



2016-2017

Student Checklist for the Practicum

Check box when Completed: Students must attend *the MANDATORY PRACTICUM ORIENTATION SESSIONS* held in Autumn Semester. Students should register for all career events on the Buckeye Careers Network Site at <http://cph.osu.edu/students/careers/cph-careers>. (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 practicum opportunities using three methods:**

- 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/>
 - (Note: All student opportunities that the College of Public Health receives will be posted to the Buckeye Careers Network and the CARMEN Career Services Resource Page
 - CARMEN Career Resource 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 Alumni "Career Conversations" 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 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
 3. Retain a copy of the Practicum Learning Agreement for your records. This will also help you as you are writing your final report.
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During your Practicum:

- 1. Have regular communication with your advisor
 - 2. Have weekly or bi-weekly progress meetings with preceptor
 - 3. Keep a list of your activities and progress in Practicum Daily Activities Log as this must be turned in with you Practicum Final Report
 - 4. Notify Preceptor that the Coordinator and/or Faculty Advisor may conduct a site visit to observe the student, meet preceptor, etc.
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At the End of your Practicum:

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

1. Practicum Final Report
2. Practicum Daily Log
3. Complete the online Student Evaluation (Coordinator will send link)
4. **Note: Title of CARMEN COURSE “ CPH Practicum”**
5. Check in with preceptor to ensure they have completed the evaluation sent by the Coordinator

6. **Dates to submit Practicum Items to CARMEN:**
Autumn 2016- December 9, 2016
Spring 2017- April 26, 2017
Summer Term 2017- July 31, 2017

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: Thursday, December 15, 2016

Non-Graduating students, Monday, December 19, 2016

Spring Semester 2017:

Graduating Students: Thursday, May 4, 2017

Non-Graduating students, Monday, May 8, 2017

Summer Semester 2017:

Graduating Students: TBA

Non-Graduating students: TBA

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 6th week of the following semester.**