving Hall.

PRACTICUM LEARNING AGREEMENT

The Ohio State University College of Public Health

*All parties (faculty advisor, preceptor and the student) must approve and sign this document. A copy of this agreement should be retained for future reference and monitored by all parties. **Submit the original form to the Office of Academic Programs two weeks prior to the practicum start date.***

PRACTICUM DETAILS

Student's Name: _____

Practicum Site: _____ Address: _____

Department: _____

Preceptor's Name: _____ Email: _____

Preceptor's Title: _____ Phone: _____

Fax: _____

Project Title: _____

Practicum Dates: _____ to _____ Hours of Work Per Week: _____
month/day/year month/day/year

Registration Quarter: _____

Salary if Applicable (include description of any benefits, e.g., sick/vacation time, travel, etc.): _____

OBJECTIVES, METHODS & FINAL PRODUCT

Learning Objectives of the Practicum: _____

Methods and Timetable Necessary to Accomplish Objectives: _____

MPH Competencies Addressed (see *Student Handbook for list of Competencies*): _____

Final Product(s) or Report(s) to be Delivered to the Preceptor: _____
(besides the required Practicum Final Report)

PRACTICUM LEARNING AGREEMENT

Continued

Student's Signature: _____ Date: _____

Preceptor's Signature: _____ Date: _____

*Sponsoring Faculty
 Advisor's Signature: _____ Date: _____

***Please Note:** If the faculty supervising your Practicum is not your academic advisor, please get signatures of both faculty members.

Academic Faculty
 Advisor's Signature: _____ Date: _____

INTERNATIONAL PRACTICUM

Students who wish to take advantage of an international project and make use of the Office of International Affairs funding opportunities must coordinate this with Practice Education & Career Service and obtain the Coordinator of Academic Advising & Professional Development's signature along with their faculty advisor and preceptor.

College of Public Health Liaison with Office of International Affairs:

 Coordinator of Academic Advising & Professional Development

 Date

PLEASE RETURN THIS FORM TO:

Practice Education & Career Services
 Office of Academic Programs
 M-006 Starling Loving Hall
 320 West 10th Ave
 Columbus, Ohio 43210

(614) 366-0953
 (614)293-5412
 pecs@cph.osu.edu



PRACTICUM POSITION DESCRIPTION

The Ohio State University College of Public Health

This document will advertise the practicum to interested students. Specifics of the Practicum Placement experience are to be negotiated between the agency, the student, and the faculty advisor from The OSU College of Public Health. Please include any literature that describes the work of your agency.

ORGANIZATION INFORMATION

Organization/Agency Name: _____

Department: _____

Preceptor's Name: _____ Title: _____

Preceptor's Address: _____ Phone Number: (____) _____

Preceptor's Email: _____ Contact Person: _____

(other than the Preceptor)

PRACTICUM DETAILS

Site/Location: _____

(if different than address above)

Practicum Dates: _____ to _____ Hours of Work Per Week: _____
month/day/year month/day/year

Salary/Reimbursements/Expenses (If Available): _____

POSITION DESCRIPTION

Project Title: _____

Description of the Project: (Content/Tasks, and Skills, Knowledge and Experience Required) _____

(Feel free to enclose a more detailed statement regarding possible projects that a student may work on as well as any literature about your organization.)

Request student specializing in (Check all that apply)

<input type="checkbox"/> Biostatistics	<input type="checkbox"/> Epidemiology
<input type="checkbox"/> Clinical Investigation	<input type="checkbox"/> Health Behavior & Health Promotion
<input type="checkbox"/> Environmental Health Sciences	<input type="checkbox"/> Veterinary Public Health
<input type="checkbox"/> Health Services Management & Policy	

Special Requirements/Comments: _____

Preceptor's Signature: _____ Date: _____

PLEASE RETURN THIS FORM TO:

Practice Education & Career Services

Office of Academic Programs
M-006 Starling Loving Hall
320 West 10th Ave
Columbus, Ohio 43210-1240

(614) 366-0953
(614) 293-5412
pecs@cph.osu.edu

**THE OHIO STATE UNIVERSITY
COLLEGE OF PUBLIC HEALTH**

**PERMISSION TO ENROLL FOR PRACTICUM, INDIVIDUAL STUDY,
CULMINATING PROJECT, OR RESEARCH CREDIT**

Student Name: _____ has my permission to enroll
(please print)

under my supervision for _____ credit hours in _____ Quarter, _____ Term, _____ Year

Name of instructor: _____ (please print)

Student's OSU name.#: _____ **or** Student's OSU ID #: _____

Circle appropriate course number and division:

685 Practicum (Office Use: Class # _____)

685 is available for 1-8 credit hours in PUB HLTH (general), BIO, EHS, EPI, HBHP, and HSMP. The signed learning agreement must be submitted before you can register for the practicum.

