



**THE OHIO STATE UNIVERSITY**

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COLLEGE OF PUBLIC HEALTH

**Master of Public Health**

**Practicum Handbook  
&  
Program Guidelines**

**2013-2014**

**TO: MPH Students**

**FROM: Dawn Williams, M.Ed**  
**Coordinator of Practice Education and Career Services**

Welcome to the Ohio State University College of Public Health. The MPH curriculum has a required practicum that will give students first-hand experience in a field setting within a public health environment.

The practicum allows students to gain practical public health skills and apply theoretical concepts learned in the classroom and relate them to the real world of Public Health, while working alongside public health professionals that solve public health problems every day.

I hope students will take advantage of this opportunity to explore career choices in public health by using this opportunity to test drive a career choice in public health that is of interest to them.

The **Practicum Handbook** has been prepared to assist students in finding, conducting and completing a meaningful practicum experience that meets the academic standards of the College of Public Health as well as CEPH (Council on Education for Public Health) the accrediting body for Colleges and Schools of Public Health.

The Office of Career Services website, <http://cph.osu.edu/students/graduate/mph-practicum> contains additional information about the required practicum, and the required forms that are required.

We wish students all the success in engaging in their practicum; our office is ready to assist!

Sincerely,

A handwritten signature in black ink that reads "Dawn Williams". The signature is written in a cursive, flowing style.

Dawn Williams, M. Ed  
Coordinator of Practice Education and Career Services  
Office of Career Services  
Office of Academic Programs and Student Services 100 Cunz Hall  
1841 Neil Ave  
Columbus, Ohio 43210  
[dawilliams@cph.osu.edu](mailto:dawilliams@cph.osu.edu)

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# 1. Introduction to the Practicum Course

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## 1.1 General Information

The Practicum is a requirement for the Master of Public Health Degree at The Ohio State University College of Public Health. As in all accredited colleges and schools of public health, MPH students are required to complete an approved, planned, and supervised practicum. The practicum is an integral component of professional training in public health, enabling students to observe and learn from professionals in the field. The Practicum allows students a significant opportunity to apply theoretical learning toward the achievement of practical goals and skills while under the supervision of a preceptor and faculty advisor.

## 1.2 Objective

The principle objectives of the practicum are:

- Apply knowledge, techniques, and skills acquired in the classroom;
- Provide students with practical experience in an applied public health and/or community health setting;
- Develop skills in the field of study;
- Provide students with an opportunity to learn how one particular organization functions;
- Allow students to test drive and explore a career choice in Public Health

Experience has shown that one of the best ways to accomplish the practicum 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. This will assist the student in developing new skills and in gaining technical and managerial competence in selected areas.

## 1.3 Prerequisites

- Students may begin the practicum after completing a minimum of 20 hours toward their MPH degree.
- Be in good academic standing, with a minimum 3.0 overall GPA
- Have a practicum site and project approved by the student's advisor prior to registration and the practicum start date.
- Students must be eligible to register for the practicum the semester they begin the practicum. The practicum should be scheduled when best suited to meet the students and the participating organization's needs. Students should plan ahead to make sure they have planned financially for the practicum. Students must register and pay fees for the practicum course just as they would for any other course.

## 1.4 Course Requirements

Practicum course requirements:

- **Placement** in a local, state, federal, private, or international organization that addresses significant public health problems with a designated preceptor.
- Faculty advisor approval of the **Learning Agreement**. The Learning Agreement should include 3-4 competencies that will be accomplished during the practicum
- Submission of an approved Learning Agreement to the Office of Academic Programs and Student Services.
- Registration for **PUBHLTH 7189** (once the Learning Agreement is received in OAPSS the practicum course will be added to the students schedule)
- Completion of 120 hours of public health related activities at the practicum site.
- Satisfactory evaluations from the preceptor and faculty advisor.
- Submission of all evaluations and final report

## 1.5 Registration and Grading

Students must be registered for the practicum course (PUBHLTH 7189) when they begin the practicum. Students must plan ahead to ensure they have planned financially to register for the practicum course just as they would for any other course.

The practicum is graded Satisfactory/Unsatisfactory (S/U) based upon the preceptor and faculty advisor evaluation, the practicum report, and the submission of all practicum materials by the appropriate deadline. Final grades will be posted when final materials are submitted and posted to CARMEN by the first day of finals. More information on registration and deadlines can be found in Appendix A.

