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. The CPH Competencies can be found on the CPH Website at http://cph.osu.edu/students/graduate/handbooks/graduate-student-handbook/appendices.

- 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 records**

- Submit the signed Learning Agreement to OAPSS by email at pecs@cph.osu.edu or in person in 100 Cunz Hall. Either the Faculty Advisor or the student can submit the Learning Agreement.

- When the Learning Agreement has been received in OAPSS the Coordinator of Practice Education and Career Services will add the Practicum course (**PUBLTH 7189**) to the student’s schedule. The course will be listed as (**PUBLTH 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 PUBLTH 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 Advisor’s 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 keep a copy of
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 2014 (December 11, 2014)
   - Spring Semester 2015 (April 29, 2015)
   - May Session 2015 (August 3, 2015)
   - Summer Session 2015 (August 3, 2015)

**As the End of the Semester Approaches**

- As the semester is coming to an end the student should submit the following items to the CARMEN Drop-Box for the advisor to review
  - **The Practicum Final Report and Daily Logs.**
  - **The Student Evaluation**
The **Preceptor Evaluation** will be sent directly to the Coordinator. The Coordinator will post the Evaluation to the CARMEN drop-box for the Faculty Advisor to Review or email it directly to the faculty advisor.

When all items have been reviewed by the **Faculty Advisor**, the Faculty Advisor should complete the Faculty Advisor Evaluation form found on the CPH website and complete and submit to the drop-box.

After the 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 Grade is submitted by the Faculty Advisor.

After the items have been reviewed submit the student’s grade to SIS.

The Faculty Advisor’s should post an incomplete for students that will not have the practicum requirements Completed by the first day of finals.

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

- Graduating Students be aware of grade posting deadlines if you are registered for the practicum to ensure you have all of your paperwork in by the first day of finals to meet the grade posting deadline.