Introduction

The goal of this help document is to walk students through the process of completing the Online Practicum Learning Agreement. Before beginning the agreement students should review this document as it contains all the information that is needed to complete the Online Practicum Agreement found on this webpage

The Online Learning Agreement requests the following information:

1. STUDENT INFORMATION
   - Student First Name & Last Name
   - OSU Email
   - Specialization
   - Your Faculty Advisor name & email
   - Confirm yes or no if you are:
     a. GISGH (Graduate Interdisciplinary Specialization in Global Health)
     b. Dual Degree student
   - Registration Term:
     a. what term are you planning to register for the practicum?

2. Practicum Site & Preceptor Information
   - Practicum Site, dept, street address
   - Employment Sector (type of organization)
     a. ex) health dept, non-profit, university, hospital
   - Preceptor Name
   - Preceptor Title
   - Preceptor email address
   - Preceptor Phone #
   - Practicum start date
3. PRACTICUM PROJECT INFORMATION

- **Project Title & Learning Objectives**: Provide a brief description of your practicum project or summarize what you hope to accomplish during your practicum
  
  a. Ex) Population Health Data Management Project
  
  b. Wexner Medical Center Bed Cleaning Process Improvement

- **Methods and Timetable Necessary to Accomplish Objectives**
  
  a. In this section you will discuss what it is you will do and when you will do it if you know. For example. The first two weeks of the practicum I will conduct literature reviews, weeks 5-6 I will write up report etc.

4. COMPETENCIES

  a. In this section you will designate what competencies you will address based on what you know about your practicum experience. You will need to select 3 from the Foundational Competencies and 2 from the specialization competencies. Competencies can be found [here](#).

AFTER SUBMITTING THE ONLINE PRACTICUM LEARNING AGREEMENT:

- It will be routed to your Faculty Advisor and Preceptor that you designated on the form
- Both will receive an automatic email from Qualtrics with the information that you entered into the Online Agreement.
- They will both need to review and approve the information by clicking the link at the top of the email.
- When both have signed off the Assistant Director/Coordinator (Dawn Williams.3388) will add the practicum course PUBH7189 (2 credit hours) to the student’s schedule.