693/793 Individual Study (Office Use: Class # _____)

693 is available for 1-5 credit hours in HSMP.

793 is available for 1-6 credit hours in PUB HLTH (general), BIO, EHS, EPI, and HBHP.

785 Culminating Experience (Office Use: Class # _____)

785 is available for 1-8 credit hours in PUB HLTH (general), BIO, EHS, EPI, HBHP, and HSMP. (VPH students register for **Vet Prev 999**.)

799 Master's or Pre-Candidacy PhD Research (Office Use: Class # _____)

799 is available for 1-18 credit hours in PUB HLTH.

999 Research for PhD Dissertation (Office Use: Class # _____)

999 is available for 1-18 credit hours in PUB HLTH. Registration for 999 requires a Prospectus Approval form unless one has been previously completed.

Project Description/Comments:

Project/report due date: ____/____/____

Signatures:

Instructor _____ Date _____

Student _____ Date _____

Please complete form and return to the Office of Academic Programs, M006 Starling Loving Hal

Student Practicum Evaluation

Student: _____
Faculty Advisor: _____

Preceptor: _____
Organization: _____

Please rate the degree to which you were able to accomplish the following.

	Strongly Agree	Agree	Disagree	Strongly Disagree	NA
Core Learning					
1. I was able to apply knowledge of public health principles and theories.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
2. I was able to apply evidence-based concepts in public health decision-making.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
3. I was able to communicate effectively within the organization.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Overall Experience					
4. The preceptor was available to provide advice and guidance.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
5. There was sufficient communication with the faculty advisor, preceptor, and Office of Academic Programs during the practicum.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
6. The curriculum prepared me for the practicum.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
7. This experience gave me confidence to enter the workforce.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
8. Overall, I believe this experience expanded my public health knowledge.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Additional comments (OPTIONAL):

9. What suggestions do you have for improving the practicum?

10. Would you recommend this organization and preceptor to other students?

- Yes
 No

11. How did you find this practicum?

- Assistance from the Office of Academic Programs
 Faculty recommendations
 Personal networking
 Other: _____

12. Were you paid for the practicum (e.g. salary, stipend, honorarium, etc.)?

- Yes
 No

Student's Signature

Date

Practice Education and Career Services

Office of Academic Programs
 College of Public Health
 M-006 Starling Loving Hall
 320 West 10th Ave
 Columbus, Ohio 43210-1240

(614)366-0953
 (614)293-5412
 pecs@cph.osu.edu

Preceptor Practicum Evaluation

Student: _____
 Faculty Advisor: _____

Preceptor: _____
 Organization: _____

Please rate the student's abilities in the following areas.

	Strongly Agree	Agree	Disagree	Strongly Disagree	Not Observed
Core Abilities					
1. Student demonstrated knowledge of public health principles and theories.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
2. Student demonstrated an ability to apply evidence-based concepts in public health decision-making.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
3. Student communicated effectively.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Overall Performance					
4. Student met the goals and deadlines.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
5. Student was a good match with the position and assignments.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
6. How would you rate the overall quality of the final report?					
<input type="radio"/> Poor					
<input type="radio"/> Fair					
<input type="radio"/> Good					
<input type="radio"/> Very Good					
<input type="radio"/> Excellent					

Additional comments (OPTIONAL):

7. What areas of improvement should the student focus on strengthening?

8. What suggestions do you have for improving the practicum?

9. Does any aspect of the student's performance warrant review?

Yes

No

If Yes, please explain:

10. Would you continue to participate in the practicum program?

Yes

No

Preceptor's Signature

Date

Practice Education and Career Services

Office of Academic Programs

College of Public Health

M-006 Starling Loving Hall

320 West 10th Ave

Columbus, Ohio 43210-1240

(614)366-0953

(614)293-5412

pecs@cph.osu.edu

Faculty Advisor Practicum Evaluation

Student: _____
Faculty Advisor: _____

Preceptor: _____
Organization: _____

Please rate the degree to which the student met the objectives of the course. When completed, return to Practice Education and Career Services in the Office of Academic Programs.