## 1.6 Differences between the Practicum and the Culminating Projects

The practicum allows students to put into practice the curriculum they have learned in their first year within a Public Health organization. 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 is on the experience.

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

## **2. The Practicum Process**

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### **2.1 Planning and Preparing for the Practicum**

Most students will complete the practicum during the summer after their first year. Preparing for the practicum begins early in the curriculum. The practicum orientation is a good introduction to the practicum and offers an overview of the requirements and expectations. Practicum Orientation's are held in Autumn Semester, and are mandatory for all MPH students. Students that are unable to attend practicum orientation must contact the Coordinator of Practice Education and Career Services and schedule an appointment to discuss practicum rules and expectations.

The Practicum Handbook along with the CPH website provides critical information regarding the practicum. The CPH website contains all the forms as it relates to the practicum. Students are responsible for making certain that all of the required forms are completed and submitted and posted to CARMEN in a timely manner.

### **2.2 International Practicum**

Students with an interest in improving global health may have an interest in engaging in an international practicum. Students must plan ahead if they are wishing to engage in an international practicum. Locating an international practicum, receiving approval, finding funding and making travel arrangements requires months of groundwork and preparation. Application deadlines for many international programs are early in the academic year.

Students interested in engaging in an international practicum should make an appointment with the Coordinator of Practice Education and Career Services. The Coordinator can direct the student to resources to aid in the search for an international practicum including websites and other organizations and campus resources that provide international opportunities. The Office of International Affairs (OIA) has many resources including, study-abroad programs and scholarship opportunities to fund student international opportunities.

Once an international opportunity is confirmed students are required to meet with OIA to ensure they are meeting university requirements including (supplemental health insurance, registering with the appropriate Embassy, etc.) OIA will determine if the student can apply a portion of their tuition to their trip abroad depending on approval by the academic department. Even though there maybe a few additional steps in arranging an international practicum, the rewards are well worth it.

### **2.3 PEP and the Practicum**

Students in the PEP program (Program for Experienced Professionals) are encouraged to engage in a practicum in an agency or organization different than their current employer; however with the approval of their faculty advisor, it is permissible for them to complete a practicum with their current employer. The experience must be a unique experience and different than their regularly assigned duties and must take place in another department. The preceptor must be someone other than their

supervisor and cannot be a fellow classmate. Students should think seriously about the benefits and drawbacks of doing a practicum with their current employer as the goal of the practicum is to gain new experience.

## **2.4 Choosing a Practicum**

Arranging a practicum represents a mix of student, faculty, and staff-initiated activities. It is ultimately the student's responsibility to secure a practicum and to utilize the resources available to them. Students can initiate their practicum search in a number of ways, including personal and/or professional contacts, faculty recommendations, or opportunities posted on the CPH Careers site part of the *Buckeye Careers Network* as well as a direct approach to an organization on their own.

A Practicum can occur within a variety of organizations including, community-based, non-profit, international, as well as Federal, Local, and State government Health Departments.

## **2.5 Ways to Find a Practicum**

### **Attend a Practicum Orientation**

Practicum Orientation's are held in autumn semester. The Practicum Orientation will cover policies and procedures as it relates to the practicum. Students will learn ways to find a practicum and hear from other students that have completed their practicum.

### **Attend Career Fairs in the College of Public Health and at Ohio State**

In autumn and spring semesters, The Office of Academic Programs and Student Services will host a career fair. Many organizations and agencies attend the fair to promote practicum and career opportunities for students. This is a great opportunity for students to network with organizations for practicum, internship, and career opportunities. The Ohio State University also hosts many career fairs that are relevant to public health students. A listing of OSU career fairs can be found on the Buckeye Careers Network site at <http://careers.osu.edu/students/buckeye-careers-network/>.

## **2.5 Ways to Find a Practicum**

### **CPH Careers *part of the Buckeye Careers Network***

The most extensive list of practicum opportunities can be found on the CPH Careers site at <http://cph.osu.edu/students/careers/cph-careers>. Students should be familiar with the CPH Careers site as all practicum and career related activities and events will be managed through the site. When searching for a practicum opportunity students should be aware that all opportunities may not be posted as a practicum opportunity, it may be listed as an internship; however, it is the student's responsibility to make sure the opportunity selected meets the requirements of the practicum in ensuring that the project or responsibilities involved are covering 3-4 of the Public Health competencies found in Appendix C of the CPH Student Handbook.

