



## Preceptor Checklist for the Practicum

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The preceptor paves the way for the student during their practicum experience. Introducing the student to his/her role in an organization is crucial to a student's overall learning experience. The preceptor provides the environment in which the student can learn about an organization, develop new skills, as well as test drive a potential career choice in Public Health. This checklist will provide Preceptor's with standard activities and tasks as it relates to being a College of Public Health Preceptor. **Note: To fulfill the Practicum Requirements the Student must Complete 120 hours**

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- Student's should choose an appropriate practicum with input and approval from their faculty advisor and a Preceptor.

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  - Preceptors should meet with the student to complete the Learning Agreement and to establish the objectives, activities and competencies to be completed during the practicum. *Preceptor's should be aware of the public health competencies and make sure activities and projects allow at least 3-4 public health competencies to be met.*

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  - Review and sign the **Learning Agreement** and make sure at least 3-4 Public Health Competencies are listed on the **Learning Agreement**. The CPH Competencies can be found on the CPH Website at <http://cph.osu.edu/students/graduate/handbooks/graduate-student-handbook/appendices>. Keep a copy of your records.
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## Pre- Arrival of the Practicum Student

- Inform your staff of the practicum student
  - Prepare work space and supplies
  - Develop outcome-based projects and activities and incorporate the public health competencies into the students Projects, activities and duties when appropriate. Try to create a mix of long –term and short-term projects.
  - Discuss protocol for privacy (e.g passwords, personal data on desk , accessing entrance to office, Locking desk drawers, etc)
  - Establish work schedule, call off, and late arrival procedures with the student
  - Discuss dress expectations, office protocol, policies and procedures
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## During the Practicum

- Provide the student with sufficient supervision and instruction in the form of routine interactions. Guide the student in his or her next steps throughout the practicum or project as needed and ask to review work periodically when appropriate.
  - Be available for any questions, issues, concerns the student may have
  - Provide student with constructive feedback when appropriate.
  - Expose the student to the principles of professional ethics and professional development opportunities ( e.g staff meetings, conferences, trainings)
  - Afford the student the time and patience needed for an optimal learning experience
  - Keep a record of the student's progress, hours at the site, and copies of his or her work. Involve the Faculty Advisor or Coordinator when appropriate
  - Encourage the student to present on-site about the experience and significant findings. Invite the Faculty Advisor And/or Coordinator.
  - Contact the Faculty Advisor or the Coordinator if issues or problems arise that cannot be resolved by meeting with the student.
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## As the End of the Semester Approaches

- Students completing the practicum are required to register for the Practicum Course (**PUBH 7189**). The student Must complete the 120 hours on site at an organization within the semester of registration to get a satisfactory Grade for the practicum course. In addition, students will need to complete a final report summarizing their Experience, as well as satisfactory evaluations from both the Preceptor and the Faculty Advisor.
- Preceptors will receive the preceptor evaluation form the Coordinator via email. The preceptor evaluation can also be found on the College of Public Health's website at <http://cph.osu.edu/students/graduate/handbooks/cphpracticum-student-handbook/appendix-e-practicum-forms-web>. DOWNLOAD THE EVALUATION,
- At the conclusion of the practicum and after the 120 hours have been completed the preceptor must complete the preceptor evaluation and return it to the Coordinator of Practice Education and Career Services at [pecs@cph.osu.edu](mailto:pecs@cph.osu.edu). The preceptor evaluation is due the first day of finals to allow time for the faculty to review and post a grade by the grade posting deadline. The first day of finals and the academic calendar for each semester during the 2014-2015 academic year can be found below.

### **First day of Finals by semester ( Preceptor Evaluation Due please send to (pecs@cph.osu.edu)**

**Autumn Semester 2015:** December 11, 2015

**Spring Semester 2016:** April 27, 2016

**Summer Term 2015:** August 1, 2016

### **Academic Calendar (2015-2016)**

**Autumn Semester 2015:** August 25, 2015- December 9, 2015

**Spring Semester 2016:** January 11, 2016- April 25, 2016

**Summer Term 2016:** May 9, 2016- July 29, 2016

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## After the Semester has ended

- If the student has not completed their hours to complete the practicum allow them to continue. The student will Receive an incomplete grade until the hours are completed. Once the required hours are completed and all Requirements are met the incomplete grade will be replaced with a satisfactory grade.

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- Preceptors wishing to host another practicum student from the College of Public Health should contact the Coordinator of Practice Education and Career Services at 614-247-4380 or by emailing at [Williams.3388@osu.edu](mailto:Williams.3388@osu.edu)