



School of Medicine

Department of Family Medicine
and Public Health Sciences

MPH Practicum Experience

Preceptor Guidebook
Winter 2018

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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 (WSUSOM), 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 for preceptors.

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

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 hours for a 3-credit course. Practica are individually selected and tailored to meet the needs of each student. Our students complete their practica throughout the academic year (Aug-July).

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 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.

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.

STUDENT PREPARATION

The WSUSOM MPH program offers two areas of concentration, Public Health Practice (PHP) and Biostatistics (BIOSTAT). Prior to registering or beginning the practicum, all MPH students will have completed all required core courses and several concentration course, depending on their area of specialization. These courses include:

MPH 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

Additionally, BIOSTAT students will have completed additional concentration courses before enrolling, including:

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

Finally, all students will also have completed and submitted:

- WSUSOM training modules (HIPAA and CITI)
 - HIPAA training
 - “*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
- Current Health Clearance Form, including recent TB test results

STUDENT EXPECTATIONS

Students are expected to function as professionals at all times and are responsible for the activities and work described in the Learning Contract. Students 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 expected of our students include:

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

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 the student's 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.

PRACTICUM SITES, PRECEPTORS & PROJECTS

PRACTICUM SITES

Practica 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 relates to students professional interests and goals, provides them with an opportunity to explore new fields or organizations and enhances their professional knowledge, skills and attitudes.

Students are strongly encouraged to find a practicum placement outside of their place of employment in order to be exposed to new experiences and opportunities for growth. Additionally, they may find it difficult to separate their student role from their work role when the practicum takes place within their work setting. Practicum sites that have not served as host organizations or current sites that have new programs must submit a Site Placement Form (Appendix A.) to the Practicum Director for approval. The link to the application is available on the Community Partner tab on the MPH Program website.

SITE PRECEPTORS

Site Preceptors are responsible for providing guidance, supervision and evaluation of the public health activities in the field. Site preceptors must, at minimum, have an advanced degree, ideally

a MPH degree, and have at least five years public health work experience. Preceptors must be qualified to evaluate professional competence in public health. Site Preceptors who have not served in this capacity before must submit a Site Preceptor Application (Appendix B.) to the Practicum Director for approval. The link to the application is available on the Community Partner tab on the MPH Program website.

Site Preceptors and/or their designees are expected to orient the student to the agency/organization and identify a work space for them. Also, preceptors should assist the student in gaining access to resources, information and data required for the projects planned. For additional tips for a successful experience refer to the Practicum Preceptor Guidelines (Appendix C.).

EXAMPLES OF PRACTICUM PROJECTS

Policy analysis	Grant application	Risk assessment
Data analysis	preparation	Surveillance
Design of study	Needs assessment	Health education
instruments	Program planning,	Health promotion
Study design	implementation or	AND MORE...
	evaluation	

OVERVIEW OF THE PRACTICUM

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

1. **Selection and Registration:** Students are responsible for finding an appropriate practicum experience, with support from their Academic Advisor, faculty and the Practicum Director.
2. **Learning Contract:** *This document establishes the expectations, deliverables and timeline before the start of the Practicum.*
 - Students meet with the Site Preceptor to discuss and develop a **Learning Contract**.
 - The Practicum Director will work with the student to refine the Learning Contract. Site Preceptors will approve and sign the edited Learning Contract, followed by final approval by the Practicum Director.
3. **Executive Summary (PHP Only) or Summary Data Report (BIOSTAT Only)**
 - Students will develop an **Executive Summary or Summary Data Report** for both the Site Preceptor and Practicum Director.
4. **Abstract**
 - Students will develop a brief Abstract highlighting their experience. The Practicum Director will publish all abstracts in the Practicum Showcase Book. The book will be available on the MPH Program website.
5. **Practicum Poster & Practicum Showcase**
 - Students will develop a **Practicum Poster** and present it at a Practicum Showcase. **All preceptors are invited and encouraged to attend the showcase.**

6. Evaluations

- Students and preceptors will evaluate the practicum online, via Qualtrics, after completion. The Practicum Director will email the evaluation link to all preceptors near the conclusion of the practicum.

PRACTICUM ROLES AND RESPONSIBILITIES CHART

ROLE	RESPONSIBILITIES
Student	<ul style="list-style-type: none"> • Follows all steps, in chronological order, as outlined in the Practicum Guidebook
Academic Advisor	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • Submits Site Placement Form, Site Preceptor Application, and current CV to Practicum Director • 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 • 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	<ul style="list-style-type: none"> • 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: <ol style="list-style-type: none"> 1) Practicum Approval Forms 2) Learning Contracts 3) Final Deliverables 4) Evaluations: Student and Site Preceptor • Provides grades to students following completion of all stated requirements

PRACTICUM DELIVERABLES

EXECUTIVE SUMMARY OR SUMMARY DATA REPORT

Public Health Practice students will develop an *Executive Summary* at the conclusion of their practicum. Their goal is to write a logical and clear summary of the practicum experience, which will be shared with both the Site Preceptor and the Practicum Director. This summary should be written in non-technical language and should **BREIFLY** summarize the experience. It will 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 the practicum, the findings from their work and recommendations with justification in terms that the reader would consider important.

