MPH Practicum Experience

Student Guidebook
2015-2016

Ver. WIN 16
Table of Contents

INTRODUCTION 3
THE MPH PRACTICUM COURSE 3
PREREQUISITES & CO-REQUISITES 4
COURSE COMPETENCIES AND COURSE LEARNING OBJECTIVES 4
COURSE FEES 5
OVERVIEW OF THE PRACTICUM 5
PRACTICUM COURSE REQUIREMENTS 5
ALL MPH STUDENTS 7
MPH STUDENTS CONCENTRATING IN BIOSTATISTICS 7
MD/MPH STUDENTS 8
THE PRACTICUM RELATIONSHIP TO THE MPH PROJECT 8
STUDENT EXPECTATIONS 8
PRACTICUM ROLES AND RESPONSIBILITIES CHART 9
SELECTING A PRACTICUM SITE AND PRECEPTOR 10
PRACTICUM SITES 10
SITE PRECEPTORS 10
INSTRUCTIONS AND GUIDELINES 11
LEARNING CONTRACT 11
MIDPOINT REVIEW 11
ABSTRACT 11
EXECUTIVE SUMMARY OR SUMMARY DATA REPORT 12
POSTER PRESENTATION AT PRACTICUM SHOWCASE 13
EVALUATION AND GRADING 14
IMPORTANT CONTACTS 14
APPENDICIES 15
APPENDIX A: PRACTICUM APPROVAL FORM 16
APPENDIX B: MPH COMPETENCIES LINKED TO PRACTICUM COURSE LEARNING OBJECTIVES TABLE 17
APPENDIX C: MPH PRACTICUM SITE PLACEMENT INTEREST FORM 18
APPENDIX D: PUBLIC HEALTH PRACTICUM SITE PRECEPTOR APPLICATION 20
APPENDIX E: PRACTICUM LEARNING CONTRACT AND SCOPE OF WORK 22
APPENDIX F: PRACTICUM MIDPOINT REVIEW 27
APPENDIX G: PRACTICUM ABSTRACT FORM 28
APPENDIX H: STUDENT EVALUATION OF THE PRACTICUM 29
APPENDIX I: PRECEPTOR EVALUATION OF THE PRACTICUM 31
APPENDIX J: MPH PRACTICUM PERFORMANCE RATING SCALE 35
INTRODUCTION

As a requirement established by the Council on Education for Public Health (CEPH), all Master of Public Health (MPH) students “must develop skills in basic public health concepts and demonstrate the application of these concepts through a practice experience that is relevant to the students’ areas of specialization.” (Criterion 2.4, CEPH, 2011)

In concordance with these requirements, all MPH students in the Wayne State University School of Medicine Department of Family Medicine and Public Health Sciences (DFMPHS) MPH Program are required to satisfactorily complete a practicum (FPH 7440) before graduation. To help facilitate this experience, the MPH program has created this guidebook to provide an overall picture of the practicum and expectations.

Since practical knowledge and skills are essential to a successful career in public health, a planned, supervised, and evaluated practicum is an essential component of a public health professional degree program. The goal of the practicum is to provide opportunities for students to synthesize, integrate, and apply practical skills, knowledge, and training learned through courses, gain professional experience in a public health work environment, and to work on public health issues that are of particular interest to the each student.

THE MPH PRACTICUM COURSE

All MPH students in the WSU program are required to satisfactorily complete a 135-hour practical experience, called a practicum, as part of their degree. This is equivalent to the hourse for a 3 credit course. The practicum experience may include work in local, state, federal, for-profit or non-profit organization that addresses significant public health issues. Practica are individually selected and tailored to meet the needs of each student. The practicum should be completed in a concentrated fashion in one semester. It is not recommended that the practicum be carried out over multiple semesters. If there are special circumstances, approval from MPH administration is required.

The practicum is a three-way partnership between MPH students, Wayne State University School of Medicine, as represented by the Practicum Director, and sponsoring agencies/organizations, as represented by the Site Preceptor. Each party in this mutually beneficial relationship assumes certain responsibilities, performs specific functions, and accrues benefits. The roles and responsibilities of each party are outlined in this guidebook.

The practicum is guided by a set of goals and objectives, which are based on the needs and resources of all parties involved. Each practicum should meet at least two of the MPH programs’ core competencies and at least two of the concentration competencies. Students contribute to a community's resources and to the solution of public health problems while developing practical skills and personal confidence as a public health professional. The practicum serves as an important first step in a public health career, providing an introduction to the practical skills and experience necessary for a productive and fulfilling career and an opportunity to hone skills or to gain new experiences in a different area of specialization.
PREREQUISITES

Prior to registering or beginning the practicum, you must complete the required course prerequisites, depending on your concentration. You will review these required elements with your Academic Advisor prior to registration utilizing the Practicum Approval Form (Appendix A.). Consult with your academic advisor with any questions or concerns about prerequisites.

In order to enroll, you must have successfully completed the following core courses:

- FPH 7010 Seminar in Public Health
- FPH 7015 Biostatistics I (*PHP Concentration only)
- FPH 7150 Probability and Inference (*BIOSTAT Concentration only)
- FPH 7160 Linear Regression and ANOVA (*BIOSTAT Concentration only)
- FPH 7240 Epidemiology I
- FPH 7420 Principles of Environmental Health
- FPH 7100 Health Care Administration and Organization
- FPH 7320 Social and Cultural Basis of Health and Health Care

MPH students in the Biostatistics track are also required to complete the following concentration courses before enrolling:

- FPH 7340 Generalized Linear Models and Categorical Data
- FPH 7350 Programming for Public Health Practice

MPH students in the Public Health Practice track are encouraged, but not required, to complete the following concentration courses before enrolling.

- FPH 7230 Health Program Evaluation
- FPH 7210 Research Methods for Health Professionals
- FPH 7250 Applied Epidemiology

In addition to completing prerequisite coursework, you must complete and submit proof of the following items to your Academic Advisor prior to registration:

- WSUSOM training modules (HIPAA and CITI)
  - HIPAA training (https://med-tomcat.med.wayne.edu/hipaa/)
  - “Basic Human Research, Good Clinical Conduct, Privacy Information and Responsible Conduct” modules and any other specific modules as required from the Collaborative Institutional Training Initiative (CITI) online program (http://irb.wayne.edu/mandatory-training.php)
- Current Health Clearance Form, including recent TB test results (http://www.familymedicine.med.wayne.edu/mph/forms.php)
- Current resume or CV

Finally, it is recommended that you attend at least one one-hour practicum orientation session prior to registration. Orientation sessions are held at the beginning of each semester.