## **Faculty Advisor**

Often faculty connections with the community may lead to potential practicum opportunities for students. Students should establish a relationship with their faculty advisor to talk about their career goals. In addition, students should seek out faculty whose research may interest them. As opportunities arise faculty may be more willing to recommend students and put them in contact with a preceptor if they are aware of the student's career goals and interest.

## **Students**

Second year students are a great resource for new students to find out about practicum opportunities. If students want to know what other students have done in the past, they may review the binder that includes practicum reports located in the Office Academic Programs and Student Services. The CARMEN Course (Career Resources) also list current and prior practicum students have completed. It is the students' responsibility to contact the organization to make sure the opportunity is currently available.

## **Network with Professionals and Alumni**

Being involved with professional associations such as SOPHE (Society of Public Health Professionals), OPHA (Ohio Public Health Association) and APHA (American Public Health Association) may lead to practicum opportunities. In addition, there are programs in the college and on campus that can put students in contact with local and national professionals including Alumni Lunch-n-Learn sessions, Seminars and the Alumni Connect program. The Alumni Connect program allows students to connect with fellow alumni that have agreed to assist students and provide career advice, networking and shadowing opportunities, and potentially provide practicum opportunities. More information about the Alumni Connect program can be found at: <http://cph.osu.edu/alumni/alumni-connect>.

## **Research National Organizations**

Many national organizations like the National Institutes for Health, the Centers for Disease Control & Prevention and the Health Resources and Services Administration (HRSA) offer many summer internships and post graduate fellowships. Students should be aware that the application process may begin several months in advance. Students seeking potential practicum opportunities should plan ahead to research deadlines for national programs. The Association of Schools and Programs of Public Health's website [www.aspph.org](http://www.aspph.org) provides links to several national opportunities.

## **The Office of Academic Programs and Student Services**

The Coordinator of Practice Education and Career Services will assist student having difficulty securing a practicum. The Coordinator will work closely with students to help them find an appropriate practicum. As organizations submit positions, the Coordinator will post them to CPH Careers website.

## **Finding a Practicum on Your Own**

Students may initiate their own potential practicum by contacting organizations directly. Students should communicate with their faculty advisor to make sure the practicum is an appropriate experience. Once an organization or preceptor agrees that the student is a good fit, the student should have the preceptor complete the position description form found on the CPH Website. The student is responsible

for providing the completed position description form and the Learning Agreement to the Coordinator of Practice Education and Career Services.

Before contacting an agency, students should have an updated résumé as most potential preceptors will want to know the student's background to make sure they are a good fit for the organization. It is a good idea to find out many details about the practicum to make sure it fits within the student's career goals. If several students have applied the organization may want to interview the top candidates. Remember, this is considered a professional experience and the preceptor will want a student that fits within the culture of the organization.

## **2.6 Practicum Site Criteria**

**The practicum site must meet the following criteria:**

- The site must be an organization, agency or community health center engaged in public health activities, allowing the student to develop skills or competencies included in the academic program (e.g. program planning, evaluation, management, data analysis, policy development).
- The organization provides a preceptor that is willing and able to spend regularly scheduled time with the student and provide guidance.
- The organization exhibits willingness to gradually increase student responsibility and independence over the duration of the practicum experience.
- The organization expects the student to complete the practicum **on site** providing work space, access to resources, and the possibility to do field work or conduct field visits offsite.
- The site is a good match with the needs of the student and offers a valuable learning experience for the student.

## **2.7 Timeline (Before, during, and after the practicum)**

### **Semester Prior to the Practicum (or before)**

1. Student explores practicum opportunities and secures a practicum.
2. Student meets with their faculty advisor to discuss the opportunity and gain approval.
3. Student completes the learning agreement to include the Public Health Competencies that they will meet.
4. After the learning agreement has been completed, approved and signed by all parties, the student should submit the learning agreement to OAPSS. The Coordinator of Practice Education and Career Services will add the practicum course (PUBHLTH 7189) to the student's schedule. Students are not permitted to add the practicum course to their schedule, it must be added by the Coordinator of Practice Education and Career Services.