	Strongly Agree	Agree	Disagree	Strongly Disagree	Not Observed
Final Report					
1. The student described the learning objectives and activities performed.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
2. The student explained how the learning objectives were met.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
3. The student presented outcomes, conclusions and recommendations for the project and/or agency.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Overall Experience					
4. The student kept me updated on the progress of the project throughout the practicum.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
5. The student met the course expectations and practicum objectives.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
6. How would you rate the overall quality of the final report?					
<input type="radio"/> Poor					
<input type="radio"/> Fair					
<input type="radio"/> Good					
<input type="radio"/> Very Good					
<input type="radio"/> Excellent					

Additional comments (OPTIONAL):

7. What areas of improvement should the student focus on strengthening?

8. What suggestions do you have for improving the practicum experience?

Faculty Advisor's Signature

Date

PLEASE RETURN THIS FORM TO:

Practice Education and Career Services

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 College of Public Health
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 320 West 10th Ave
 Columbus, Ohio 43210-1240

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 (614)293-5412
 pecs@cph.osu.edu

Oral Presentations

Students who are required to make a presentation at their practicum site or within their division are encouraged to provide an abstract or outline of their project to the audience at the beginning of the presentation. If an abstract is chosen, it should follow the format of the *American Journal of Public Health*.

Key aspects of the presentation include:

1. Overview of the objectives of the practice placement project and how they were fulfilled.
2. Ability to demonstrate knowledge of public health principles and practice.
3. Organization and clarity of the presentation.
4. Professional speaking style and effective use of appropriate audio-visual materials.

For those students presenting at their practicum site, your preceptor should guide you in the presentation format. The focus here may be more on your results and recommendations than on the overall experience.

The box to the right can help make any presentation you give successful.

Keys to a Successful Presentation

The presentation is an excellent way for students to polish their public speaking skills. Whether you are presenting a poster or a slide show the tips below can improve your comfort level.

- Make eye contact with your audience
- Speak slow, clear and loud enough
- Step away from the podium. This puts you into the audience and engages them in your presentation.
- Use slides and notes to support what you're saying instead of reading directly from them.
- Slides should be readable with a minimum amount of text so that the audience pays attention to what you're saying. Besides, if they want to read lots of information hand them your final report.
- Keep bullet points to one key idea and 3-5 bullets per slide.
- Include pictures from your practicum site if allowed. They connect what you are talking about with what you did.
- Stories are a good use of visual ideas.
- Practice, practice and practice using your slides. Ask to present your presentation to your preceptor and the organization.

Adapted from <http://www.to-done.com/2005/07/how-to-give-a-great-presentation/>

EXAMPLES OF RECENT PRACTICE PLACEMENTS BY DIVISION

<u>PROGRAM AREA</u>	<u>PROJECT TITLE</u>	<u>AGENCY</u>
Biostatistics	<i>Questionnaire Design to Determine Amount & Type of Drinking Water for Pregnant Women</i>	Biometrics Laboratory, OSU College of Public Health
	<i>“Alcohol and Social Norms Marketing Assessment”</i>	OSU Student Wellness Center Columbus, Ohio
	<i>“Analysis of a Kidney Transplant dataset using survival analysis techniques”</i>	OSU Medical Center Columbus, OH
	<i>“ Identifying Biomarkers of Childhood Diseases”</i>	Nationwide Children’s Hospital Columbus, OH
Clinical Investigation	<i>“ Satisfaction Survey of Parents with Children Treated on the Mobile Dental Coach</i>	OSU- College of Denistry
	<i>“ Assessment and Monitoring of Anthracycline and Trastuzumab Cardiotoxicity in Breast Cancer”</i>	James Cancer Center/OSUCC
	<i>“The Chemoprevention of Cervical Cancer”</i>	Weghorst Lab-OSU-CPH
	<i>“ Outcomes of Patients w/Pseudomonas Aeruginosa Bactermia Treated w/Pipercillin-Tazobacterim”</i>	Ohio State Medical Center (EPI) Columbus, Ohio
Environmental Health Sciences	<i>“Police and Fire Investigation of Occupational Exposures”</i>	Ohio Police and Fire Pension Fund OSU, College of Public Health
	<i>“Toxic Release Inventory 2002 Data Submission”</i>	Ohio Environmental Protection Agency Columbus, Ohio
	<i>“Food Safety at Farmer’s Markets”</i>	Franklin County Board of Health Columbus, Ohio
	<i>“Commissioned Officer Student Training Extern Program”</i>	US Public Health Service Corps Phoenix Indian Medical Center
Epidemiology	<i>“Lipids in Sleep Disorders”</i>	Davis Heart & Lung Research Columbus, OH
	<i>“Analysis of Nation-wide Sample of Patients Receiving Oral Antiplatelet Prescription”</i>	Eli Lilly Corporation Indianapolis, IN
	<i>“Prevalance Testing of Livestock in Tanzania”</i>	Christian Veterinary Mission Tanzania
	<i>“LEADS 10 year Project”</i>	National Registry of EMT

