



THE OHIO STATE UNIVERSITY

COLLEGE OF PUBLIC HEALTH

Master of Public Health

**Practicum Handbook &
Program Guidelines**

2016-2017

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.

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1. Introduction to the Practicum Course

1.1 General Information

The practicum is a requirement for the Master of Public Health (MPH) 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 a 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 register 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 (OAPSS).
- 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.
- Completion of all evaluations and final report

Note: Students enrolled in a dual specialization or dual degree program may have additional requirements and should contact the Coordinator to discuss those requirements.

1.5 Registration and Grading

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.

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/program. The emphasis is on the written product.

2. The Practicum Process

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 is 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.

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, education 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.

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, opportunities posted on the Buckeye Careers Network System as well as opportunities that the college advertises in the weekly newsletter. The 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 Career Fairs in the College of Public Health and at The Ohio State University

Once a year, OAPSS 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/>.

Buckeye Careers Network

The most extensive list of practicum opportunities can be found on The Buckeye Careers Network System site at <http://careers.osu.edu/students/buckeye-careers-network/>. Students should be familiar with the Buckeye Careers Network as all career related activities and events will be managed through this system. When searching for a practicum opportunities 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 . CPH Competencies can be found on the CPH website at <https://cph.osu.edu/students/competencies> .

CARMEN (CPH Career Services Resources)

A "CPH Career Services Resources" page has been set up in CARMEN to assist MPH students with resources related to the practicum. Resources include the Practicum Handbook, Practicum Opportunities from last year, as well as practicum related forms. All MPH students have access to the course. The course can be found under Ongoing courses in CARMEN.

Faculty Advisor

Faculty connections with the community may lead to potential practicum opportunities for students. Students should establish a relationship with their faculty advisor early to discuss career goals and practicum interests. 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 or organization if they are aware of the student's career goals and interest. Students will not be permitted to use research being done with a faculty member as a practicum. The College will not allow a research based practicum unless the faculty is working directly with a public health organization and the student has the opportunity to engage with the organization.

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 OAPSS. The CARMEN Course (CPH Career Services Resources) also has a listing of prior practicum posting from the previous year for students to review. Students should be aware that it is their responsibility to contact the organization or the contact on the posting to see if the opportunity is still 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 Career Conversations with an alum events, as well as the Alumni Connect program. The Alumni Connect program allows students to connect with CPH 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 of 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 website www.aspph.org provides links to several national opportunities.

The Office of Academic Programs and Student Services

The Assistant Director of OAPSS/Coordinator of Practice Education and Career Services can assist students having difficulty securing a practicum. The Coordinator will work closely with students to help them find an appropriate practicum.

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 Assistant Director/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 who 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 should expect the student to complete the practicum on site within the organization 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.

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

Term prior to the Practicum (or before)

Students should explore practicum opportunities by attending career fairs, reviewing the CPH Newsletter and the CARMEN Careers Services Resource page, contact organizations of interest directly, as well as work with the Assistant Director of OAPSS/Coordinator of Practice Education and Career Services.

Students should be aware of the organization's guidelines on receiving academic credit while completing a practicum. Certain organizations have special rules for example; The Ohio Department of Health does not allow students to be paid and receive academic credit at the same time. Students completing a practicum at The Ohio Department must be unpaid.

Students should meet with their faculty advisor once an opportunity has been selected and gain approval.

Students should complete the learning agreement and make sure that it includes 3-4 Public Health Competencies.

After the learning agreement has been completed, approved and signed by all parties, the student should submit the learning agreement to OAPSS. The Assistant Director/Coordinator of Practice Education and Career Services will add the practicum course (PUBHLTH 7189) to the student's schedule.

Students must plan ahead and ensure that the learning agreement being submitted in a timely manner to avoid late registration fees.

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 the 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 process is available on their website at <http://orrr.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 during the practicum. The log will be helpful in drafting the final written report and must be submitted with the final report to the CARMEN Drop-Box. 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 and how it ties into the Public Health curriculum. Students may want to consider inviting their faculty advisor and the Assistant Director/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, goals and competencies as stated in the learning agreement. A week or two before completion, students should remind their preceptor and

faculty advisor to complete the online preceptor and faculty advisor evaluations that were sent by The Assistant Director/Coordinator of Practice Education and Career Services in the welcome email. 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.

2.10 Timeline

Practica 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.

Autumn Semester	<ul style="list-style-type: none"> -Attend Practicum Orientation -Attend Career Fairs on campus. - Check the Buckeye Careers Network System for Opportunities -Check the “ CPH Career Resources” CARMEN page for opportunities -Explore all options to obtain a practicum opportunity -Start to explore when the best time would be for you to begin and register for the practicum
Spring Semester	<ul style="list-style-type: none"> - Continue to explore options if a practicum has not been confirmed. -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. - Submit learning agreement to OAPSS as soon as the practicum is confirmed. Be aware of registration deadlines when submitting practicum paperwork.
Summer Term	<ul style="list-style-type: none"> -Begin practicum and start to log hours

3. Practicum Roles and Responsibilities

3.1 Role of the Faculty Advisor

Each student participating in a practicum must have a faculty advisor. Often the faculty advisor is the student’s assigned advisor. The faculty 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.

