
Preceptor Guidebook

Bachelor of Science in
Public Health

Office of Academic Programs
and Student Services



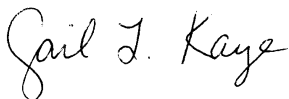
THE OHIO STATE UNIVERSITY
COLLEGE OF PUBLIC HEALTH

Roles & Expectations of Host Site/Preceptor

We at the College of Public Health extend our warmest appreciation to each organization and professional that serves as a host site/preceptor to our undergraduate public health students. Hosting a student is both a challenging and rewarding experience. The challenge lies in providing a meaningful, worthwhile experience that meets the academic requirements and standards of the College. The reward is having a student support the overall mission of the organization through project-related work and/or research. Our students bring new knowledge and skills, energy, innovative ideas, and fresh perspectives. Your role is critical as you support the development of our students through one of the most important experiences of their education – their Capstone. You are a role model, a mentor, a teacher.

This Preceptor Guidebook is designed to provide you with information needed to support you during the Capstone experience. If you have additional questions, or concerns, please contact us using the information provided on the next page.

With sincere thanks and appreciation,



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BSPH Program Director
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Program Overview & Academic Requirements

Introduction	This section provides an overview of the Bachelor of Science in Public Health (BSPH) program and academic requirements with special emphasis on the Capstone experience.
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BSPH Overview	<p>Our BSPH program offers two areas of specialization: 1) Public Health Sociology and 2) Environmental Public Health. The program enrolls nearly 200 major students pursuing an undergraduate public health degree.</p> <p>For more detailed information about the BSPH program and curriculum requirements, visit our website at: http://www.cph.osu.edu/prospective-students/bsph</p>
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Capstone Experience	<p>The Capstone is generally one semester (15 weeks) in length which can be completed in the fall, spring, or summer. Capstone requirements include:</p> <ul style="list-style-type: none">• Completion a minimum of 120 hours at the host site• Completion of periodic reflective logs• Attendance at periodic course meetings aimed at facilitating integration of worksite experiences with public health competencies• Alignment of Capstone activities one or more BSPH program competencies• Completion of a final presentation (student) and evaluation (student and preceptor) <p>Additionally, each student is required to complete a one credit hour <i>Capstone Preparation</i> course at least one semester prior to enrolling in the Capstone. This course prepares students for their Capstone experience and is intended to develop job readiness/career skills.</p>
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Competencies	<p>The BSPH program competencies include a set of core competencies and specialization competencies for sociology and environmental health. The student's Capstone experience must directly align with one or more program competencies.</p> <p>For a list of the BSPH core and specialization competencies, visit our website at: http://www.cph.osu.edu/students/undergraduate</p>
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Roles & Expectations of Host Site/Preceptor

Introduction	<p>This section provides an overview of the roles and expectations of the host site/preceptor and includes activities prior to the Capstone, during the Capstone, and after the Capstone is complete.</p> <p>A supplemental preceptor checklist highlighting the tasks below is provided in Appendix A.</p>
Pre-Capstone	<p>A Capstone experience may be initiated in two ways: 1) a host site may initiate a Capstone by submitting a position description to the College which is then shared with prospective students, or 2) a student may reach out to the host site/preceptor independently inquiring of possible Capstone opportunities.</p> <p>Once the site has offered a position to the student, the following steps should take place before the capstone begins:</p> <ul style="list-style-type: none"> • Work with the student to develop a list of potential projects - both short and long term - that the student will engage in. Match those projects to one or more core or specialization competencies. • Confirm the Capstone. The student will complete and submit an online capstone agreement form to the College. You will be contacted by the College via email to confirm. • Ensure that the student completes any site-specific information or paperwork that may be required by the host site. • Work with the student to arrange a schedule for completion of the 120 hours. We ask that you be as flexible as the work allows as students are often carrying a full academic load (and sometimes working) while completing their Capstone. The students are asked to be flexible in return. Note that the College supports students working both on-site and off-site, if/when appropriate, to complete the 120 hour commitment. This can be worked out as part of the agreed upon schedule.
During the Capstone	<p>The following are expectations during the Capstone:</p> <ul style="list-style-type: none"> • Discuss the project list and timeline with the student. • Provide an orientation to the host site and share expectations relative to culture (i.e. dress, conduct). • Provide appropriate work space and office materials, as needed. • Consider regular check-ins to discuss progress on projects, hours, as well as learning with the student. The students should be encouraged to make connections between the work and the BSPH competencies. • Contact the College immediately if you have any concerns or if the student is not performing to your expectations. It is the College's responsibility to rectify this. • As the experience is winding down, consider having the student present their projects and learning to host site staff at a meeting or other venue.

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Roles & Expectations of Host Site/Preceptor

Post-Capstone	<p>The following are expectations after the Capstone is complete:</p> <ul style="list-style-type: none">• Complete the student evaluation. Towards the end of the semester, you will receive a link to an online evaluation form from the College via email. We encourage you to also share feedback with the student.• If interested and available, attend the student capstone poster session held near the end of the semester. You will receive an email invitation from the College for this event.
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Roles & Responsibility of College/Student

Introduction	This section provides an overview of the roles and expectations of the College and the student and includes activities prior to the Capstone, during the Capstone, and after the Capstone is complete.
Pre-Capstone	<p>Students are responsible for identifying and securing a Capstone placement, with the College providing resources to assist. Prior to students completing a Capstone, the following activities take place:</p> <ul style="list-style-type: none">• Students are enrolled in a one credit hour Capstone Preparation course, PUBHLTH 3180, at least one semester prior to engaging in their Capstone. This course provides students with job readiness skills such as resume writing, interviewing, navigating organizational culture, and communication.• Student works with the host site/preceptor to identify potential projects and timeline/schedule for the work and align the work with one or more BSPH core or specialization competencies.• Students complete and submit an online Capstone agreement form and submit to the College. The agreement form is reviewed and if appropriate, approved.• The College sends an email to the preceptor to confirm the Capstone.• Students enroll in PUBHLTH 3191 – Capstone Internship.• Student completes any additional paperwork required by the host site.
During the Capstone	<p>Students are expected to arrive on time, prepared to work as part of the agreed upon schedule and produce quality deliverables that are useful to the organization. In addition:</p> <ul style="list-style-type: none">• Students maintain a log, provided by the College, used to monitor and track Capstone hours and activities.• Students meet with a College faculty member and fellow students on a regular basis over the course of the semester to debrief and discuss their Capstone experience, draw out learning, and address any immediate issues.
Post-Capstone	<p>Upon completion of the Capstone, students are required to:</p> <ul style="list-style-type: none">• Complete a Capstone evaluation and submit to the College.• Prepare and participate in a poster presentation session with fellow Capstone students.• The College reviews student and preceptor evaluations, student log, and poster presentation then submits a grade (S/U).

Appendix A: Preceptor Checklist

This checklist is intended to provide you with a summary of the standard tasks associated with serving as a Preceptor and can be used to track your progress.

Task	Complete
Pre-Capstone:	
Meet with student to determine projects and timeline; match with 2-4 BSPH competencies (See Appendix A)	
Determine the student's work schedule	
Confirm Capstone via email prompt from the College	
During the Capstone:	
Orient student to host site	
Meet regularly with student to discuss progress and learning	
Participate in mid-semester phone call with the OSU, if requested	
Provide opportunity for student to present Capstone experience/projects at the host site	
Contact the College with any questions, issues, or concerns	
Post-Capstone	
Complete and submit student evaluation (See Appendix C)	
Attend student poster presentation, if available	