Overview
Student Checklist for Completion of Practicum/Applied Practice Experience

One to Two Semesters Prior to the Practicum:

Step 1. Attend the Practicum Orientation Session

All MPH students are required to participate in a practicum orientation conducted at the department level. For Amherst students, this is typically scheduled for October in your first year. For on-line students, the orientation may be available on-line. For Worcester campus students, this is included in the orientation meeting scheduled for late August, prior to the start of your first year. This meeting is facilitated by Department faculty. At the orientation session, the following are provided to you: (1) the overall goals and specific objectives of the practicum, (2) lists of previous placements, past contacts, and (3) new possibilities. You are encouraged to investigate potential placements on your own.

Step 2. Complete the prerequisite course requirements.

The following prerequisite courses must be completed prior to the start of the Practicum:
- For Public Health Practice on-line students: All 5 core courses
- For Worcester MPH-Epidemiology students: 3 of the 5 core courses.
- For Worcester MPH – General MPH students: All 5 core courses.

Step 3. Complete the Practicum Planning Form, submit and review with the Practicum Coordinator.

Review the Practicum Planning Form with the Practicum Coordinator. Placements are arranged in consultation with the Practicum Coordinator. Although the Practicum Coordinator can provide you with appropriate guidance, the ultimate responsibility for obtaining a suitable practicum rests with you. You may also contact Risa Silverman, Director of the Office for Public Health Practice & Outreach, to learn about opportunities
for working in the community, both to gain skills and share their expertise (please email risa@schoolph.umass.edu to set up a time).

**Step 4. Identify and meet with Practicum Sites/Practicum Site Supervisor.**

**Step 5 Complete the Practicum Scope of Work Form**

Your placement at your preferred site is subject to the approval of your Praticum Coordinator who must sign this form.

**Semester of the Practicum:**

**Step 6. Register for your department’s 698 course and start the Practicum.** Complete your 200 hour practicum.

**Step 7. Have your Site Supervisor submit the Site Supervisor Evaluation of the Student’s Practicum Performance Form.** *(online form)*

Within two weeks of completion of the practicum, the Practicum Site Supervisor evaluates your performance and returns this form to the Practicum Coordinator. You will need to ensure that this is completed within the two week time frame.

**Step 8. Complete the Student Evaluation of the Practicum Form.** *(online form)*

Within two weeks of completion of the practicum, you are required to submit this evaluation, which involves a 10-page written report to the Practicum Coordinator. Please see the Student Evaluation of the Practicum Form for details.

**Step 9. Present your practicum.**

Using guidelines prepared by the individual department or concentration, you are required to prepare and make a presentation on your practicum.

*For Amherst-based students:* Check with your department to find out date of final event. A symposium session will be scheduled each Fall. The session will be attended by all MPH students, Practicum Site Supervisor (if available), faculty advisors, and first-year MPH students.

*For On-line students:* On-line students will post a PowerPoint presentation of no more than 15 slides and dialogue will occur through threaded discussions.

*For Worcester Campus MPH students:* Worcester campus MPH students will present a PowerPoint presentation of no more than 15 slides at a place and time to be determined.
Practicum Site Supervisor Roles and Responsibilities (online with FAQs in a sidebar click?)

The Practicum Site Supervisor should have:
- Substantial experience with the organization
- A working knowledge & practical experience in the project areas assigned to you.
- An interest in and commitment to helping you.

In addition, the Practicum Site Supervisor:
- Establishes training goals and an evaluation procedure for you. This program should attempt to meet your needs for professional growth and allow sufficient time with the Practicum Site Supervisor to help you recognize the practice roles of your public health concentration.
- Monitors your activities through regular meetings and provides feedback.
- Helps you meet your goals and objectives for the practicum.
- Gives professional career development advice
- Integrates you with the regular staff.
- Offers you a chance to learn new skills.
- Explains the structure and function of the agency.
- Helps you plan and execute specific programs/activities.
- Introduces you to other community agencies.
- Establishes a regular meeting time with you, sets standards for your reporting, and arranges for a substitute Site Supervisor during periods when the Site Supervisor will not be at the site.

Frequently Asked Questions

Is the practicum paid?
Agencies and organizations may provide paid or unpaid practica opportunities. There is no guarantee of financial support for you during your practicum. However, the Department will assist you in finding paid placements whenever possible.