During the project, the faculty advisor serves as a resource for both the student and the preceptor. The faculty 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 students practicum overall.

3.2 Choosing a faculty advisor other than the students assigned faculty advisor

A student's advisor for the practicum may or may not be their assigned faculty 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 students 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/program, 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 students 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 Assistant Director/Coordinator of Practice Education and Career Services

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

- Ensure **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 Health Annual Career Fair and promotes other career fairs on campus where students can also find practicum opportunities.
- Maintain the Buckeye Careers Network System and the CPH CARMEN Resources page with Practicum Opportunities and resource
- **Register the student for the practicum course (PUBHLTH 7189) once the signed learning agreement has been reviewed and approved**
- Works 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 that students are 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 primary role of the preceptor is to:

- Designate appropriate tasks that meet the needs of the organization, address the learning objectives and Public Health competencies for the student.
- Provide opportunities for growth, development, and leadership for the student
- At the conclusion of the practicum, preceptors must complete the preceptor evaluation. The Assistant Director/Coordinator will send the evaluation at the beginning of the semester. Reminders will also be sent throughout the term.

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 Assistant Director/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 Assistant Director/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 Assistant Director/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

4.1 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.

4.2 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.*
- *Determine what factors are (or are not) associated with hospital readmissions*

5. Evaluations

5.1 Evaluations

There are three evaluations that are required to be completed and submitted at the conclusion of the practicum. All evaluation links for the student, preceptor, and faculty advisor will be sent directly to the student, the faculty advisor, and the preceptor by the Assistant Director/Coordinator of Practice Education and Career Services.

All parties are required to complete the evaluation in order for the student to fulfill the requirements for the practicum.

6. Final Report

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 of 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

7.1 Staff Contacts

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

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

Office of Responsible Research Practices

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Columbus, Ohio 43210-1063

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

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

APPENDIX A

Practicum Paperwork Deadlines

	Autumn Semester 2016	Spring Semester 2017	Summer Term/Session 2017
Final Report and Evaluations due	12/09/16	4/26/17	TBA

APPENDIX B

Past Practicum Placement Sites

Biostatistics
Wexner Medical Center , Pathology, Columbus, Ohio
Nationwide Children's Hospital , Behavioral Research Group, Columbus, Ohio

Biomedical Informatics
Zipongo , San Francisco, CA
Nationwide Children's Hospital , Center for Innovation for Pediatric Practice
Omada Health , Software Engineering

Clinical Translational Science
Nationwide Children's Hospital , Pediatric Neuro-Oncology
OSU Wexner Medical Center , Department of Endocrinology
Nationwide Children's Hospital , Center for Injury Research & Policy
Ohio Department of Health , Women's Health Services
Wexner Medical Center , Pathology
Wexner Medical Center , Diabetes Research Center (Carepoint East)

Environmental Health Science
Wexner Medical Center , Division of Infectious Disease
Kanawha-Charleston Health Department , East Charleston, WV
Columbus Public Health , Environmental Health Science
Columbus Public Health , Office of Emergency Preparedness
The Ohio Department of Health , Oral Health
Ohio Bureau of Workers Compensation

Epidemiology
The Ohio State University , College of Public Health
World Health Organization
UHCAN Ohio , Columbus, Ohio
Mission of Hope , Haiti
The Ohio Department of Health , Epidemiology
The Ohio State University , College of Dentistry

Health Services Management & Policy
Columbus Public Health , Creating Healthy Communities
Ohio Department of Jobs and Family Services , The Office of Medical Assistance
American Academy of Pediatrics , Office of Federal Affairs

University of Gondar , College of Public Health
Wexner Medical Center , Department of Microbial Infection and Immunity

Health Behavior & Health Promotion
Columbus Public Health , Employee Wellness
Children’s Hunger Alliance , Columbus, Ohio
Comprehensive Rural Health Project, India
Franklin Park Conservatory , Farmer’s Market, Columbus, Ohio
Huntington Bank Employee Wellness , Columbus, Ohio
Leukemia & Lymphoma Society , Columbus, Ohio
Licking County Health Department
Moms2B , Columbus, Ohio
Ohio Mental Health and Addiction Services , Columbus, Ohio
The Ohio Department of Health , Epidemiology
Philip Heit Center for Healthy New Albany , New Albany, Ohio
The Kirwan Institute at The Ohio State University
Student Wellness Center at The Ohio State University

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

Program for Experienced Professionals
Battelle , Columbus, Ohio
Columbus Public Health , TB Program
Columbus Neighborhood Health Centers , Dental Department
Columbus Public Health , Center for Epidemiology, Preparedness
Columbus Public Health , Office of Chronic Disease Prevention
Ohio Commission on Minority Health , Columbus, Ohio
OSU- Star House
Nationwide Children’s Hospital , Comprehensive Sickle Cell and Thalassemia Program
Nationwide Children’s Hospital , Department of Pediatrics

