



THE OHIO STATE UNIVERSITY

COLLEGE OF PUBLIC HEALTH

Master of Public Health

**Practicum Handbook &
Program Guidelines**

2018-2019

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!

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

Sincerely,
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Section	Title	Page
1.	Introduction to the Practicum Course	5-6
1.1	General Information	5
1.2	Objective	5
1.3	Prerequisites	5
1.4	Practicum Course Requirements	6
1.5	Registration and Grading	6
1.6	Difference Between the Practicum and Culminating	6-7
2.0	The Practicum Process	7
2.1	Planning and Preparing for the Practicum	7
2.2	International Practicum	7
2.3	PEP and the Practicum	8
2.4	Choosing a Practicum	8
2.5	Ways to Find a Practicum	8-10
2.6	Practicum Site Criteria	10
2.7	Timeline (Before, During, and after the Practicum)	11
2.8	During the Practicum	11
2.9	Nearing the End of the Practicum	11
2.10	Semester Timeline	12

3.0	Practicum Roles and Responsibilities	13
3.1	Role of the Advisor	13
3.2	Choosing an Advisor Other than Assigned Advisor	13
3.3	Role of the Coordinator of Practice Education and Career Services	13
3.4	Role of the Preceptor	14
3.5	Role of the Student	14
3.6	Handling Difficult Situations	15
3.7	Handling Difficult Situations	15
4.	The Learning Agreement	16-17
4.1	Completing the Online Learning Agreement	16
4.2	Guide to Writing Quality Learning Objectives	16-17
	Appendix A: Assessment Products (What to turn in at the end of the practicum)	18
	Appendix B: Final Report Requirements	19-20
	Appendix C: Sample Thank You Letter to Preceptor	21
	Appendix D: End-of-Semester Practicum Paperwork Deadlines	22
	Appendix E: Staff Contacts and Resources	23

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 a 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 faculty 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' needs as well as 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 Practicum Course Requirements

- **Placement** in a local, state, federal, private, or international organization that addresses public health issues with a designated preceptor.
- Faculty advisor approval of the Learning Agreement. The Learning Agreement should include competencies that the student will address during the practicum. Students should select 5 Competencies with 3 of them being Foundational. The list of competencies can be found on the [CPH website](#).
- Submission of an approved Online Learning Agreement
- Registration for **PUBHLTH 7189** (once the approved Online Learning Agreement is processed in OAPSS the practicum course will be added to the students schedule)
- Completion of 120 hours at the practicum site.
- Satisfactory evaluations from the preceptor and faculty advisor.
- Submission of 4 Assessment products including:
 - Final Report
 - Practicum log of hours
 - Evaluations (Student, Preceptor, and Faculty Advisor)
 - Demonstration Product- Information regarding assessment products can be found in the Appendix A (Assessment Products)

1.5 Registration and Grading

Students must be registered for the 2 semester hours of the practicum (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. Tuition and fee tables for the practicum course can be found on the [Registrar's website](#).

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

1.6 Difference between the Practicum and the Culminating Project

The practicum allows students to put into practice the curriculum they have learned in their first year within the Public Health program. 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 apply, integrate, and synthesize knowledge and experience obtained during their academic course of study to a question or problem of public health relevance. . The specific requirements for the Culminating Project for each specialization can be found [here](#) . 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 in the MPH program. 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 Orientations are held in Autumn Semester and are mandatory for all MPH students to attend. Students that are unable to attend practicum orientation must contact the Assistant Director/Coordinator of Practice Education and Career Services and schedule an appointment to discuss practicum requirements.

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 Assistant Director/Coordinator of Practice Education and Career Services. A list of resources and links to find International opportunities can be found on the CPH Career Resources page.

The Office of International Affairs (OIA) has many resources including, education abroad programs and scholarship opportunities to fund student international opportunities.

When an international opportunity is confirmed students are required to meet with The Office of International Affairs 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 the program director and 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 Handshake *Career Management System*, as well as opportunities that the college advertises in the weekly newsletter. Handshake is the new Career Management System that replaced the Buckeye Careers Network. Many employers wishing to hire students for jobs and internships will post those opportunities to Handshake. Handshake will also be used to manage career events both college and university. A Practicum can occur within a variety of organizations including, community-based, non-profit, for-profit, international, as well as Federal, Local, and State government Health Departments.