COURSE COMPETENCIES AND COURSE LEARNING OBJECTIVES

The practicum course is a practice-based experience that provides a diverse educational endeavor unique to students based on their own interests (Appendix B.). Students who successfully complete this course will be able to demonstrate the application of public health concepts
through a practice experience that is relevant to the core competencies of the program and areas of specialization.

You will achieve the course learning objectives by demonstrating learning in, AND the application of, public health practice skills, as established by the Council on Linkages Between Academia and Public Health Practice Core Competencies. Specific learning objectives and competencies attained will vary by student.

As part of the Learning Contract, you will identify practice skills (Tier II only) and link them to at least two core AND at least two concentration competencies (see the MPH handbook for the list of core and concentration competencies). The full list of practice skills is available in the publication Core Competencies for Public Health Professionals at: http://www.phf.org/resources/tools/Documents/Core_Competencies_for_Public_Health_Professionals_2014June.pdf

COURSE FEES

The Practicum concludes with a poster presentation at a departmental showcase. Posters, minimally, should be printed 3’x 4’ on basic paper (in color). Printing a poster this size on basic paper currently costs $24.00 through Biomedical Communications. Pricing for posters printed at other sites cannot be guaranteed. All posters should use the SOM templates available on the Biomedical Communications website (http://www.med.wayne.edu/biomedcom/index.html).

OVERVIEW OF THE PRACTICUM

The following is a general overview of the process involved in completing the practicum. There are eight essential elements (listed chronologically) required to successfully complete the practicum:

Course Overview

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 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.

PRACTICUM COURSE REQUIREMENTS

ALL MPH STUDENTS

- Site Selection (approved, signed and submitted) and Course Registration
- Learning Contract (approved, signed and submitted)
- Midpoint Review (reviewed, signed and submitted)
- Requisite practice hours (135 hours)
- Abstract (reviewed and submitted)
- Executive Summary/Summary Report (submitted)
- Practicum Poster (presented)
- Student and Site Preceptor Evaluations (reviewed, signed and submitted)

MPH STUDENTS CONCENTRATING IN BIOSTATISTICS

All MPH students concentrating in Biostatistics are encouraged to identify public health sites, ideally government or non-profit agencies, which need support summarizing their data, with data visualization, assessing the effectiveness of a project or program, or analyzing the results of an evaluation. Biostatistics students must demonstrate the utility of the application of biostatistics principles in a public health context.
Practicum sites are expected to collect all relevant data. However, you should anticipate entering data into site-owned databases with the understanding that the majority of your time should be spent analyzing and summarizing data for the practicum site. Specific questions related to determining the appropriate levels of analysis should be directed first to the Academic Advisor followed by the Practicum Director.

MD/MPH STUDENTS

All dual degree MD/MPH students will fulfill their practicum requirements during their one-month elective rotation during their fourth year of medical school. All efforts are made to ensure that MD/MPH students are placed at sites where they can integrate both public health and clinical training. The practicum must be approved in advance by the Practicum Director AND the School of Medicine administration. MD/MPH students must fulfill all standard course requirements.

THE PRACTICUM RELATIONSHIP TO THE MPH PROJECT

The practicum and project are two distinct MPH curriculum requirements. The practicum is your opportunity to synthesize, integrate, and apply practical skills and knowledge in a public health work environment. The project is the culminating experience of the MPH degree, where you will integrate your public health knowledge and skills from coursework, the practicum and other program activities.

However, the two experiences can be linked. The practicum can be developed into a central theme that can be further explored within the project. However, students can NOT use any data collected during the course of their practicum for their project without IRB approval. If you have any questions about how to transition the practicum into the project, please contact your Academic Advisor and the MPH Project Course Director(s).

STUDENT EXPECTATIONS

You are expected to function as professionals at all times and are responsible for the activities and work described in the Learning Contract. An important component of the practicum is practicing appropriate professional behavior in the workplace. You should demonstrate the standard of behavior expected of other employees in the organization, including compliance with the organization’s policies and procedures. Site Preceptors evaluate this component in the evaluations and also indirectly through the Practicum Director.

Examples of professional behavior include:

- Dressing professionally
- Being respectful to your supervisor and coworkers
- Using professional language
- Being prepared for assignments and meeting project deadlines
- Arriving and departing at agreed upon hours
- Informing your Site Preceptor of anticipated absences or delays in arrival
- Maintaining confidentiality
- Exhibit team spirit with all—supervisors, administrative and clerical staff, and others

**PRACTICUM ROLES AND RESPONSIBILITIES CHART**

<table>
<thead>
<tr>
<th>ROLE</th>
<th>RESPONSIBILITIES</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student</td>
<td>• Follows all steps, in chronological order, as outlined in the Practicum Guidebook</td>
</tr>
</tbody>
</table>
| Academic Advisor         | • Meets with advisees to discuss public health interests, potential sites and preceptors  
                            • Reviews and approves Practicum Approval Form  
                            • Submits approved Practicum Approval Form to MPH Program Manager |
| MPH Program Manager      | • Opens course registration for students following receipt of approved & signed Practicum Approval Form  
                            • Maintains a copy of the Practicum Approval Form in the student file |
| Preceptor                | • Provides guidance to MPH students as they develop their Learning Contracts  
                            • Approves Learning Contracts  
                            • Provides initial orientation and oversight to MPH students throughout the course of the practicum  
                            • Halfway through the practicum, meets with MPH students to review the Midpoint Review Form  
                            • Reviews and comments on practicum deliverables  
                            • Completes Site Preceptor Evaluation of Practicum Student following the conclusion of the practicum and submits evaluations to the Practicum Director  
                            • Attends Practicum Showcase |
| Practicum Director       | • Provides oversight to the practicum course  
                            • Approves practicum sites and Site Preceptors  
                            • Provides practicum resources to Site Preceptors  
                            • Provides feedback to students on deliverables and approves:  
                              1) Practicum Approval Forms  
                              2) Learning Contracts  
                              3) Midpoint Review Forms  
                              4) Final Deliverables: Abstracts, Executive Summaries/Data Reports and, Posters  
                              5) Evaluations: Student and Site Preceptor  
                            • Provides grades to students following completion of all stated requirements |
SELECTING A PRACTICUM SITE AND PRECEPTOR

PRACTICUM SITES

You are expected to take a proactive role and demonstrate initiative in selecting a practicum site and Site Preceptor. Organizations that have not worked with the MPH program before must submit a Site Placement Form (Appendix C.) to the Practicum Director for approval. A link to the application is available on the Community Partners tab on the MPH Program website.