<u>PROGRAM AREA</u>	<u>PROJECT TITLE</u>	<u>AGENCY</u>
Health Behavior Health Promotion	<i>“Access to Benefits and Evaluation of Commodity Supplemental Food Programs”</i>	Ohio Assoc. of Second Harvest Food Banks Columbus, OH
	<i>“Improving Child Passenger Seat Safety Practices Among Somali Community Members of Columbus, Ohio</i>	Nationwide Emergency Response Committee on HIV/AIDS Swaziland, Africa
	<i>“Understanding HIV/AIDS in Swaziland and the Nations Response”</i>	National Emergency Response Committee on HIV/AIDS Africa
	<i>“Fostering Culturally Competent Interactions between Immigrants & their Healthcare</i>	Community Refugee & Immigration Services Columbus, Ohio
Health Services Management & Policy	<i>“Impact of the Medicare Drug Benefit on Ohio’s Duals Waiver Participants”</i>	Ohio Health Plans Columbus, OH
	<i>“Analyze the Strategic Plan for the Cancer Expansion Program”</i>	Arthur G. James Cancer Hospital and the Solove Research Institute
	<i>“Evaluation and Modification of a Managed Care Organization’s Prescription Prior Authorization System”</i>	OSU Managed Health Care Columbus Ohio
	<i>“Ohio State Office-Gov’t Affairs & Advocacy State & Federal Health Care Reform”</i>	AARP
	<i>“No Veteran Left Behind: An Analysis of the Civilian Health and Medical Program of Veterans Affairs Inhouse Treatment Initiative Policy”</i>	Cincinnati Veterans Affairs Medical Center
Veterinary Public Health	<i>“Avian Influenza-Area’s Poultry Disease Response Rate”</i>	USDA Veterinary Services Columbus, Ohio
	<i>“Dairy Production and Milk Quality in Northeast Brazil”</i>	Department of Animal Science
	<i>“Zoonotic Diseases in Humans”</i>	Columbus Public Health
	<i>“Development of ODA’s Meat Inspection Food Defense and Bio-Security Program”</i>	Ohio Department of Agriculture Columbus, OH
	<i>“Comparative Study on the Presence of Staphylococcal Chromosomal Cassette”</i>	Federal University of Paraiba State Joao Pessoa, Brazil

<u>PROGRAM AREA</u>	<u>PROJECT TITLE</u>	<u>AGENCY</u>
Program for Experienced Professionals	<i>“Effective and Empowered Health Care Consumers”</i>	Office of Minority Health Columbus Public Health
	<i>Identifying a Social Marketing Strategy for Colorectal Cancer Prevention and Control</i>	Ohio Department of Health Cancer Program Columbus, OH
	<i>“Race, Ethnicity and Culture Relative to Alcohol Consumption in College Students”</i>	OSU Student Wellness
	<i>“Data Systems Efficiency-Sexual Health Program”</i>	Columbus Public Health Office of Assessment & Surveillance
	<i>“Smokeless Tobacco Use and Cessation in Rural Appalachia”</i>	Nursing Center for Tobacco Intervention
	<i>“Cherokee Landfill Expansion Baseline Water Sampling”</i>	Environmental Health Division Logan County Health District

