MPH Practicum Overview & Checklist

The following is a general overview of the process involved in completing the MPH Practicum. A checklist is provided to assist you in navigating completion of the requirements. If you have any questions about the steps listed below, do not hesitate to contact Dr. Dana Rice, Practicum Director at dric@med.wayne.edu or 313-577-8534.

1. Course Registration:
   - □ Meet with your Academic Advisor to discuss practicum prerequisites and complete the Practicum Approval Form.
   - □ Submit a Practicum Approval Form, current CV/résumé, CITI Certification, HIPAA certificate and the TB clearance (Health Appraisal Form) to your advisor for initial approval. Once all of the above is completed, sign and forward the approved form and all attachments to the Practicum Director electronically. Electronic signatures will be accepted and are encouraged.
   - □ The Practicum Director will approve and forward all documents to the MPH Program Office to open registration (with a copy to the student).
   - □ Register for your Practicum. ALL students must officially register for their Practicum.

2. Site Selection: Students are responsible for finding an appropriate Practicum experience, with support from their academic advisor, faculty and the Practicum Director. Please review the Practicum Placement Guide in the Practicum Directors office for a list of potential placement opportunities. This process can be a time consuming endeavor. Plan to begin this process no later than the semester before you intend to register.
   - □ Meet with the Practicum Director to discuss site and preceptor.
   - □ Identify a Practicum opportunity and Site Preceptor (someone at the host organization).
   - □ If your practicum site is a new MPH practicum site, the preceptor must submit a Practicum Site Placement Form via Qualtrics. The link to the application is available on the Community Partner tab on the MPH Program website.
   - □ If your Site Preceptor is a new preceptor, they must complete the Site Preceptor Application via Qualtrics and submit a CV/Resume to the Practicum Director. The link to the application is available on the Community Partner tab on the MPH Program website.

3. Learning Contract: This document establishes the expectations, deliverables and timeline before the start of the Practicum.
   - □ Meet with Site Preceptor to discuss and develop your Learning Contract, including the Scope of Work. Submit a draft to the Practicum Director. Learning Contract guidelines are available in the Practicum Guidebook.
   - □ Meet with the Practicum Director to discuss and refine your Learning Contract. Review edited Learning Contract with Site Preceptor and obtain approval signature on the Practicum Approval Form.
   - □ Submit the approved Learning Contract to the Practicum Director via Qualtrics link on Blackboard within 2 weeks of your Practicum start date.
   - □ Submit the Practicum Approval Form to the Practicum Director.
4. **Midpoint Review**
   - Halfway through your Practicum, meet with your Site Preceptor to discuss practicum progress.
   - Summarize the review on the **Midpoint Review Form** and make any necessary updates and/or adjustments to the **Scope of Work**, if necessary. If there are no significant changes to the fidelity of the contract, please state. Review the document with the Site Preceptor and obtain approval signature.
   - Submit the signed **Midpoint Review Form** to the Practice Director within 1 week.

5. **Executive Summary (PHP Only) or Summary Data Report (Biostatistics Only)**
   - Submit an **Executive Summary** or **Summary Data Report** (no more than 2 pages) of the practicum experience to the Practicum Director online via Blackboard AND to the Site Preceptor **at least 1 week prior** to the scheduled Practicum Showcase. Executive Summary and Summary Report guidelines are available in the Practicum Guidebook.

6. **Abstract**
   - Submit a draft Abstract (250 words or less) using the **Practicum Abstract Form** to the Practicum Director. The Practicum Director will provide feedback and approve abstract. Abstract Guidelines are available in the Practicum Guidebook.
   - Submit the final **Practicum Abstract Form** of your Practicum experience **at least 1 week prior** to your scheduled Practicum Showcase. The Practicum Director will publish all abstracts in the Practicum Showcase Book.

7. **Practicum Poster & Practicum Showcase**
   - Submit a **Practicum Poster** to the Practicum Director **at least 48 hours prior** to the Practicum Showcase. Practicum poster guidelines are available in the Practicum Guidebook.
   - Attend the Practicum Showcase event to present your poster.

8. **Evaluations**
   - Submit your completed **Student Evaluation** of Practicum online via Qualtrics, after the completion of your Practicum. You must request a link to the survey from the Practicum Director.
   - Remind your Site Preceptor to complete the **Site Preceptor Evaluation** of Practicum Student online via Qualtrics. The Practicum Director will email all preceptors at the conclusion of the practicum. Arrange to meet with Practicum Director to review your evaluation and to close out the Learning Contract.

**MPH Practicum Completion!**