Practicums can take place at a variety of agencies and organizations including, but are not limited to, local and state public health agencies, not-for-profit organizations, hospitals and for-profit businesses. A quality experience is one that is related to your professional interests and goals, provides you with an opportunity to explore new fields or organizations and enhances your professional knowledge, skills and attitudes. The Practicum Director can assist and guide you to established sites that reflect the programmatic focus and objectives in your areas of interest. You should consider sites recommended by your professional and personal contacts, faculty and staff, and available opportunities listed in the Practicum Placement Guide (available in the Practicum Directors office). Opportunities listed in the Practicum Placement Guide are updated regularly.

You are strongly encouraged to find a practicum placement outside of your place of employment in order to be exposed to new experiences and opportunities for growth. Additionally, you may find it difficult to separate your student role from your work role when the practicum takes place within your work setting.

Because of the limited duration and nature of practicum placements, they are unpaid. The possibility of payment is not a consideration in the approval of the practicum. Any type of financial compensation is outside the purview of the MPH program.

Furthermore, it is your responsibility to cover any fees that may be associated with each site (e.g. required immunizations, personal protective equipment, travel, parking, etc.). Some practicum sites may also have specific requirements, such as background checks, security clearances, orientations or a current memorandum of understanding with WSUSOM.

SITE PRECEPTORS

Site Preceptors are responsible for providing guidance, supervision and evaluation of your public health activities in the field. Your Academic Advisor or professors are not appropriate Site Preceptors, however, they can assist with identifying an appropriate Site Preceptor.

Site preceptors must, at minimum, have an advanced degree, ideally a MPH degree, and have at least three years public health work experience. Preceptors must be qualified to evaluate your professional competence in public health. Site Preceptors who have not served in this capacity before must submit the Site Preceptor Application (Appendix D.) to the Practicum Director for approval. A link to the application is available on the Community Partners tab on the MPH Program website.
INSTRUCTIONS AND GUIDELINES

LEARNING CONTRACT

You will complete a Practicum Learning Contract including a Scope of Work (Appendix E.) to establish the expectations, deliverables and timeline of your practicum. The following information must be included in the Learning Contract:

- **Title of Practicum**
- **Background**: Description of the site/organization (1 paragraph ONLY)
- **Project**: Brief description of the project (1 paragraph ONLY)
- **Scope of Work Chart**:
  - Identify SMART learning objectives
  - Identify activities or actions that you will participate in over the course of the practicum
  - Identify any final product or deliverables that will be generated from those activities
  - Identify the core/concentration competencies linked to the Objectives, Activities and Deliverables
  - Identify a timeline for achieving or completing the deliverables.

MIDPOINT REVIEW

This review serves as a structured opportunity for reflection between you and your Site Preceptor. This review, documented on the Practicum Midpoint Review form (Appendix F.), ensures that your practicum is on track with providing you with a valuable learning experience AND that you are making a valuable contribution to your site. This review also serves as an opportunity to identify any barriers or challenges you may have encountered while trying to maintain the fidelity of your Learning Contract. Finally, this review serves as your opportunity to adjust your Learning Contract.

ABSTRACT

You will submit a draft abstract using the Practicum Abstract Form (Appendix G.) to the Practicum Director. All abstracts will be included in the publically available Practicum Showcase Booklet. The abstract should contain ONLY the following headings and is limited to 250 words:

- **Introduction**
- **Activities/Methods**
- **Outcomes**

The Practicum Director will provide feedback and approve the abstract. Submit the final abstract to the Practicum Director at least 1 week prior to your scheduled Practicum Showcase.
EXECUTIVE SUMMARY OR SUMMARY DATA REPORT

PHP students will develop an Executive Summary at the conclusion of the practicum. Your goal is to write a logical and clear summary of your practicum experience, which will be shared with both your Site Preceptor and the Practicum Director. This summary should be written in non-technical language and should BRIEFLY summarize your experience. You should not include any data but can refer the reader to where they can get additional information. The purpose of this summary is to briefly outline the public health problem addressed throughout your practicum, the findings from your work and recommendations with justification in terms that the reader would consider important.

The Executive Summary should be no more than 2 pages (12 pt. font, Arial or Times New Roman, single spaced) and should only contain the MOST relevant information from your Site Preceptors perspective. The summary must contain the following elements (in order):

- Title of Practicum
- Student Name
- Dates of Practicum
- Introduction: A brief paragraph that identifies the purpose of your practicum.
- Objective(s): A brief paragraph outlining the stated objectives of your practicum.
- Summary of Findings (Conclusion): A brief paragraph identifying the main conclusions you found through your practicum work.
- Background: A brief background of the organization and the program where your practicum was conducted.
- Activities: Outline your significant activities with a numbered or bulleted list and a brief explanation of the activity. Do not report any data.
- Recommendations: A brief paragraph highlighting your recommendations for action based on your experience. These recommendations should be directed to the practicum site. Include a short justification for the proposed actions.

Biostatistics students should develop a Summary Data Report in lieu of an Executive Summary at the conclusion of the practicum. Biostatistics students must submit the Data Report to their Site Preceptor and the Practicum Director. This report should be written to target a broad public health audience AND a lay audience without advanced statistical expertise. With this in mind, the report should be as simple as possible, including easy-to-understand tables, graphs and charts, and a summary of the results. The data report must contain the following elements (in order):

- Title of Practicum
- Student Name
- Dates of Practicum
- Introduction: A brief paragraph identifying the purpose of your practicum.
- Objective(s): A brief paragraph outlining the stated objectives of your practicum.
- Data: Include easy-to-understand tables, graphs and charts of data from analysis ONLY
- Summary of Results: A brief paragraph interpreting and summarizing your data analysis
Finally, attach a **Reflections Statement** to your *Executive Summary/Summary Data Report*. This additional section should be **no more than** 2 pages and should reflect on each of the following areas.

- What specific approaches, skills, or other classwork from specific courses, were relevant to your practicum? Give a specific example.
- What were the areas of similarity/dissimilarity between public health theory learned in your coursework and your practice experience?
- How has the practicum experience influenced your professional development?