KARA TRAINOR

123 Sesame Street
San Francisco, CA 99999
 (150) 121-5555
 E-mail trainor.321@osu.edu

OBJECTIVE

Seeking a summer practicum position within a health department tracking diseases

SUMMARY OF QUALIFICATIONS

- Trained in a variety of laboratory techniques
- Familiar with Institutional Review Board requirements
- Competent in handling laboratory animals
- Fluent in Spanish

EDUCATION

OHIO STATE UNIVERSITY March 2007
 Master of Public Health; Specialization in Epidemiology

Relevant Coursework

Principles of Epidemiology Applied Statistical Methods

UNIVERSITY OF NORTH CAROLINA May 2005
 Bachelor of Science in Biology; Minor in Foreign Languages GPA: 3.2

WORK EXPERIENCE

Lab Technician May – September 2005
 Ashland Chemical Columbus, OH

- Performed wet labs and sample analysis
- Prepared specimens and cell cultures

Biology and Chemistry Tutor Oct 2002 – Sept 2005
 University of North Carolina Charlotte, NC

- Planned and conducted study sessions to meet individual students' needs
- Guided students in setting and obtaining goals for introductory courses
- Simulated lab experiments to help students visualize complex theories

Lab Assistant Summers 2002 – 2004
 Naylor Cellars Family Winery Prospect, PA

- Analyzed chemical content of wine including alcohol percentage, acidity and pH levels, sugar content, and spectrophotometry
- Weighed and measured lab samples
- Tested for microbes and accurately reported data

HONORS & ACHIEVEMENTS

University of North Carolina President's Honorary Scholarship

VOLUNTEER & ORGANIZATION ACTIVITIES

Member	Student Chapter, Society for Public Health Education	2005 – Present
Volunteer	Relay for Life, American Cancer Society	2002 -- Present
Member	Alpha Phi Omega, National Service Fraternity	2003 – 2005

Sample Thank You Letter to the Practicum Preceptor

123 Sesame Street
San Francisco, CA 99999

September 1, 2005

Robin Parker, MPH
Program Project Manager
Ohio Tobacco Use Prevention & Control Foundation
300 East Broad Street, Suite 310
Columbus, OH 43215

Dear Ms. Parker:

While I am excited about returning to school to finish my last few quarters, I am sad about leaving my practicum with the Ohio Tobacco Use Prevention & Control Foundation. I have enjoyed working with the cessation awareness team, and have learned so much about the challenges and real world issues of public health organizations. I particularly enjoyed working on the "Stop Before Your Start" project, and hope that the suggestions our team made will impact the Worthington Senior High students' decisions to not smoke.

The practicum was a significant additional commitment for you, and I appreciate your time and patience in answering my questions and finding interesting tasks for me to do. I know that my practicum experience will be invaluable as I complete my course work and final MPH project.

I have enclosed a copy of my updated resume, which includes my experience at the Prevention Council. I welcome any suggestions you might have about my resume or people in this field I could contact about full-time employment.

Thank you for making my practicum rewarding and exciting. I look forward to staying in touch with you and the rest of the staff as I continue in the field of public health.

Sincerely,

Kara Trainor

Enclosure

Adapted from Green, Marianne E. Internship Success. Lincolnwood, IL: VGM Career Horizons, 1997.

Responsible Research Practice Requirements

Many students in the College of Public Health are involved in research, either for their own degree requirements or in work assignments with faculty members or others. It is essential that students learn and abide by the applicable rules concerning research involving human subjects. This topic will be covered in some courses as appropriate. This summary is intended to provide an overview. You are strongly advised to contact your faculty adviser or employer about the procedures described below.

What research is covered by this policy?

All research that collects data from human subjects needs to be approved by the OSU Institutional Review Board (IRB). All research involving animals needs approval from OSU Institutional Animal Care and Use Committee (IACUC). This includes culminating projects, theses and doctoral dissertations. In a few rare cases, practice placements might also need approval if it involves collecting research-type data. When IRB or IACUC approval are necessary, such approval must be obtained before any data collection begins. Allow 6 weeks or more from submission to approval.

Research with human subjects

When do projects need IRB approval?