Biostatistics students will 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.

ABSTRACT AND POSTER PRESENTATION

Students will develop an abstract summarizing their experience. Abstracts will be included in the publically available Practicum Showcase Booklet. Practica conclude with a poster presentation at a departmental showcase. Typically there will be one Practicum Showcase each semester (Fall, Winter, Spring/Summer). The Practicum Director reserves the right to add poster presentations as needed. Practicum Showcase dates for the year will be posted on the MPH Program website in the beginning of the fall semester, each academic year. Site preceptors are encouraged to attend the Showcase.

EVALUATIONS

Site Preceptors evaluate the student, their site, and the practicum experience as a whole following the rubric outlined in the Practicum Performance Rating Scale (Appendix D.). A standardized form is used to conduct the formal evaluation and is available for review in this guidebook (Appendix E.). All evaluations will be completed online. The purpose of the evaluation 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 by the Practicum Director.

IMPORTANT CONTACTS

MPH Program Website: <http://www.familymedicine.med.wayne.edu/mph/>

Practicum Director:

Michael McLeod JD, MPH
3939 Woodward Ave., Room 333
MichaelMcLeod@wayne.edu
O: 313-577-2644

Practicum & Community Engagement Coordinator

Amanda Compton
WSUSOM-DFMPHS
3939 Woodward Ave., Room 324
Detroit, MI 48201
acompton@med.wayne.edu
mphpracticum@med.wayne.edu
O: 313-577-6864

MPH Program Contact:

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

APPENDICIES

- A. SITE PLACEMENT FORM
- B. SITE PRECEPTOR APPLICATION
- C. PRACTICUM PRECEPTOR GUIDELINES
- D. LEARNING CONTRACT
- E. PRECEPTOR EVALUATION
- F. PRACTICUM PERFORMANCE RATING SCAL

Appendix A: 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 Michael McLeod at MichaelMcLeod@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 B: 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 Michael McLeod, Practicum Director, at MichaelMcLeod@wayne.edu

Primary Professional Areas or Services Expertise (Check all that apply):

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



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and Public Health Sciences

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 C: Practicum Preceptor Guidelines

I. Agency-University Collaboration

- Consider your agency's long term plans when deciding on the number of students you will supervise and host.
- Avoid taking more students than you can reasonably supervise in a given time period.
- Let the Practicum Director know if and when any problems arise.
- Contact the Practicum Director if your organization requires a more formal agreement (MOU/MOA/Affiliation Agreement) with the Department prior to accepting students.

II. Student Orientation

- Have the student participate in any type of organizational orientation, new employee seminars), or continuing education workshops.
- Have the student review your agency's mission, strategic plan or annual reports to familiarize him/her with your organization.
- Familiarize the student with projects conducted by students in the past.
- Partner new student interns with experienced student interns.

III. Clear Expectations

- Clarify expectations at the beginning of the experience (e.g. meeting times, work policies, communication, goals and objectives and evaluation methods).
- Consider allowing a student to work on a project that is part of your agency's annual goals but is lower priority and/or needing some groundwork investigation before it can be started.
- Allow students to collect and analyze data that might provide information for program evaluation, annual reports and resource allocation decision making.
- Allow students to research topics that address your agency's interests in current trends, program effectiveness, and population needs.
- Allow students to pre-test health information messages, program materials, or strategies before you invest too much money or time into the ideas.

IV. Set a schedule

- Set mutually agreed upon work schedule and regular meeting dates to review goals, progress, and learning experiences.
- Set deadlines for all tasks.

Appendix D: Practicum Learning Contract and Scope of Work



Instructions: Complete ALL information on both sides of this form and attach the practicum description to this document. After completion please send to practicum director: MichaelMcLeod@wayne.edu.