- a. **Students must plan ahead and ensure that the Learning Agreement being submitted in a timely manner to avoid late registration fees.**
- b. **It is crucial that students plan ahead for the practicum and ensure they can register the semester they will begin the practicum.**

5. If the student's practicum involves research, students should be aware of the implications that the IRB process may have on their practicum. If a practicum involves human subjects, the experience must be approved by the Institutional Review Board (IRB) prior to collecting or analyzing data. Information about the IRB is available on their website: <http://orrrp.osu.edu/irb/>. If IRB approval is needed, it may lengthen the practicum.

### **2.8 During the Practicum**

Students should keep a detailed log of activities they are involved in during their practicum. The log will be helpful in drafting the final written report and must be submitted with the final report. The log can be found at <http://cph.osu.edu/students/graduate/handbooks/cph-practicum-student-handbook/appendix-e-practicum-forms-web>.

The organization or the preceptor may encourage students to present to key people at the organization about the practicum or projects they were involved in. This is a great opportunity for students to showcase what they have learned on-site and how they connected it to their classroom knowledge. Students may want to consider inviting their faculty advisor and The Coordinator of Practice Education and Career Services to the presentation.

### **2.9 Nearing the End of the Practicum**

As the end of the practicum approaches, students should make sure all practicum requirements are on track for completion. Students should review their objectives and goals as stated in the learning agreement. A week or two before completion, distribute the evaluation to your preceptor. The preceptor's evaluation should be emailed to the Coordinator of Practice Education and Career Services at [pecs@cph.osu.edu](mailto:pecs@cph.osu.edu) no later than the first day of finals. The Coordinator will post the evaluation to CARMEN for the faculty advisor to review.

After the practicum has ended, students should take time to send a thank you letter to the preceptor (sample found in Appendix D) to show appreciation for the time and commitment involved, the wisdom shared, and the growth they have gained. This will pay off later when they are ready to begin their career search because they will have developed a valuable mentor in the field of public health.

It is the student's responsibility to confirm that all forms have been submitted. Once all forms, evaluations, and the written report are all on file in OAPSS, a grade will be posted.

### **2.10 Semester Timeline**

Practicums often take place during the summer, although they are offered any term during the academic year. Most students will follow the timeline suggested below. Many students prefer to

complete the practicum on a part-time basis working 10-20 hours per week at the site. Students should consult with the practicum preceptor to discuss their availability as well as making sure all of the 120 hours will be completed within the semester they are registered for the practicum.

<p><b>Autumn Semester</b> <b>(August 21, 2013- December 3, 2013)</b></p>	<ul style="list-style-type: none"> <li>-Attend Practicum Orientation</li> <li>-Attend the CPH Career Fair and other Career Fairs on campus.</li> <li>- Utilize CPH Careers <i>part of the Buckeye Careers Network</i></li> <li>-Explore all options to obtain a practicum opportunity</li> <li>-Start to explore when the best time would be for you to begin and register for the practicum</li> </ul>
<p><b>Spring Semester</b> <b>(January 6, 2014-April 21, 2014)</b></p>	<ul style="list-style-type: none"> <li>- Continue to explore options if a practicum has not been confirmed.</li> <li>-Focus on having a practicum confirmed and begin to work with the organization and your advisor to complete the learning agreement, define projects, objectives, and competencies that will be addressed.</li> <li>- Submit learning agreement to OAPSS as soon as the practicum is confirmed. Be aware of registration deadlines when submitting practicum paperwork.</li> </ul>
<p><b>Summer Term</b> <b>(May 5 - August 1, 2014)</b></p>	<ul style="list-style-type: none"> <li>-Begin practicum and start to log hours</li> </ul>
<p><b>May Session</b> <b>(May 5 – May 30, 2014)</b></p>	<ul style="list-style-type: none"> <li>-Begin practicum and log hours</li> </ul>
<p><b>Summer Session (June 16 - August 1, 2014)</b></p>	<ul style="list-style-type: none"> <li>-Begin practicum and log hours</li> </ul>

### **3. Practicum Roles and Responsibilities**

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#### **3.1 Role of the Advisor**

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

Along the way, the advisor serves as a resource for both the student and the preceptor. The advisor tracks the student's progress and consults with the preceptor when necessary. The advisor reviews the preceptor's evaluation and the final report in evaluating the student's practicum overall.