**POSTER PRESENTATION AT PRACTICUM SHOWCASE**

Your practicum will conclude with a poster presentation at a departmental showcase. There will be at least one Practicum Showcase each semester (Fall, Winter, Spring/Summer). Practicum Showcase dates for the year will be posted on the MPH Program website in the beginning of the fall semester, each academic year.

Posters should be printed 3’x4’ on basic paper (in color). All posters should use the SOM templates available on the WSUSOM Biomedical Communications website and note that there is at least a 72 hour turnaround for printing (http://www.med.wayne.edu/biomedcom/index.html). PowerPoint can be used to create images for your poster. Photographs and/or other graphics should be included to make the poster interesting and visually appealing. Required elements for the poster are:

- **Title**
- **Student name and Concentration**
- **Introduction/Background:** Name, location, brief description of the site
- **Objectives and goals:** These may reflect your specific practicum or overall work
- **Population:** Describe the population served or program participants
- **Practicum activities and rationale:** State how your activities linked to your core or concentration competencies
- **Results/Outcomes:** Anticipated/preliminary results can be used if project is not complete
- **Discussion:** Describe the meaning or the context of your findings
- **Recommendations:** Describe your recommendations for improvement or identify the broader implications for public health

Your poster should get the *MAIN* points across and tell a story of your experience. During the showcase, colleagues and faculty will want to engage in conversation with you about your experience so your poster should be designed in a way that is clear, logical and attention-grabbing. Refer to the WSUSOM Biomedical Communications site for useful tips on creating an effective poster (http://www.med.wayne.edu/biomedcom/support.html).
EVALUATION AND GRADING

You will be asked to evaluate the site, the Site Preceptor, Practicum Director and the practicum experience as a whole. The Site Preceptor will also complete an evaluation on your performance. Standardized forms will be used to conduct these formal evaluations and are available for review (Appendices H. & I.). All evaluations will be completed online.

Grading for this course is either Satisfactory/Unsatisfactory based on the Performance Rating Scale (Appendix J). Your grade will be based on:

- Completion of a minimum of 135 contact hours
- Completion of all deliverables, including: Learning Contract, Midpoint Review, Executive Summary/Data Report, Abstract, Poster Presentation, and Evaluations
- Achieving an Overall Performance Score of 3 or above on the Site Preceptor Evaluation;
- Achieving a score of 3 or above on the Executive Summary/Data Report score from the Practicum Director Evaluation;
- Achieving a Practicum Poster score of 3 or above on the Practicum Director Evaluation, and;
- Participation in a close out meeting with the Practicum Director.

IMPORTANT CONTACTS

Practicum Director:
Dana Rice, Dr.PH
WSUSOM- DFMPHS
3939 Woodward Ave., Rm. 241
Detroit, MI 48201
dric@med.wayne.edu
O: 313-577-8534; F: 313-577-3070;

MPH Program Contact:
Elissa Firestone, MEd, MPH Program Manager
WSUSOM- DFMPHS
3939 Woodward Ave., Rm 312
Detroit, MI 48201
efiresto@med.wayne.edu
O: 313-577-1051
APPENDICIES

A. PRACTICUM APPROVAL FORM
B. COMPETENCY TABLE
C. SITE PLACEMENT FORM
D. SITE PRECEPTOR APPLICATION
E. LEARNING CONTRACT WORKING DRAFT & APPROVAL FORM
F. MIDPOINT REVIEW FORM
G. ABSTRACT FORM
H. STUDENT EVALUATION
I. PRECEPTOR EVALUATION
J. PRACTICUM PERFORMANCE RATING SCALE
Appendix A: Practicum Approval Form

Practicum Approval Form

Instructions: Complete this form in collaboration with your Academic Advisor. Attach your recent CV/Resume, CITI Certification, HIPAA Certificate, and TB Clearance Form (Health Appraisal Form) to this document. Once the proposed project has been approved, all parties should affix their signatures electronically. The Practicum Director will email the signed document with all attachments to the MPH Program Office to open registration. Retain a copy of the signed document.

<table>
<thead>
<tr>
<th>Student Name</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>WSU Access ID</td>
<td></td>
</tr>
<tr>
<td>Phone Number</td>
<td></td>
</tr>
<tr>
<td>Email Address</td>
<td></td>
</tr>
<tr>
<td>Academic Advisor</td>
<td></td>
</tr>
</tbody>
</table>

Course Review & Required Attachments:

Core Pre-requisite Courses Completed
- □ FPH 7010 Seminar in Public Health
- □ FPH 7240 Epidemiology I
- □ FPH 7015 Biostatistics I (*PHP Concentration ONLY)
- □ FPH 7150 Probability and Inference (*BIOSTAT Concentration only)
- □ FPH 7160 Linear Regression and ANOVA (*BIOSTAT Concentration only)
- □ FPH 7100 Health Care Organization & Administration
- □ FPH 7320 Social Basis of Health Care
- □ FPH 7420 Principles of Environmental Health

PHP Concentration Courses Completed
- □ FPH 7230 Health Program Evaluation
- □ FPH 7210 Research Methods for Health Professionals
- □ FPH 7250 Applied Epidemiology

Biostatistics Concentration Pre-requisite Courses Completed
- □ FPH 7340 Generalized Linear Models and Categorical Data
- □ FPH 7350 Programming for Public Health Practice

CV/Resume □ Yes
CITI Training Certificates □ Yes
HIPAA Certificate □ Yes
TB clearance □ Yes

Signatures: ACCESS ID#: Date:

<table>
<thead>
<tr>
<th>Student Signature</th>
<th>ACCESS ID#:</th>
<th>Date:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Advisor Signature</td>
<td>ACCESS ID#:</td>
<td>Date:</td>
</tr>
<tr>
<td>Practicum Director Signature</td>
<td>ACCESS ID#:</td>
<td>Date:</td>
</tr>
</tbody>
</table>

Date Submitted to MPH Program Office: ______________________
Date Registration Approved: ___________________
### Appendix B: MPH Competencies Linked to Practicum Course Learning Objectives Table