Student Information

Name:		WSU Access ID:	
Email:		Concentration:	
Academic Advisor:			

Course Information

Semester:	<input type="checkbox"/> Fall <input type="checkbox"/> Winter <input type="checkbox"/> Spring/Summer	Year:	
Practicum Start Date:		Midpoint Review:	
Practicum End Date:			

Practicum Site Information

Practicum Site (Organization Name):	
Site Address:	

Site Preceptor Information

Name:	
Title:	
Phone:	
Email:	

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

Approvals:

Student:		Date:	
Site Preceptor:		Date:	
Practicum Director:		Date:	

Instructions: Complete items 1-3 below on a separate sheet of paper and attach to this form (12 pt; Times New Roman or Arial font). Please provide the following information:

1. Title of your practicum
2. Background description of the site/organization (1 paragraph ONLY)
3. Brief description of the project (1 paragraph ONLY)
4. Complete Scope of Work Chart
 - a. Identify 2-3 SMART Objectives for you to achieve over the course of the practicum.
 - b. Identify activities or actions that you will participate in over the course of the practicum.
 - c. Identify any final product or deliverables that will be generated from those activities.
 - d. Identify at least one of the core, course or concentration competencies linked to the Objectives, Activities and Deliverables.
 - e. Identify a timeline for achieving or completing the deliverables.

SCOPE OF WORK CHART

SMART Objectives (Identify at least 2-3)	Activities	Deliverable(s)	PH Competencies Addressed	Timeline (Due by Date)

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**
- **MEASURABLE**
- **ATTAINABLE**
- **REALISTIC**
- **TIMELY/TIME-BOUND**

For examples and guidance on developing SMART objectives, please review these CDC resources:
<http://www.cdc.gov/std/Program/pupestd/Developing%20Program%20Goals%20and%20Objectives.pdf>
<http://www.cdc.gov/healthyouth/evaluation/pdf/brief3b.pdf>

Activities: Activities are specific actions taken during the course of the practicum. Activities should be consistent with attaining learning objectives and tied to learning competencies. Examples include: Facilitate seminars, analyzes data, develops plans, reviews and summarizes literature.

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 subsequent activities identified must be linked to either MPH program competencies (Core), Practice-based course competencies (Core Competencies for Public Health Professionals- Tier II ONLY), and/or your concentration competencies.

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

Appendix E: 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, Michael McLeod at MichaelMcLeod@wayne.edu or 313-577-2644.

Student Name	
Preceptor Name	
Practicum Site	
Date	
Start/End Date of Practicum	
How many practicum work hours did the student complete?	

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

Core Competency Evaluation of MPH Student- ALL Students	Exceptional (5)	Exceeds Expectations (4)	Meets Expectations (3)	Improvement Needed (2)	Unsatisfactory (1)	N/A (0)
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.						
Use appropriate research and analytical strategies to address public health issues.						
Communicate public health principles and findings to professional and community audiences using a variety of media and methodologies.						
Collaborate sensitively, professionally, and ethically with individuals from diverse cultural, ethnic, and socioeconomic backgrounds.						
Recognize dynamic interactions between human and social systems and how they affect relationships among individuals, groups, organizations, communities, and other structures.						
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.						

Competency Evaluation of MPH Student- Public Health Practice Concentration Students ONLY	Exceptional (5)	Exceeds Expectations (4)	Meets Expectations (3)	Improvement Needed (2)	Unsatisfactory (1)	N/A (0)
Integrates the social determinants of health in the design of interventions within public health systems						
Applies public health sciences in the delivery of the 10 essential Public Health Services						
Advocates for policies, programs and resources that improve health in a community						
Demonstrates willingness to explore cultural elements and aspects that influence decision making by patients, self, and colleagues						
Incorporate analytic public health skills to evaluate programs and reported studies in terms of rigor, importance and relevance to professional practice						

Competency Evaluation of MPH Student- Biostatistics Concentration Students ONLY	Exceptional (5)	Exceeds Expectations (4)	Meets Expectations (3)	Improvement Needed (2)	Unsatisfactory (1)	N/A (0)
Select and apply appropriate statistical methods for the analysis of public health data						
Evaluate the impact of study design on research conclusions						
Demonstrate good research practices for data collection, validation and storage						
Effectively collaborate in the translation of research objectives into testable hypotheses						
Apply statistical software to conduct analyses using established and/or new statistical functions						



Build and interpret multivariate models						
Interpret results of statistical analyses found in public health studies						
Develop written and oral presentations based on statistical analyses for both public and health professionals and educated lay audiences						

Evaluation of the Site	Agree (3)	Neutral (2)	Disagree (1)	N/A (0)
My site provides the necessary learning opportunities for students to continue supporting an MPH student in the practicum course				
Additional Comments/Recommendations/Concerns?				

Evaluation of the Practicum Course	Agree (3)	Neutral (2)	Disagree (1)	N/A (0)
The Practicum Director was available to assist me				
The <i>Practicum Guide for Preceptors</i> was essential in clarifying my role as a preceptor and the expectations of the course				
The <i>Learning Contract</i> was essential in clarifying the student's objectives, activities, deliverables and timeline				
The <i>Midpoint Review</i> was a useful tool in evaluating student progress				
The <i>Executive Summary/Data Report</i> was a valuable tool for synthesizing the student's experience				
Additional Comments/Recommendations/Concerns?				

Appendix E: 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.