#### **3.2 Choosing an advisor other than assigned advisor**

A student's advisor for the practicum may or may not be their assigned advisor. The ideal practicum advisor is someone that has an interest related to the student's practicum or someone with whom they have developed a supportive student-faculty relationship. The student's division might even appoint a faculty representative to help generate practicum ideas. If the practicum advisor does not have an appointment within the student's division, the student must get the approval from their assigned advisor to have that faculty member serve as the practicum advisor. Students should not hesitate to discuss their plans with a variety of faculty to determine the appropriate fit and obtain his/her consent ahead of time. The advisor that is selected must sign off on the student's learning agreement. The student should notify their assigned faculty advisor and let them if they are working with another faculty member for the practicum.

#### **3.3 Role of the Coordinator of Practice Education and Career Services**

The Coordinator of Practice Education and Career Services is the liaison for the student, the preceptor, and the faculty advisor. The primary role of the Coordinator is to:

- Make sure **students are aware of the requirements and expectations of the practicum** by providing mandatory practicum orientation in Autumn Semester, as well as meeting with students individually with questions, issues, or concerns relating to the practicum.
- **Provide resources and leads for students to locate practicum opportunities.**
- Plan and implement the College of Public's Health Annual Career Fair and promotes other career fairs on campus where students can also find practicum opportunities.
- Maintain the CPH Careers site, **registers the student for the practicum course once the signed learning agreement has been received**
- Work with the preceptor to ensure they are aware of rules and expectations regarding the practicum by providing them with the preceptor guidebook.
- Be available for questions or concerns regarding the practicum from the student, preceptor, and the faculty advisor.
- Track and collect final copies of practicum paperwork from all parties.

- Send out reminders to students, preceptors, and faculty advisors regarding practicum paperwork and deadlines. Post practicum grades once all paperwork has been received at the conclusion of the practicum.

### **3.4 Role of the Preceptor**

The preceptor is the person at the practicum site that agrees to mentor the student and oversee the day to day activities and projects the student is involved in. The preceptor should have expertise in assigned project areas, experience and status within the organization, and the ability and desire to supervise and mentor a student.

The college expects the preceptor to designate appropriate tasks that meet the agency's needs, address the learning objectives and public health competencies, as well as provide opportunities for student growth and leadership in the field of Public Health. In addition, it is essential that the preceptor commit sufficient time for supervision and instruction. This should include time for brief conferences as needed from day to day and for weekly supervision of at least one hour. The preceptor should establish a funding mechanism for travel and other expenses if required for the student's project. The preceptor is required to submit an evaluation of the students' performance at the conclusion of the practicum.

### **3.5 Role of the Student**

During the practicum, the preceptor is responsible for the student while at the organization. The advisor offers guidance and assistance as requested by the student and preceptor. The student should expect to function as a professional. Professionalism should be reflected in projects and activities performed by the student and in the relationships with administrators and other staff members at the practicum site

Students should use the initial days to get to know their preceptor and what he/she expects from them. As the practicum progresses, any changes to the goals, activities, or schedule should be submitted in an updated learning agreement, discussed with advisor, preceptor and submitted to the Coordinator of Practice Education and Career Services.

Throughout the practicum, students should keep their preceptor, faculty advisor, and the Coordinator of Practice Education and Career Services informed as to the progress of their practicum as well as any obstacles they may encounter.

### **3.6 Student Responsibilities while at the practicum site:**

- Be professional in appearance and conduct
- Have an initial meeting with the preceptor to discuss expectations including dress and attendance
- Adhere to the schedule predetermined with the preceptor
- Be punctual, and notify the preceptor as soon as possible if you will be 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 appropriate
- 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 your evaluation with the preceptor
- Send the preceptor a thank –you note at the conclusion of the practicum

### **3.7 Handling Difficult Situations**

The preceptor realizes how valuable the work is that students provide. It goes beyond strengthening their education; the practicum should allow students to develop professionally and helps to build a strong work ethic. Part of the student’s professional development may involve dealing with challenging situations. When difficulties arise between the student and the preceptor or others in the organization, the first step should be to address the issue with the parties involved and then resolve it. Often, what seems 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, the student should contact The Coordinator of Practice Education and Career Services or their advisor at any time for assistance. The Coordinator may intervene in situations that seem difficult and offer mediation between the student and the preceptor and the organization.