<table>
<thead>
<tr>
<th>MPH Core Competencies</th>
<th>Concentration Competencies</th>
<th>Practicum Course Learning Objectives</th>
<th>Student-Developed Learning Objectives</th>
<th>Assessment</th>
<th>Measurement</th>
</tr>
</thead>
<tbody>
<tr>
<td>I. Apply evidence-based knowledge from behavioral sciences, biostatistics, epidemiology, environmental health, and health care org to understanding and improving the health of the public</td>
<td>I. Public Health Practice Concentration Competencies</td>
<td>Demonstrate the application of public health concepts through a practice experience that is relevant to the areas of specialization (PHP/BIOSTAT)</td>
<td>Demonstrate learning AND application in: a) Analytics and Assessment Skills; b) Policy Development and Program Planning Skills; c) Communication Skills; d) Cultural Competency Skills; e) Community Dimensions of Practice Skills; f) Public Health Science Skills; g) Financial Planning and Management Skills, or; h) Leadership and Systems Thinking Skills</td>
<td>1) Site Preceptor Evaluation 2) Executive Summary/Data Report 3) Practicum Director Evaluation 4) Completion of all deliverables</td>
<td></td>
</tr>
<tr>
<td>II. Use appropriate research and analytical strategies to address public health issues</td>
<td>II. Biostatistics Concentration Competencies</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>III. Communicate public health principles and findings to professional and community audiences using a variety of media and methodologies</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>IV. Collaborate sensitively, professionally and ethically with individuals from diverse cultural, ethnic, and socioeconomic backgrounds</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>V. Recognize dynamic interactions between human and social systems and how they affect relationships among individuals, groups, orgs, communities and other structures</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>VI. Demonstrate the ethical choices, values and professional practices implicit in public health giving consideration to the effect of choices on community stewardship, equity, social justice, and accountability</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Appendix C: MPH Practicum Site Placement Interest Form

As a requirement established by the Council on Education for Public Health (CEPH),

All professional degree students must develop skills in basic public health concepts and demonstrate the application of these concepts through a practice experience that is relevant to the students’ areas of specialization. (CEPH, School of Public Health Accreditation Criteria, 2011).

In concordance with these requirements, all Master of Public Health (MPH) students enrolled in the Wayne State University School of Medicine Department of Family Medicine and Public Health Sciences, Master of Public Health Program (WSUMPH) are required to satisfactorily complete a practicum (FPH 7440) before graduation.

Since practical knowledge and skills are essential to a successful career in public health, a planned, supervised, and evaluated practicum is an essential component of a public health professional degree program. The goal of the practicum is to provide an opportunity for students to synthesize, integrate, and apply practical skills, knowledge, and training learned through courses, to gain professional experience in a public health work environment, and to work on public health practice projects that are of particular interest to them.

Program Description
All MPH students in the WSU program are required to satisfactorily complete a 135-hour practical experience, called a practicum, as part of their matriculation. This is equivalent to 3-course credit hours. The practicum experience may include work in public health administrative, research, clinical settings or participation in ongoing public health projects. Practica are individually selected and tailored to meet student needs.

The practicum is a three-way partnership between WSUMPH students, Wayne State University School Medicine as represented by the Practicum Director, and sponsoring agencies/organizations as represented by the Site Preceptor. Each party in this mutually beneficial relationship assumes certain responsibilities, performs specific functions, and accrues benefits. The practicum is guided by a set of goals and objectives, which are based on the needs and resources of all parties involved.

Throughout their coursework, students have developed skills, which may include, analytical and management and evaluation skills, which they are looking to integrate into a practice setting. An ideal practicum experience allows students to apply graduate-level skills within a public health context.

Benefits to becoming a practicum site include:

- Student support to current projects
- Increased awareness of your organization
- An opportunity to identify candidates for future employment
- Serve as a valuable resource to Wayne State University School of Medicine and the Department of Family Medicine and Public Health Sciences
- Development of future public health professionals
Site Information
Please use the space below to tell us about your organization and potential projects and programs that would be ideal opportunities for MPH students. Following submission of this form, the Practicum Director will contact you to discuss potential placements and additional requirements. Please submit all documents to Dr. Dana Rice at dric@med.wayne.edu.

Organization
Name:______________________________________________________________
Address:______________________________________________________________________

Site Location (If different from above):________________________________________________
Contact Person Name and Title:______________________________________________________
Phone:______________________ Email: ________________________________

Organization Type (Please check only ONE):
□ Federal/State/Local Government
□ Non-profit (501c3) or community-based organizations (CBO)
□ Health System/Hospital
□ For-profit Business

Program/Project Information
Program/Project Name:__________________________________________________________

Brief Program Description (50 words or less):

Please indicate if the program/project has term limits and if so, please describe (e.g. a 3 year project starting in Aug 2014, a summer program, no limit):

Please identify any special orientations, trainings, clearances, or documents REQUIRED of students prior to the start of the practicum:
Appendix D: Public Health Practicum Site Preceptor Application

Preceptor Information (* required fields)
* First Name: ______________________________________________
* Last Name: ______________________________________________
* Title: ___________________________________________________
Department: _______________________________________________
* Highest Degree Earned: _______________          *Year of Degree: ____________
Field (If necessary): ____________________________
* Years of Public Health experience: _________                        Certifications: _____________
* Phone Number:   __________________                                   Fax Number: ______________
* Email Address: __________________________________________
* Confirm Email Address: ___________________________________

□ I am a WSU graduate.

Have you previously served as Wayne State University School of Medicine Master of Public Health Program Site Preceptor?

□ Yes

*Organization Type (Please check only ONE):

□Federal/State/Local Government
□Non-profit (501c3) or community-based organizations (CBO)
□Health System/Hospital
□For-profit Business

* Professional Profile

Please submit a copy of your professional profile/resume along with this form to Dr. Dana Rice, Practicum Director, at dric@med.wayne.edu
Primary Professional Areas or Services Expertise (Check all that apply):

☐ Adolescent health  ☐ Global health  ☐ Minority health
☐ Aging and senior services  ☐ Health communications/marketing  ☐ Nutrition
☐ Asthma  ☐ Health disparities  ☐ Obesity
☐ Biostatistics  ☐ Health education/outreach  ☐ Occupational health
☐ Bioterrorism  ☐ Health finance  ☐ Physical activity and exercise
☐ Cancer  ☐ Health IT  ☐ Population health
☐ Cardiovascular health  ☐ Health policy  ☐ Referral for health services
☐ Child health (pre-adolescent)  ☐ Health promotion  ☐ Reproductive/perinatal health
☐ Chronic diseases  ☐ Health regulation  ☐ School health
☐ Community health  ☐ HIV/AIDS  ☐ Sexually transmitted
diseases/infections
☐ Community organizing  ☐ Homeless health  ☐ Social services
☐ Dental health  ☐ Hygiene and sanitation  ☐ Substance use/alcoholism
☐ Diabetes  ☐ Immigrant and refugee health  ☐ Surveillance (e.g. disease)
☐ Emergency preparedness  ☐ Immunizations  ☐ Tobacco Control
☐ Environmental health  ☐ Infant mortality  ☐ Tuberculosis
☐ Epidemiological investigation  ☐ Infectious diseases  ☐ Violence/violence prevention
☐ Evaluation (e.g. interventions, health ☐ Injury/injury prevention services)  ☐ Interventions (e.g. design, delivery)
☐ Family health  ☐ Long-term care  ☐ Women's health
☐ Family planning  ☐ Maternal health  ☐ Workforce development
☐ Family violence  ☐ Medicare/Medicaid  ☐ Other __________________________
☐ Gay, lesbian, and transgender health  ☐ Mental health

