



Faculty Checklist for the Practicum

- Faculty Advisors should ensure that students have selected a practicum opportunity that will address Public Health Competencies within their specialization.

- Meet with advisee to assist with establishing practicum objectives, activities and competencies to be completed. *(It is the student's responsibility to initiate this meeting once a practicum is confirmed)*

- Review and sign the **Learning Agreement** and make sure at least 3-4 Public Health Competencies will be addressed and that they are listed on the **Learning Agreement**. The CPH Competencies can be found on the CPH Website at <http://cph.osu.edu/students/graduate/handbooks/graduate-student-handbook/appendices>

*After signing the **Practicum Learning Agreement** the advisor and student should retain a copy for their own records*

- The Student or Faculty member should submit the signed Learning Agreement to OAPSS by email at pecs@cph.osu.edu , or in person in 100 Cunz Hall.

- When the Learning Agreement has been received in OAPSS the Coordinator of Practice Education and Career Services will add the Practicum course (**PUBHLTH 7189**) to the student's schedule. The course will be listed as (**PUBHLTH 7189**) under the Faculty Member's name and will appear on their class roster. **NOTE: Faculty Advisor's should keep track of their Practicum Advisee's each semester.**

- When the student is registered for the practicum course both the student and the faculty advisor will be added to the Practicum CARMEN Course. **This course is independent of PUBHLTH 7189 course through SIS.** This course will be used by all parties (student, faculty advisor, and coordinator) to submit and retrieve practicum paperwork at the end of the semester. The Coordinator will notify all parties once they have been added to the CARMEN Course. The title of the course in CARMEN is “ **CPH Practicum**”

During the Practicum, Faculty Advisors Should:

1. Have regular communication with their advisee regarding their progress
2. Be available for any questions, issues or concerns the student may have
3. Contact the preceptor at any time during the practicum. Preceptor contact information can be found on the Learning Agreement that you should have.
4. Communicate with the student prior to the end of the semester to decide when they will submit the final report for you to review to ensure it is posted to CARMEN by the first day of finals.
5. **Dates for the first day of finals this academic year are as follows:**
Practicum Paperwork due to CARMEN Drop-Box by this date
Autumn Semester 2016 (December 19, 2016)
Spring Semester 2017 (April 26, 2017)
Summer Term 2017 (July 31, 2017)

As the End of the Semester Approaches

The **student** will submit the following items:

- Practicum Final Report (Carmen)
- Daily Log (Carmen)
- Student Evaluation via (Qualtrics)

The link to complete the **Preceptor Evaluation** will be sent directly to the Preceptor. The Coordinator will send the survey results to the Faculty to review responses from the student.

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- When all items have been reviewed by the **Faculty Advisor they should complete the Faculty Evaluation via Qualtrics.**
 - After all items have been reviewed, submit the student's grade to SIS. The Coordinator will officially post the grade when all documents have been posted to CARMEN and the Evaluations have been completed.

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- Faculty Advisor's should submit an incomplete for students that will not have the practicum requirements Completed by the first day of finals.

Note: All Practicum Paperwork should be reviewed and posted to the CARMEN Drop-Box by the Monday of Finals each Semester to allow time for the Faculty Advisor to review and post grade by the grade posting deadline.

Grade Posting Deadlines AY 2016_2017

Autumn Semester 2016	Spring Semester 2017	Summer Term 2017
12/15/2016- graduating students	5/4/2017- graduating students	<u>TBA</u>
12/19/2016- non-graduating students	5/8/2017- non-graduating students	

**** Be Aware of Graduating Student Grade Posting Deadlines****