Can I do the practicum at my current job?
If you can do a practicum only in your regular place of employment, the assignment must extend beyond your regular work duties and allow application of knowledge and skills acquired through the MPH course of study.

After I have finished my practicum, what next?
Students who are interested in building on the practicum are encouraged to complete an MPH Project. You are also encouraged to utilize your practica to prepare a poster for inclusion in the SPHHS Research Day, which takes place each March.

How am I graded?
The practicum is graded on a pass/fail basis. In order to pass the practicum, your practicum file must contain all the items listed in Steps 1-13.

What is a suggested timeline for the practicum?
The Practicum process usually starts in the Fall of your first year.
Finding your practicum is a good experience in itself. You are your best resource, along with the Practicum Coordinator and other faculty members. I am here to supplement all of these resources. This form is not mandatory, but if you want extra assistance finding a placement!

You can also share with Risa Silverman in Room 234 (slide under door....)

1. Name:_______________________ Email:____________________________

2. HPM CHE EHS BIO EPI (please circle one)

3. How far into your MPH are you?
   1st semester 1st year__     2nd semester 1st year__     2nd year__

4. Health Topics of interest: (e.g., obesity, HIV/AIDS etc.)

                                                                                   

5. Populations/communities of interest: (e.g., women, Latinos, LGBT, etc.)

                                                                                   

6. Setting of interest: (e.g., Community Health Center, federal agency, health department, non-profit agency, hospital, etc.)

                                                                                   

7. Skills you want to cultivate: (e.g., evaluation, needs assessment, training, media, etc.)

8. Detail earlier jobs you have held, highlighting any health related experience. Also indicate any interviewing, data collection or abstracting, data management, computer knowledge and/or data analysis experience (include any experience at SPHHS as well).

9. Exact timeframe (s) for completing your practicum: (example immediately, part/time, full/time, summer)____________________________________

10. Car? Please circle: Yes__ No__
11. Preferred location for practicum? (Circle)
    Boston   WMASS  Other:________________________

12. If you choose to, you can also send your resume, and a cover letter to the Practicum Coordinator and Risa Silverman, which describes the above. It can then be sent to potential preceptors to see if they are interested and have work.

13. If you are seeking a practicum in your regular place of employment, the assignment must extend beyond your regular work duties and allow application of knowledge and skills acquired through the MPH course of study. Please provide a comprehensive description of:

   a. Current job functions, expectations, and projects.

   b. Describe how your practicum will provide additional activities outside of your job expectations. Be as specific as possible.
Form 2: Practicum Scope of Work Form

University of Massachusetts, Amherst

Student information
Name: ___________________________ Email: ___________________________

Degree program (please circle):
MS  MPH

Dept/Concentration (please circle):
  BIO  CHE  EPI  EHS  HPM  PHP  Worcester MPH

Practicum Coordinator: ___________________________

Semester and year of Practicum: ___________________________

1. Select the competencies you’d like to address for the practicum. By the end of this Practicum, I will have achieved the following competency(ies) (see appendix)

2. Does your practicum site require you to possess any specific licensure and /or certification?
   no  yes. If yes, please describe.

3. Are there any other special considerations that should be taken into account?

4. Name of Practicum Site Supervisor: ___________________________________________
   Practicum Site Supervisor’s Title: ___________________________
   Agency, Organization, or Company: ___________________________
   Address: ___________________________ Phone ___________________________
   Email: ___________________________

   Attached Supervisor CV: yes  no

   Alternate supervisor (if necessary)
   Name ___________________________ Phone: __________________________

5. Practicum Administration:
   Plan for interacting with your Practicum Site Supervisor.

   Please note that if you will not always be working alongside your supervisor, please also include a brief statement about how you will interact with your supervisor during the practicum (e.g., weekly, over the phone).
6. Signatures: I agree with the goals of the practicum.