Students are at their practicum sites at the invitation of the organization and the preceptor. Both parties reserve the right to terminate the practicum at any time. Of course, if after working with the Coordinator of Practice Education and Career Services the situation remains untenable; it may be possible for the student to leave the practicum. This is a last resort and still requires follow-up with the preceptor in order to leave on a good note. Sometimes lack of awareness can lead to unmet expectations. In short, students should feel free to disclose practicum concerns to those whom they feel most comfortable, as long as it is done in a professional manner.

## 4. The Learning Agreement

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### Completing the Learning Agreement

The effectiveness of the practicum is greatly enhanced when the student, preceptor, and advisor seek to clearly define the learning objectives, competencies, and final products for the practicum. It is the student's responsibility to ensure that all information is complete on the learning agreement. If the learning agreement is not completed thoroughly, it will be returned to the student and the practicum start date may be delayed.

Students should communicate with the preceptor and the faculty advisor via email, a conference call, or in a meeting to complete the learning agreement. Once determined, the learning agreement found on the CPH website must be signed by all parties including faculty advisor, preceptor, and student. **A copy of the agreement should be retained by all parties** for future reference and monitoring.

The original, signed learning agreement will be kept in OAPSS. The learning agreement acts as a contract, protecting the student and building on concepts set forth in the original position description. If a student fails to complete the learning agreement prior to beginning the practicum, the hours spent at the practicum site will **not** be counted toward the practicum.

### **Guide to Writing Quality Learning Objectives**

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 the student's performance.

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

- SPECIFIC – Include details that define the goal
- MEASURABLE – An objective that can be quantified can easily be evaluated
- ACCEPTABLE – all parties (preceptor, advisor and student) should agree on what will be accomplished in the 120 hours on site. By being involved in designing objectives, students take ownership of the work
- REALISTIC – each objective must be practical and attainable
- TIME-BOUND – some objectives will have to be completed before others, and all need to be completed by the end of the practicum
- EXPAND – The work done in this practicum develops public health skills
- REWARDING – They are contributing to the organization and the overall field of public health
- The organization is also reaping benefits from the work the student is doing

### Sample Statements

- *Develop a survey for the 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.*

## 5. Evaluations

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### 5.1 Evaluations

There are three evaluations that are required to be completed and submitted at the conclusion of the practicum. All evaluations including the student evaluation, preceptor evaluation, and the faculty advisor evaluation can be found on the CPH website at

<http://cph.osu.edu/students/graduate/handbooks/cph-practicum-student-handbook/appendix-e-practicum-forms-web>.

#### **Student Evaluations**

- Submit to the CARMEN dropbox.

#### **Preceptor Evaluation**

- Submitted to Practice Education and Career Services at [pecs@cph.osu.edu](mailto:pecs@cph.osu.edu).
- The Coordinator will post to CARMEN.
- The faculty advisor retrieves the evaluation from CARMEN to review.

#### **Faculty Advisor Evaluation**

- Retrieve all evaluations from CARMEN and review along with the final report.
- Complete the Faculty Advisor evaluation and post to CARMEN once all materials have been reviewed including the practicum report, student evaluation and the preceptor evaluation.

## 6. Final Report

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### Final Report

All students are required to complete a final written report that will focus on sharing information on the practicum experience. A log of the activities pursued (e.g., dates, hours, setting, persons, and subjects) should accompany the final report that is posted to the students CARMEN drop-box once it is reviewed by the students advisor.

The final report should summarize the student's practicum experience with details of specific experiences and how the practicum is important to the field of public health. Students should follow the guidelines below in structuring their report. The student should discuss the expectations of their report carefully with their advisor. The report length should be sufficient to cover the expected content carefully. The best recent reports have usually been five to ten pages in length.

### **INTRODUCTION**

- Describe the nature of the practicum (e.g., whether it is a descriptive project, 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, programs and public health objectives, and specific population groups targeted.
- Describe the duties specifically related to the practicum in the context of the entire organization.

### **PROJECT GOALS AND OBJECTIVES**

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

### **RESULTS**

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

### **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's name and organization, advisor's name and date of submission.

For advice on fulfilling the above requirements, students should consult with their advisor.

NOTE: The final copy of the report should be posted to the students CARMEN dropbox.

Hardcopies will not be accepted!