Agreement

☐ I agree to be a preceptor for the student(s), assuming the responsibility for directly supervising the work of the student, including providing feedback and direction during the practicum and submitting all required documents electronically to the Wayne State University School of Medicine, Dept. of Family Medicine and Public Health Sciences

Signature          Date
Appendix E: Practicum Learning Contract-Working Draft Form and Approval Form

Practicum Learning Contract Development Form

INSTRUCTIONS: Use this form as a working draft. Completion of this document should occur AFTER discussion with your site preceptor on your roles and responsibilities.

1. **Title of practicum**: Create a 1-sentence description of your practicum. This should NOT be the name of the site.

2. **Background description of the site/organization** (1 paragraph ONLY) Describe the organization as a whole. Who are they? What do they do?
   For example: *Local health department X provides health services for the public, businesses and educational communities in community X. Their mission is to protect the community through health promotion, disease prevention and protection of the environment. There are seven divisions within Health Department X including...*

3. **Brief description of the project** (1 paragraph ONLY): Describe, in general, the specific program or project that you will be working on. What is the purpose of the program/project? Who is the population served?
   For example: *The Family Planning Program within the Women's Infant and Children's Services Division provides family planning services to men, women, and teens within Southeast Michigan. The program helps individuals make informed decisions regarding reproductive health and disease prevention. Services offered by the program include, reproductive health exams...*

4. **Complete Scope of Work Chart**
   a. Identify SMART Objectives. Number the objectives and match numbers across the chart
   b. Identify activities or actions that you will participate in over the course of the practicum.
   c. Identify any final products or deliverables generated from activities.
   d. Identify at least two core AND two concentration competencies (total, not per objective) linked to Objectives, Activities and Deliverables.
   e. Identify a timeline for achieving or completing the deliverables.

5. **Submit this document** to the Practicum Director for approval via Blackboard.

6. **Following approval of the draft**, submit final edited contract by clicking the *Learning Contract* link located on Blackboard. You will be redirected to the Qualtrics website. Only submit details from the approved version.

7. **Print a copy** of your *Learning Contract* from the Qualtrics website.

8. **Document approval of the Learning Contract** from your Site Preceptor using the *Learning Contract Approval Form*. 
9. **Upload Learning Contract Approval form to Blackboard.**

**DEFINITIONS:**

**SMART Objectives**: Well-written learning objectives are important. They need to clearly convey what comprises expected learning that will take place as a result of taking the course. The acronym SMART stands for:

- **SPECIFIC**: What is the specific task?
- **MEASURABLE**: What are the standards or parameters?
- **ATTAINABLE**: Is the task feasible?
- **REALISTIC**: Are sufficient resources available?
- **TIMELY/TIME-BOUND**: What are the start and end dates?

For examples and guidance on developing SMART objectives, please review these CDC resources:


**Activities**: Activities are specific actions taken during the course of the practicum. Practice-based activities should be consistent with attaining learning objectives and tied to core/concentration competencies. Please refer to the *Core Competencies for Public Health Professionals* (Tier II ONLY) for the complete list of practice-based activities at: [http://www.phf.org/resources/tools/Documents/Core_Competencies_for_Public_Health_Professionals_2014June.pdf](http://www.phf.org/resources/tools/Documents/Core_Competencies_for_Public_Health_Professionals_2014June.pdf)

**Deliverables**: Deliverables are the final products that are developed during the course of the practicum. All experiences will not necessarily produce a tangible “product,” however; you should be able to identify some culminating event to your practicum experience. An example of a deliverable is: A FEMA training presentation and pamphlet.

**Competencies**: Each SMART objective and related activities must be linked to MPH program competencies (Core) AND your respective concentration competencies (PHP or BIOSAT). Refer to the MPH student guidebook for a list of Core & Concentration Competencies.

**Timeline**: An estimated time frame must be established for achieving each objective.
PRACTICUM DESCRIPTION

Title of Practicum:

Background description of the site/organization:

Brief description of the project:
### SCOPE OF WORK CHART

<table>
<thead>
<tr>
<th>SMART Objectives*</th>
<th>Activities</th>
<th>Deliverable(s)</th>
<th>MPH Competencies Addressed (Core/Concentration)</th>
<th>Timeline (Due by Date)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Example: By the end of the practicum, train 75% of health education teachers at school X on the selected scientifically based health education curriculum.</td>
<td>I. Engages with health ed. teachers in health promotion training to improve health at school X II. Applies public health sciences in the delivery of health ed. program III. Collects &amp; analyzes valid &amp; reliable quantitative and qualitative data from post-test assessment</td>
<td>Summary report of training sessions</td>
<td>Core I. Concentration II.</td>
<td>End of Practicum – est. 12/31/15</td>
</tr>
</tbody>
</table>

** Insert additional rows, if necessary.
Practicum Learning Contract Approval Form

Student Information

<table>
<thead>
<tr>
<th>Name:</th>
<th>WSU Access ID:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Email:</td>
<td>Concentration:</td>
</tr>
<tr>
<td>Academic Advisor:</td>
<td></td>
</tr>
</tbody>
</table>

Course Information

<table>
<thead>
<tr>
<th>Semester:</th>
<th>☐ Fall ☐ Winter ☐ Spring/Summer</th>
<th>Year:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Practicum Start Date:</td>
<td></td>
<td>Midpoint Review:</td>
</tr>
<tr>
<td>Practicum End Date:</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Practicum Site Information

| Practicum Site (Organization Name): | |
| Site Address: | |

Site Preceptor Information

| Name: | |
| Title: | |
| Phone: | |
| Email: | |

I have read the Learning Contract as prepared by the WSUSOM MPH student and I understand my role and responsibilities with regards to the successful completion of this practicum.