Student Signature: ___________________________ Date: _______

Practicum Coordinator Signature: ___________________________ Date: _______
(Practicum Coordinator signature indicates approval of the planning process and scope of work)

Practicum Site Supervisor ___________________________

Dates of Practicum: From: ________ To: ________

Total Weeks: ________ Hours/wk: ___
Form 3: Site Supervisor Evaluation of the Student’s Practicum Performance Form

Name of Student: ________________________________
Student’s Department: ___________________________
Dates of Practicum: From: ________ To: ________ Total Weeks: ________
Hours/wk: ______ Name of Practicum Site
Supervisor: ____________________________ Practicum Site
Supervisor’s Title: ____________________________ Agency,
Organization, or Company: ____________________________
AddressPhone: ____________________________
Email: ____________________________

1. Give a brief description of the experiences provided for the student by you and your organization.
2. What type of project did the student perform? Was it completed to your satisfaction?
3. What were the positive aspects of the practicum for you and/or your organization?
4. What were the challenges of the practicum for you and/or your organization?
5. Are there any areas of our student’s educational background that you feel could be added to, improved, or made more complete? What are these?
6. Indicate your judgment of the student’s work on a scale of 1 (LOW) to 5 (HIGH) by circling the appropriate number next to each item. Circle NA for those items you do not feel qualified to evaluate or for those items that did not apply to this experience.

<table>
<thead>
<tr>
<th></th>
<th>LOW</th>
<th>AVERAGE</th>
<th>HIGH</th>
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<tbody>
<tr>
<td><strong>Personal Qualities</strong></td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Ambitious</td>
<td>1</td>
<td>2</td>
<td>3</td>
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<tr>
<td>Takes the Initiative</td>
<td>1</td>
<td>2</td>
<td>3</td>
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<tr>
<td>Enthusiastic</td>
<td>1</td>
<td>2</td>
<td>3</td>
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<tr>
<td>Dependable/Reliable</td>
<td>1</td>
<td>2</td>
<td>3</td>
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<tr>
<td>Relationships with Others</td>
<td>1</td>
<td>2</td>
<td>3</td>
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<tr>
<td>Able to accept suggestions &amp; criticism</td>
<td>1</td>
<td>2</td>
<td>3</td>
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<tr>
<td>Sensitive to cultural diversity</td>
<td>1</td>
<td>2</td>
<td>3</td>
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<tr>
<td>Able to work as part of a team</td>
<td>1</td>
<td>2</td>
<td>3</td>
</tr>
<tr>
<td>Respectful of others</td>
<td>1</td>
<td>2</td>
<td>3</td>
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</table>

| Professional Qualifications & Job Performance |
|-----------------------------------------------|---|---|---|---|---|----|
| Command of technical subject matter           | 1 | 2 | 3 | 4 | 5 | NA |
| Able to organize work/time                    | 1 | 2 | 3 | 4 | 5 | NA |
| Able to express ideas in writing              | 1 | 2 | 3 | 4 | 5 | NA |
| Able to communicate ideas orally              | 1 | 2 | 3 | 4 | 5 | NA |
| Knowledge of public health topics             | 1 | 2 | 3 | 4 | 5 | NA |
| Able to research problems                     | 1 | 2 | 3 | 4 | 5 | NA |
| Accepts responsibility                        | 1 | 2 | 3 | 4 | 5 | NA |
| Potential for professional growth             | 1 | 2 | 3 | 4 | 5 | NA |
| Overall quality of work                       | 1 | 2 | 3 | 4 | 5 | NA |
7. The specific objectives of the practicum are for the student to achieve at least 5 of the foundational competencies. Please rank the student on the achievement of these competencies using, as a guide, the Appendix: Foundational Competencies.

<table>
<thead>
<tr>
<th>Foundational Competencies</th>
<th>LOW</th>
<th>AVERAGE</th>
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<tr>
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<td>2</td>
<td>3</td>
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<td>1</td>
<td>2</td>
<td>3</td>
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<td>3.</td>
<td>1</td>
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<td>3</td>
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<tr>
<td>4.</td>
<td>1</td>
<td>2</td>
<td>3</td>
</tr>
<tr>
<td>5.</td>
<td>1</td>
<td>2</td>
<td>3</td>
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</tbody>
</table>

8. What recommendations do you have regarding our Practicum placement policies?

9. Are you willing to have another University of Massachusetts student placed with you? _____Yes____no If yes, are you willing to supervise another student ___yes____no

Practicum Site Supervisor Signature: __________________________
Practicum Site Supervisor
Title: _______________ Date: __________
Form 4: Student Evaluation of the Practicum

Name of Student: ____________________________

Department: ________________________________

Dates of Practicum: From: _________ To: _______ Total Weeks: ___

___ Hours/wk: __________

Name of Practicum Site

Supervisor: ______________________________________

Practicum Site Supervisor’s Title: ________________________________

Agency, Organization, or Company: ____________________________

I. Please **describe at least 5 competencies** that you gained from your experience in the practicum using the following framework (see appendix).