APPENDIX C – SAMPLE RESUME

KARA TRAINOR

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

OBJECTIVE

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

SUMMARY OF QUALIFICATIONS

- 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

Master of Public Health (Health Behavior and Health Promotion) GPA: 3.45
College of Public Health
The Ohio State University, Columbus, Ohio December 2015

Relevant Coursework

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

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

PROFESSIONAL EXPERIENCE

Practicum Student 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

Crisis Intervention Specialist 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

Radiation Safety Technician 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

Member Student Chapter, Society for Public Health Students 2011 – Present

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



Student Checklist for the Practicum 2016-2017

Students must attend *the MANDATORY PRACTICUM ORIENTATION SESSIONS* held in Autumn Semester. Students should register for all career events on the Buckeye Careers Network system at <http://careers.osu.edu/students/buckeye-careers-network> (all events can be found under workshops)

Finding a Practicum

The Practicum can be completed any semester after at least 20 hours toward the MPH degree have been completed. Students should seek all avenues to obtain a practicum.

Ways to Find a Practicum

Networking:

- Assistance from the Coordinator of Practice Education and Career Service in OAPSS
- Faculty Advisor recommendations
- Talking with second year students about their past experiences
- Becoming involved with professional organizations such as SOPHE, OPHA, APHA

Online:

- Buckeye Careers Network Site <http://careers.osu.edu/students/buckeye-careers-network/>
- (part of the Buckeye Careers Network System) **Note: All student opportunities that the College of Public Health receives will be posted to the Buckeye Careers Network and the CPH Career Services Resources CARMEN page.**
- CPH's Alumni Connect program <http://cph.osu.edu/alumni/alumni-connect>. This resource allows students the opportunity to connect with alumni that have agreed to network with current students.
- Research National Organizations including the CDC, HRSA, NIH, and ASPH
- Finding a practicum on your own by reviewing organization specific websites that you are interested in

Events:

- Attending college sponsored Alumni Events including "Career Conversation events"
- Attending Careers Fairs at The Ohio State University- A listing of Career Fairs can be found here <http://careers.osu.edu/students/career-fairs/>

Preparing for the Practicum

1. Confirm practicum site with your Faculty Advisor
 2. Complete the Practicum Learning Agreement and return to OAPSS
 - a. Include 3-4 public health competencies in the learning agreement that you will accomplish during the practicum. The Public Health Competencies can be found on the CPH website at <http://cph.osu.edu/students/graduate/handbooks/graduate-student-handbook>.
 - b. The Learning Agreement must be reviewed and approved by your Faculty Advisor and
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-
- signed by the preceptor before submitting to (OAPSS)
- c. Submit the **Practicum Learning Agreement to OAPSS in person at 100 Cunz Hall or via email at pecs@cph.osu.edu or registration@cph.osu.edu**
 - d. Check to confirm that the practicum course is added to your schedule within 24 to 48 hours

Retain a copy of the learning agreement for your records. This will also help you as you are writing your final report.

During your Practicum:

- Have regular communication with your advisor
 - Have weekly or bi-weekly progress meetings with preceptor
 - Keep a list of your activities and progress in Practicum Daily Activities Log as this must be turned In with your final report
 - Notify Preceptor that the Coordinator of Practice Education and Career Services and/or Faculty Advisor may conduct a site visit to observe the student, meet preceptor, etc. call them to discuss Practicum progress
 - Host Coordinator of Practice Education and Career Services during Practicum Site Visits If selected.
-

At the End of your Practicum:

Submit the following documents to the CARMAN Drop-box for your advisor to review:

- Practicum Final Report
- Practicum Daily Log
- Check in with preceptor and faculty advisor to ensure they have completed their online evaluations received from the Coordinator of Practice Education and Career Services.

Practicum Paperwork Deadlines

Autumn Semester 2016: 12/9/2016

Spring Semester 2017: 4/26/2017

Summer Term/Session 2017: TBA

Grade Posting Deadlines

The general rule is that all practicum paperwork should be posted to the CARMEN drop-box by the first day of finals each semester. These dates can be found above. This allows the faculty advisor time to review the materials and evaluate before the grade posting deadline for the semester. The grade posting deadline for Autumn and Spring Semester is listed below:

Autumn Semester 2016:

Graduating students: Friday, December 16, 2016

Non-Graduating students, Monday, December 19, 2016

A grade of incomplete will be posted for students that do not complete the practicum requirements by the grade posting deadline. **Incompletes should be turned around by the next semester by the grade posting deadline. This date can be found on the University Registrar's website**
<http://registrar.osu.edu/registration/>

Advisor should read the Practicum Final Report, Daily Logs, Preceptor Practicum Evaluation, and Student Practicum Evaluation; before filling out the Faculty Advisor Practicum Evaluation form. Remember to retain a copy of every document after signing.

PRACTICUM FORMS on the College of Public Health 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. Position Description Form