## 7. Staff Contacts and Resources

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### 7.1 Staff Contacts

**Dawn Williams, M.Ed.**

Coordinator of Practice Education and Career Services  
Office of Academic Programs and Student Services

[pecs@cph.osu.edu](mailto:pecs@cph.osu.edu)

College of Public Health

100D Cunz Hall 1841 Neil Ave Columbus, Ohio 43210-1240

Phone: (614)247-4380 Fax: (614)247-1846 Email: dawilliams@cph.osu.edu

**Office of International Affairs**

100 Oxley Hall, 1712 Neil Ave

Phone: (614)292-6101 Fax: (614)292-4725

Email: oia@osu.edu <http://oia.osu.edu/>

**Office of Responsible Research Practices**

300 Research Administration Building, 1960 Kenny Road  
Columbus, Ohio 43210-1063

Phone: (614)688-8457 Fax: (614)688-0366

<http://orrrp.osu.edu/irb/contact>

## APPENDIX A

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### Registration Timetable & Deadlines

Registration Time Table	Autumn Semester 2013	Spring Semester 2014	Summer Term 2014	May Session 2014	Summer Session 2014
Classes Begin	8/21/13	1/6/14	5/5/14	5/5/14	6/16/14
Classes End	12/4/13	4/21/14	8/1/14	5/30/14	8/1/14
Final Report and paperwork due to CARMEN drop-box	12/5/13	4/23/14	7/29/14	8/4/14	8/4/14
Commencement	12/15/13	5/4/14	8/10/14	8/10/14	8/10/14

- Listing of up to date registration deadlines can be found on the Registrar's website at <http://registrar.osu.edu/staff/bigcalsem.asp>.

## APPENDIX B

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### Past Practicum Placement Sites

<b>Biostatistics</b>
<b>Wexner Medical Center</b> , Pathology, Columbus, Ohio
<b>Nationwide Children’s Hospital</b> , Behavioral Research Group, Columbus, Ohio
<b>Biomedical Informatics</b>
<b>Zipongo</b> , San Francisco, CA
<b>Clinical Translational Science</b>
<b>Nationwide Children’s Hospital</b> , Rheumatology
<b>Nationwide Children’s Hospital</b> , Department of Pediatric Emergency Medicine
<b>Nationwide Children’s Hospital</b> , Center for Injury Research & Policy
<b>Ohio Department of Health</b> , Women’s Health Services
<b>Wexner Medical Center</b> , Pathology
<b>Environmental Health Science</b>
<b>Wexner Medical Center</b> , Division of Infectious Disease
<b>Kanawha-Charleston Health Department</b> , East Charleston, WV
<b>Columbus Public Health</b> , Environmental Health Science
<b>Columbus Public Health</b> , Office of Emergency Prepared
<b>The Ohio Department of Health</b> , Oral Health
<b>Epidemiology</b>
<b>The Ohio State University</b> , College of Public Health
<b>World Health Organization</b>
<b>UHCAN Ohio</b> , Columbus, Ohio
<b>Mission of Hope</b> , Haiti
<b>The Ohio Department of Health</b> , Epidemiology
<b>The Ohio State University</b> , College of Dentistry
<b>Health Services Management &amp; Policy</b>
<b>Columbus Public Health</b> , Creating Healthy Communities
<b>Ohio Department of Jobs and Family Services</b> , The Office of Medical Assistance
<b>American Academy of Pediatrics</b> , Office of Federal Affairs
<b>Health Behavior &amp; Health Promotion</b>
<b>Columbus Public Health</b> , Employee Wellness
<b>Children’s Hunger Alliance</b> , Columbus, Ohio
<b>Comprehensive Rural Health Project</b> , India

<b>Franklin Park Conservatory</b> , Farmer’s Market, Columbus, Ohio
<b>Leukemia &amp; Lymphoma Society</b> , Columbus, Ohio
<b>Licking County Health Department</b>
<b>Nationwide Children’s Hospital</b> , Community Relations
<b>The Ohio Department of Health</b> , Epidemiology
<b>The Kirwan Institute</b> at The Ohio State University
<b>Student Wellness Center</b> at The Ohio State University