<table>
<thead>
<tr>
<th>Competency Area</th>
<th>Specific Competency</th>
<th>Activities in which you participated in order to achieve competencies in this area</th>
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</table>
II. Write a **written report** on the practicum. This report is limited to 10 double-spaced pages.

III. Reflect on your experience in the practicum and indicate your judgment of the following on a scale of 1 (LOW) to 5 (HIGH) by circling the appropriate number next to each item. Circle NA for those items you do not feel qualified to evaluate or for those items that did not apply to this experience.

<table>
<thead>
<tr>
<th></th>
<th>LOW</th>
<th>AVERAGE</th>
<th>HIGH</th>
<th>NA</th>
</tr>
</thead>
<tbody>
<tr>
<td>I was oriented to the site environment</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
</tr>
<tr>
<td>The site created an atmosphere of acceptance, friendliness and belonging.</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
</tr>
<tr>
<td>The Site Supervisor clarified my responsibilities.</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
</tr>
<tr>
<td>The Site Supervisor assisted in establishing goals and objectives for my practicum.</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
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<tr>
<td>The Site Supervisor demonstrated effective administrative methods and techniques.</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
</tr>
<tr>
<td>The Site Supervisor encouraged me to participate in departmental and/or program meetings.</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
</tr>
<tr>
<td>The Site Supervisor allowed me to take initiative and be creative.</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
</tr>
<tr>
<td>The Site Supervisor met with me at least weekly to discuss progress and/or problems.</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
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<tr>
<td>The Site Supervisor provided constructive criticism and guidance.</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
</tr>
<tr>
<td>The Site Supervisor served as an effective professional role model for me.</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
</tr>
<tr>
<td>Overall, how would you rate the learning experience you received?</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
</tr>
<tr>
<td>Overall, how would you rate your Site Supervisor?</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
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</tbody>
</table>

_____Attach a copy of any work produced for the organization

Student Signature: ______________________________ Date: ________

Practicum Coordinator signature ______________ Date:
Appendix: Foundational Competencies

Evidence-based Approaches to Public Health
1. Apply epidemiological methods to the breadth of settings and situations in public health practice
2. Select quantitative and qualitative data collection methods appropriate for a given public health context
3. Analyze quantitative and qualitative data using biostatistics, informatics, computer-based programming and software, as appropriate
4. Interpret results of data analysis for public health research, policy or practice

Public Health & Health Care Systems
5. Compare the organization, structure and function of health care, public health and regulatory systems across national and international settings
6. Discuss the means by which structural bias, social inequities and racism undermine health and create challenges to achieving health equity at organizational, community and societal levels

Planning & Management to Promote Health
7. Assess population needs, assets and capacities that affect communities’ health
8. Apply awareness of cultural values and practices to the design or implementation of public health policies or programs
9. Design a population-based policy, program, project or intervention
10. Explain basic principles and tools of budget and resource management
11. Select methods to evaluate public health programs

Policy in Public Health
12. Discuss multiple dimensions of the policy-making process, including the roles of ethics and evidence
13. Propose strategies to identify stakeholders and build coalitions and partnerships for influencing public health outcomes
14. Advocate for political, social or economic policies and programs that will improve health in diverse populations
15. Evaluate policies for their impact on public health and health equity

Leadership
16. Apply principles of leadership, governance and management, which include creating a vision, empowering others, fostering collaboration and guiding decision making
17. Apply negotiation and mediation skills to address organizational or community challenges

Communication
18. Select communication strategies for different audiences and sectors
19. Communicate audience-appropriate public health content, both in writing and through oral presentation
20. Describe the importance of cultural competence in communicating public health content
**Interprofessional Practice**
21. Perform effectively on interprofessional teams

**Systems Thinking**
22. Apply systems thinking tools to a public health issue