2.5 Ways to Find a Practicum

Attend a Practicum Orientation

Practicum Orientations 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 at Ohio State

The Ohio State University hosts a variety of career fairs in both autumn and spring semesters. Many organizations attend the fair to promote practicum and career related opportunities for students across multiple academic program. Career Fairs are a great opportunity for students to network with organizations for practicum, internship, and career opportunities. A listing of OSU career fairs can be found on the [Buckeye Careers Site](#)

Handshake

The most extensive list of practicum opportunities can be found on Handshake. Students should utilize Handshake to search for practicum and career related opportunities. 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 public health competencies. Public Health competencies can be found on the CPH website <https://cph.osu.edu/students/competencies>.

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 and 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 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.

Second year 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 practicum reports and the list of practicum sites on CARMEN.

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, Voices from the Community events. The Alumni Connect program allows students to connect with CPH alumni that have agreed to assist students and provide career advice, networking, 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. . 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 also provides resources to find to national internship/practicum opportunities.

The Office of Academic Programs and Student Services

The Assistant Director/Coordinator of Practice Education and Career Services will assist students that may have difficulty securing a practicum. The Coordinator will work closely with students to help them find an appropriate practicum. As organizations submit positions they will be advertised to students.

Finding a Practicum on Your Own

Students may initiate their own practicum by contacting organizations directly. Students should communicate with their faculty advisor to make sure the practicum is an appropriate experience. When an organization or preceptor agrees that the student is a good fit the student should begin to complete the Online Learning Agreement.

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 should provide a preceptor that is willing and able to spend regularly scheduled time with the student and provide guidance.
- The organization/Preceptor should exhibit willingness to gradually increase the student responsibilities and independence over the duration of the practicum experience.
- The organization/Preceptor 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 for the student.

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

Semester Prior to the Practicum (or before)

Student should begin exploring practicum opportunities.

Students should meet with their faculty advisor to brainstorm and explore potential practicum

Students should complete the learning agreement and make sure that it includes 5 competencies (at least 3 of them must be Foundational)

Students should plan ahead for the practicum and ensure they can register the semester they will begin the practicum. Students must pay register and pay fees for the practicum course just as they would any other course. The Practicum is a requirement for the MPH Degree.

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 is available on their website: <http://orrp.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 [here](#).

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 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.

Students should take time to send a thank you letter to the preceptor a sample letter can be found in Appendix C 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.

2.10 Semester Timeline The Practicum often takes place during the summer. Students may register for the Practicum any semester after they have completed at least 20 hours toward the MPH. 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.

<u>Autumn Semester</u> (August 21, 2018- December 5, 2018)	<ul style="list-style-type: none"> -Attend Practicum Orientation -Attend Career Fairs - Utilize <i>Handshake</i> -Explore all options to obtain a practicum opportunity
<u>Spring Semester</u> (January 7, 2019-April 22, 2019)	<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 online learning agreement to define projects, objectives, and competencies that will be addressed. - Submit online learning agreement to OAPSS as soon as the practicum is confirmed and you have met with your advisor.
<u>Summer Term</u> (May 8, 2019 – July 26, 2019)	<ul style="list-style-type: none"> -Begin practicum and start to log hours

3. Practicum Roles and Responsibilities

3.1 Role of the 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 practicum. 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 reviews the preceptor's evaluation and the final report in evaluating the students practicum overall.

3.2 Choosing a Faculty Advisor other than the 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 students 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 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:

- 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.**
- Maintain the CPH Practicum Web Page
- Register the **student for the practicum course (PUBHLTH 7189) when the online learning agreement has been approved by the faculty advisor and the preceptor.**
- Work with the preceptor to ensure they are aware of rules and expectations regarding the practicum by providing them with the preceptor guidebook.
- Track and collect final practicum documents 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 weekly meetings. 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

While at the practicum site students are expected to conduct themselves in a professional manner.. 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.

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.

Tips for students while at their 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/weekly activity 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

3.6 Handling Difficult Situations

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 attempt to 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 faculty advisor at any time for assistance. The Coordinator or faculty advisor may intervene in situations that seem difficult and can offer mediation between the student, 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 Online Learning Agreement

4.1 Completing the Online Learning Agreement

The effectiveness of the practicum is greatly enhanced when the student, preceptor, and faculty advisor seek to clearly define the learning objectives and competencies that will be addressed during the practicum. Students with consultation from their Faculty Advisor and their Preceptor should complete the Online Learning Agreement.

It is the student's responsibility to ensure that all information is complete on the learning agreement and all signatures have been obtained. If the learning agreement is not completed thoroughly, it will be returned to the student and the practicum start date may be delayed.