<b>Veterinary Public Health</b>
<b>CDC (Center for Disease Control)</b> , Global Disease Detective Operations Center
<b>Centre for Public Health and Zoonoses</b> , Ontario Veterinary College, University of Guelph
<b>Food &amp; Drug Administration</b> , Center for Veterinary Medicine, Laurel, MD
<b>The Ohio Department of Health</b> , Zoonotic Disease Program
<b>The Ohio Department of Agriculture</b> , Animal Disease Diagnostic Laboratory
<b>The Ohio Department of Agriculture</b> , Consumer Analytical Laboratory
<b>The Ohio Department of Health</b> , Division of Prevention & Health Promotion
<b>The Ohio State University</b> , Veterinary Public Health Lab
<b>The Ohio State University</b> , Public Health Preparedness for Infectious Disease
<b>United States Department of Agriculture</b> , FSIS (Food Safety Inspection Service) Hastings, NE and St. Paul MN

<b>Program for Experienced Professionals</b>
<b>Battelle</b> , Columbus, Ohio
<b>Columbus Public Health</b> , TB Program
<b>Columbus Neighborhood Health Centers</b> , Dental Department
<b>Columbus Public Health</b> , Center for Epidemiology, Preparedness
<b>Columbus Public Health</b> , Office of Chronic Disease Prevention
<b>HealthFitness</b> ( Miller Coors).
<b>London City Health District</b> , Emergency Preparedness Madison County
<b>Nationwide Children’s Hospital</b> , Comprehensive Sickle Cell and Thalassemia Program
<b>Nationwide Children’s Hospital</b> , Department of Pediatrics
<b>Offinso North District of the Ashanti Region (Study Abroad)</b> - Offinso District, Ghana
<b>Riverside Methodist Hospital</b> , Quality & Patient Safety, Columbus, Ohio
<b>The Ohio State University</b> , Student Wellness Center (SWC) at OSU Wellness Center

**APPENDIX C**  
**KARA TRAINOR**

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

**OBJECTIVE**

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Seeking a practicum position at The Ohio Department of Health in the Maternal Child Health Unit

**SUMMARY OF QUALIFICATIONS**

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- Utilize both qualitative and quantitative approaches to program evaluation as needed
- Advance knowledge of the principles, processes, and methods of survey research
- Manage data collection projects of varying size and complexity, including technical and budget management
- Strong experience in project management and supervision

**EDUCATION**

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<b>Master of Public Health (Health Behavior and Health Promotion)</b>	GPA: 3.45
The Ohio State University, Columbus, Ohio	December 2013

Relevant Coursework

Health Statistics	Applied Statistical Methods
Program Evaluation in Public Health	Management Skills

<b>Bachelor of Arts in Psychology; Minor: Spanish</b>	GPA: 3.2
The Ohio State University, Columbus, Ohio	June 2010

**PROFESSIONAL EXPERIENCE**

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<b>Practicum Student</b>	Sept 11 - present
Physicians Free Clinic	Columbus, OH

- Analyze and evaluate health promotion data from event logs
- Obtain statistical data for health indicator of low-income Hispanic mothers including incidence, prevalence, disease severity and demographics by review of databases
- Write and submit grant proposal for the development of low-income health care support

<b>Crisis Intervention Specialist</b>	Oct 09 - Sept 11
Student Wellness Center, Capital University	Columbus, OH

- Counseled rape/domestic violence victims on hotline and in shelter
- Developed women’s support group and assisted with grant writing
- Organized, promoted, and presented educational programs for residence hall of 400
- Trained student volunteers on hotline support

<b>Radiation Safety Technician</b>	June 11 – Oct 11
ARCO Environmental Cincinnati, OH	
Conducted laboratory safety audits and ensured compliance to OSHA	
Responded to emergencies and spills	

**VOLUNTEER & LEADERSHIP ACTIVITIES**

<b>Member</b> Student Chapter, Society for Public Health Students	2011 – Present
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## APPENDIX D

### Sample Thank You Letter to the Practicum Preceptor

123 Sesame Street  
San Francisco, CA 99999

September 1, 2012

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 semesters, 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 You 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*

## PRACTICUM FORMS ON THE CPH WEBSITE

The forms listed below can be found on the CPH website at:

<http://cph.osu.edu/students/graduate/handbooks/cph-practicum-student-handbook/appendix-e-practicum-forms-web>

1. Learning Agreement
2. Daily Log
3. Student Evaluation
4. Preceptor Evaluation
5. Faculty Advisor Evaluation
6. Position Description Form