Any project which

- a) is collecting data from human beings, which the IRB defines as “living individual(s) about whom an investigator (whether professional or student) conducting research obtains (1) data through intervention or interaction with the individual or (2) identifiable private information.”
- b) is defined as research, “a systematic investigation including research development, testing and evaluation, designed to develop or contribute to generalizable knowledge.” The Ohio State web site goes on to say “For example, if the intent of the activity is to share knowledge by publishing or presenting the results, the activity should usually be considered research.” The OSU web site specifically points out that data collected by administering surveys, interviewing, or observing individuals generally involves human subjects.

Procedures for human subjects research approval

Students should work closely with their faculty advisers to complete the necessary materials to secure approval for research with human subjects. Guidance, forms and directions are available through the Office of Responsible Research Practices: <http://orpp.osu.edu/irb/>.

All faculty, staff and students participating in human subjects research at Ohio State are required to complete the Collaborative IRB Training Initiative (CITI) web-based course on human subjects available at <http://orpp.osu.edu/irb/training/citi.cfm>. The Office of Responsible Research Practices also offers regular training for researchers. Additional information is available on the Web at <http://orpp.osu.edu/irb/training/>.

Some low-risk research may qualify for “exemption” from full IRB review; however, the determination that the research is exempt must be made by the university’s Office of Responsible Research Practices (ORRP), and cannot be assumed by the student or investigator. Students who will be using data previously collected by faculty members for a theses, dissertation, or culminating project will also need to obtain IRB approval, frequently via the exempt status form. The form for requesting an exemption determination is available at <http://orpp.osu.edu/irb/exempt/index.cfm>.

One aspect of student research which should be noted is that for purposes of the IRB application, the student's adviser must be listed on the form as the "Principal Investigator", i.e., the person responsible for the research. The student is a "co-investigator". Both the student and the adviser must have completed the on-line human subjects training (CITI). The IRB will not review an application unless everyone listed as principal or co-investigator has completed the on-line training.

Research with animals

Forms and directions to secure approval for research with animals also are available through the Office of Responsible Research Practices. Approval requires completion of the Animal Usage Orientation Course (either classroom or online) and the Occupational Health and Safety Training Course (online only). Information regarding these courses is available online at <http://orrr.osu.edu/iacuc/>.

Need assistance?

You are encouraged to contact your faculty adviser or employer about research, including the requirements for responsible research practices. You may also speak with Phyllis Pirie, PhD, Interim Associate Dean for Research in the College of Public Health, if you have questions or concerns.

If you have additional questions or need to discuss specific issues concerning research you are undertaking, contact:

Office of Responsible Research Practices
The Ohio State University
300 Research Foundation Building
1960 Kenny Road
Columbus, Ohio
43210-1063

Phone: (614) 688-8457

Fax: (614) 688-0366

<http://orrr.osu.edu/index.cfm>

Staff Contacts and Resources

Staff Contact Information

Dawn Williams, M.Ed.
 Coordinator of Academic Advising & Professional Development
 Practice Education and Career Services

Office of Academic Programs
 College of Public Health
 320 West 10th Avenue
 Room M-006 Starling Loving Hall
 Columbus, OH 43210-1240

Phone: (614) 366-0953
 Fax: (614) 293-5412
 Email: dawilliams@cph.osu.edu

Office of International Affairs
 100 Oxley Hall, 1712 Neil Ave
 Phone: (614) 292-6101

<http://oia.osu.edu/>
 Email: oia@osu.edu
 Fax: (614) 292-4725

Peggy Mihalko
 Senior IRB Protocol Analyst
mihalko.1@osu.edu

www.orrp.ohio-state.edu
 (614) 688- 7920
 (614) 688-0366 - fax

Adam McClintock
 Senior IRB Protocol Analyst
Mcclintock.22@osu.edu

www.orrp.ohio-state.edu
 (614) 688-3330
 (614) 688-0366 -fax

Resources Consulted

University of Michigan School of Public Health
 Community Based Public Health
<http://www.sph.umich.edu/cbph/>

University of Iowa College of Public Health
 Institute for Public Health Practice
http://www.public-health.uiowa.edu/cphp/practice_experience.html

Association of Schools of Public Health
 Competency Development Project
<http://www.asph.org/document.cfm?page=851>

Basic Guidelines for Successful Planning Process
http://www.managementhelp.org/plan_dec/gen_plan/gen_plan.htm

How To Give A Great Presentation
<http://www.to-done.com/2005/07/how-to-give-a-great-presentation/>