Approval:

| Student: | Date: |
| Site Preceptor: | Date: |
| Practicum Director: | Date: |
Appendix F: Practicum Midpoint Review

This review serves as a structured opportunity for reflection between you and your Site Preceptor. This review ensures that your practicum is on track with providing you with a valuable learning experience AND that you are making a valuable contribution to your site. This review also serves as an opportunity to identify any barriers or challenges you may have encountered while trying to maintain the fidelity of your Learning Contract. Finally, this review serves as your opportunity to adjust your Learning Contract.

Instructions: Complete ALL information on this form about halfway through the practicum. Identify any updates (including activities, deliverables, timeline) to your Learning Contract, if necessary. Meet with your Site Preceptor to discuss and review the document and obtain approval signature. Completion of this review is mandatory even if there are no changes to your Learning Contract. Submit the signed Midpoint Review Form to the Practice Director within 1 week of approval.

Student Information

<table>
<thead>
<tr>
<th>Name:</th>
<th>WSU Access ID:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Email:</th>
<th>Concentration:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Identify accomplishments to date:

Discuss progress towards completing activities and deliverables as stated in the Learning Contract:

Discuss any barriers or challenges that have affected progress, if any, and describe what is being done to address them:

Are they any changes/updates needed for the Learning Contract?

Approvals:

<table>
<thead>
<tr>
<th>Student:</th>
<th>Date:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Site Preceptor:</th>
<th>Date:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Appendix G: Practicum Abstract Form

**Instructions:** Submit a draft abstract (Introduction, Methods and Outcomes should not exceed 250 words) to the Practicum Director. Include ONLY those headings listed below. The Practicum Director will provide feedback and approve abstract. Abstract Guidelines are available in the Practicum Guidebook. Upload final abstract to the MPH Program Endnote folder. Submit the final abstract 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.

### Student Information

<table>
<thead>
<tr>
<th>Name:</th>
<th>WSU Access ID:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Email:</td>
<td>Concentration:</td>
</tr>
</tbody>
</table>

### Project Title:

### Practicum Site/Organization:

### Introduction:

### Methods:

### Outcomes:

### Approvals:

<table>
<thead>
<tr>
<th>Student:</th>
<th>Date:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Practicum Director:</td>
<td>Date:</td>
</tr>
</tbody>
</table>
Appendix H: Student Evaluation of the Practicum

Instructions: This evaluation is designed to provide the MPH Program with formal feedback from the student on their Practicum experience, site-placement, and preceptor. Please be open and honest in your replies since this information will help determine the appropriate use of the site in the future as well as provide input for changes in the field program. This evaluation is a requirement for the Practicum. Students will not receive a final grade until the evaluation form has been completed. Note: A rating of 2 or lower must have an accompanying comment. Please complete the evaluation online by requesting the link from Dr. Dana Rice at dric@med.wayne.edu.

<table>
<thead>
<tr>
<th>Student Name:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>WSU ID/Banner #:</td>
<td></td>
</tr>
<tr>
<td>Practicum Site:</td>
<td></td>
</tr>
<tr>
<td>Preceptor Name:</td>
<td></td>
</tr>
<tr>
<td>How many practicum hours did you actually work (knowing that the required minimum is 135 hours)?</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Student Evaluation of the Preceptor</th>
<th>Exceptional (5)</th>
<th>Exceeds Expectations (4)</th>
<th>Meets Expectations (3)</th>
<th>Improvement Needed (2)</th>
<th>Unsatisfactory (1)</th>
<th>N/A</th>
</tr>
</thead>
<tbody>
<tr>
<td>Level of guidance/mentorship from Preceptor</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Access to the Preceptor (in person, email, phone)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Professional feedback from Preceptor</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Knowledge level of Preceptor</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Additional Comments?

<table>
<thead>
<tr>
<th>Student Evaluation of Practicum Site</th>
<th>Exceptional (5)</th>
<th>Exceeds Expectations (4)</th>
<th>Meets Expectations (3)</th>
<th>Improvement Needed (2)</th>
<th>Unsatisfactory (1)</th>
<th>N/A</th>
</tr>
</thead>
<tbody>
<tr>
<td>Orientation to site by agency</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Interaction with staff</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Staff qualifications and experience</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Access to resources provided by the agency</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Workspace/facilities</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Workload</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Additional Comments?

I would recommend this site to other MPH students. Yes___________ No_________

If no, please specify why:
### Evaluation of Practicum Director

<table>
<thead>
<tr>
<th>Evaluation of Practicum Director</th>
<th>Exceptional (5)</th>
<th>Exceeds Expectations (4)</th>
<th>Meets Expectations (3)</th>
<th>Improvement Needed (2)</th>
<th>Unsatisfactory (1)</th>
<th>N/A</th>
</tr>
</thead>
<tbody>
<tr>
<td>Access to Practicum Director</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Level of guidance from the Practicum Director</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Knowledge gained from the Practicum Orientation</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Additional comments?</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Evaluation of Practicum Course

<table>
<thead>
<tr>
<th>Evaluation of Practicum Course</th>
<th>Agree (3)</th>
<th>Neutral (2)</th>
<th>Disagree (1)</th>
<th>N/A</th>
</tr>
</thead>
<tbody>
<tr>
<td>Finding a practicum was easy</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>The Learning Contract was essential in clarifying my objectives, activities, deliverables and timeline</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>The Midpoint Review was a useful tool in evaluating my progress with my site preceptor</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>The Executive Summary/Data Report was a valuable use of time in synthesizing my experience</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>The Abstract/Poster Presentation was a valuable use of time in sharing my practicum experience</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Blackboard was useful in facilitating the submission of course forms/documents</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>I understand the importance of the practical application of public health knowledge in a community setting</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>The practicum increased my ability to work in and understand public health</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Additional comments?</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Overall, I would rate my practicum experience as:

Exceptional (5)  
Exceeds Expectations (4) ____  
Meets Expectations (3) ________  
Improvement Needed (2) ________  
Unsatisfactory (1) ________  
N/A ________
Appendix I: Preceptor Evaluation of the Practicum

Preceptor Evaluation of the Practicum

Instructions: This evaluation assesses your student’s performance in the Practicum. The purpose is to take a professional inventory of the student’s strengths and weaknesses, which will aid in the development of a practical improvement plan. This evaluation is a primary component of the student’s final grade, which will not be assigned until this form has been received. Please complete the evaluation online within 2 weeks prior to the end of the practicum project. Review this evaluation with the student. Note: A rating of 2 or lower must have an accompanying comment. If you have any questions contact the Practicum Director, Dr. Dana Rice at dric@med.wayne.edu or 313-577-8534.