Instructions for Completing the Online Learning Agreement

1. Access the Learning Agreement on the [CPH Practicum Page](#)
2. Read all instructions on the page that explains all of the information that you will need to have before you complete the learning agreement.
3. After students submit the online learning agreement it will be routed electronically to both their faculty advisor and preceptor that they designated on the learning agreement.
4. The faculty advisor and the preceptor should review the agreement sign and submit.
5. When both signatures have been obtained the Assistant Director/Coordinator will add the practicum course to the student's schedule.
6. A confirmation email will be sent to the student notifying them that the course has been added to their schedule.

Note: Students should be aware that submission of the learning agreement prompts a course being added to their schedule. The practicum course is a required course for the MPH Program and students are required to pay tuition and fees the semester they register for the practicum course.

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.*

APPENDIX A

Assessment Products

There are four Assessment Products that are required to be completed and submitted at the conclusion of the practicum: 1) Practicum Log, 2) self/preceptor/faculty evaluations, 3) demonstration, 4) final report,

PRACTICUM ACTIVITY LOG

A log of the activities pursued (e.g., dates, hours, setting, persons, and subjects) should accompany the final report that is posted to CARMEN once it is reviewed by the faculty advisor.

EVALUATION FORMS

Three evaluation forms are required: student, preceptor, and faculty evaluations. All evaluation links for the student, preceptor, and faculty advisor can be found on the CPH Practicum forms and documents page. All parties are required to complete the evaluation in order for the student to fulfill the requirements for the practicum. When the student and preceptor evaluations have been completed they will be routed electronically to the faculty advisor.

DEMONSTATION PRODUCT(S)

The purpose of the demonstration product, or “demo” is to have a written or visual illustration of the attainment of one or more competencies during the practicum experience(s). Note that all competencies must be demonstrated through a combination of the demo and the final report and multiple demonstration products may be included as needed. . The selected demonstration product is expected to be original work led or contributed to in the practicum process. Students can select from the following types of Demonstration Products:

Demonstration Product Examples

- 1) **Presentation:** Examples include a PowerPoint, Prezi, research poster, infographic
- 2) **Written:** Examples include a manuscript (entire or relevant excerpt), policy brief, program plan, community assessment, fact sheet, brochures, and data collection instrument
- 3) **Audio/visual:** Examples include recorded presentations, multi-media content, social media campaigns, webinar sessions, web/app development, and podcasts

Consult with your faculty advisor about concerns or questions about the choice of demonstration or upload format.

APPENDIX B

Final Report Requirements

Final Report

All students are required to complete a final written report that will focus on sharing information on the practicum experience. 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. The report should contain the following sections.

TITLE PAGE

- Include practicum title, preceptor, year and student name

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 organization 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/ OBJECTIVES/COMPETENCIES

- 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?
- Include a table in your report listing the five Competencies (at least 3 Foundational) addressed during your practicum and the activity performed that allowed you to address the competency. See the example below
- Outline the problem and the methods used to define and address the problem.

Example of a Table for Matching Competencies with Practicum Activities

Practicum Competency	Practicum Activity Description
<u>Foundational Competency # 18:</u> Select communication strategies for different audiences and sectors	Developed a brochure tailored to low literacy community members on the topic of diabetes prevention
<u>CTS Specialization Competency# 2</u> Collaboratively prepare a grant application to seek funding for a clinical investigation	Assisted Dr. Binkley in preparing the NIH grant application for the clinical investigation study

RESULTS

- Describe the outcome(s) or product(s) 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?

DESCRIPTION OF DEMONSTRATION(S).

- Describe the demonstration product.
- Describe your role in the creation of the demonstration product(s).
- List the competencies demonstrated by your chosen product(s).

OPTIONAL APPENDIX

- Other relevant materials may be included as an appendix

The student will post all assessment products that they create (daily log, demonstration, and final report) to Carmen. Students with questions about any assessment products should consult with their faculty advisor.

APPENDIX C
Sample Thank You Letter to the Practicum Preceptor

123 Sesame Street
San Francisco, CA 99999

September 1, 2018

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,

Brenda Buckeye

Enclosure

Adapted from Green, Marianne E. Internship Success. Lincolnwood, IL: VGM Career Horizons, 1997

APPENDIX D

End-of-Semester Practicum Paperwork Deadlines 2018-2019

Registration Time Table	Autumn Semester 2018	Spring Semester 2019	Summer Term 2019
Classes Begin,	8/21/2018	1/7/2019	5/8/2019
Classes End	12/5/18	4/22/19	7/26/19
Final Report and paperwork due to CARMEN drop-box	12/7/18	4/24/19	7/29/19

APPENDIX E

Staff Contacts and Resources

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