<table>
<thead>
<tr>
<th>Student Name</th>
<th>Preceptor Name</th>
<th>Practicum Site</th>
<th>Date</th>
<th>Start/End Date of Practicum</th>
<th>How many practicum work hours did the student complete?</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Process Evaluation</th>
<th>Exceptional (5)</th>
<th>Exceeds Expectations (4)</th>
<th>Meets Expectations (3)</th>
<th>Improvement Needed (2)</th>
<th>Unsatisfactory (1)</th>
<th>N/A (0)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Response to feedback and ability to use that feedback towards personal and professional growth.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Effective communication (written, verbal, body-language) with patients/clients/staff</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Problem solving skills</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Professional attitude, responsibility, and motivation</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Timely &amp; consistent attendance</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cultural competency</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Leadership skills</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Impact Evaluation

Public health skills
Policy development skills
Program planning/implementation skills
Data analysis/interpretation skills

Outcome Evaluation

Competence in carrying out activities
Successful completion of deliverables as outlined in the Learning Contract

OVERALL PERFORMANCE

As evaluated by the above criteria, please rate the student’s performance

What do you consider to be the primary areas for professional development for this student as a public health professional? Give specific suggestions as to how the student may improve.

What do you consider to be the major strengths of this student as a public health professional?

Were the total hours designated for the practicum sufficient in meeting your agency’s needs?

Additional Comments/Recommendations/Concerns?
<table>
<thead>
<tr>
<th>Core Competency Evaluation of MPH Student - ALL Students</th>
<th>Exceptional (5)</th>
<th>Exceeds Expectations (4)</th>
<th>Meets Expectations (3)</th>
<th>Improvement Needed (2)</th>
<th>Unsatisfactory (1)</th>
<th>N/A (0)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Apply evidence-based knowledge from behavioral and social sciences, biostatistics, epidemiology, environmental health, and health care organization to understanding and improving the health of the public.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Use appropriate research and analytical strategies to address public health issues.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Communicate public health principles and findings to professional and community audiences using a variety of media and methodologies.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Collaborate sensitively, professionally, and ethically with individuals from diverse cultural, ethnic, and socioeconomic backgrounds.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Recognize dynamic interactions between human and social systems and how they affect relationships among individuals, groups, organizations, communities, and other structures.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Understand the ethical choices, values, and professional practices implicit in public health decisions, giving consideration to the effect of choices on community stewardship, equity, social justice, and accountability.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Competency Evaluation of MPH Student- Public Health Practice Concentration Students ONLY</td>
<td>Exceptional (5)</td>
<td>Exceeds Expectations (4)</td>
<td>Meets Expectations (3)</td>
<td>Improvement Needed (2)</td>
<td>Unsatisfactory (1)</td>
<td>N/A (0)</td>
</tr>
<tr>
<td>---</td>
<td>---</td>
<td>---</td>
<td>---</td>
<td>---</td>
<td>---</td>
<td>---</td>
</tr>
<tr>
<td>Integrates the social determinants of health in the design of interventions within public health systems</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Applies public health sciences in the delivery of the 10 essential Public Health Services</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Advocates for policies, programs and resources that improve health in a community</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Demonstrates willingness to explore cultural elements and aspects that influence decision making by patients, self, and colleagues</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Incorporate analytic public health skills to evaluate programs and reported studies in terms of rigor, importance and relevance to professional practice</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Competency Evaluation of MPH Student- Biostatistics Concentration Students ONLY</th>
<th>Exceptional (5)</th>
<th>Exceeds Expectations (4)</th>
<th>Meets Expectations (3)</th>
<th>Improvement Needed (2)</th>
<th>Unsatisfactory (1)</th>
<th>N/A (0)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Select and apply appropriate statistical methods for the analysis of public health data</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Evaluate the impact of study design on research conclusions</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Demonstrate good research practices for data collection, validation and storage</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Effectively collaborate in the translation of research objectives into testable hypotheses</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Apply statistical software to conduct analyses using established and/or new statistical functions</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Build and interpret multivariate models</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Interpret results of statistical analyses found in public health studies</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Develop written and oral presentations based on statistical analyses for both public and health professionals and educated lay audiences</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
### Evaluation of the Site

<table>
<thead>
<tr>
<th>Agree (3)</th>
<th>Neutral (2)</th>
<th>Disagree (1)</th>
<th>N/A (0)</th>
</tr>
</thead>
<tbody>
<tr>
<td>My site provides the necessary learning opportunities for students to continue supporting an MPH student in the practicum course</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Additional Comments/Recommendations/Concerns?**

### Evaluation of the Practicum Course

<table>
<thead>
<tr>
<th>Agree (3)</th>
<th>Neutral (2)</th>
<th>Disagree (1)</th>
<th>N/A (0)</th>
</tr>
</thead>
<tbody>
<tr>
<td>The Practicum Director was available to assist me</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>The Practicum Guide for Preceptors was essential in clarifying my role as a preceptor and the expectations of the course</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>The Learning Contract was essential in clarifying the student’s objectives, activities, deliverables and timeline</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>The Midpoint Review was a useful tool in evaluating student progress</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>The Executive Summary/Data Report was a valuable tool for synthesizing the student’s experience</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Additional Comments/Recommendations/Concerns?**
Appendix J: MPH Practicum Performance Rating Scale

The following performance rating scale is the standard rating scale for Practicum deliverables.

**Score 5: Exceptional**
Performance far exceeded expectations due to exceptionally high quality of work performed in all essential areas of the Practicum, resulting in a superior overall quality of work; and, either 1) included the completion of a major goal or project, or 2) made an exceptional or unique contribution to the program or project at the Practicum Site.

**Score 4: Exceeds expectations**
Performance consistently exceeded expectations in all essential areas and the quality of work overall was excellent.

**Score 3: Meets expectations**
Performance consistently met expectations in all essential areas of responsibility, at times possibly exceeding expectations, and the quality of work overall was very good.

**Score 2: Improvement needed**
Performance did not consistently meet expectations – performance failed to meet expectations in one or more essential areas of responsibility, and/or one or more of the most critical goals were not met.

**Score 1: Unsatisfactory**
Performance was consistently below expectations in most essential areas of responsibility, and/or reasonable progress toward critical goals was not made. Significant improvement is needed in one or more important areas.