

MPH Practicum Experience



Student Guidebook

THE GEORGE WASHINGTON UNIVERSITY
SCHOOL OF PUBLIC HEALTH
AND HEALTH SERVICES

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1. Introduction

A programmatic requirement established by the Council on Education for Public Health (CEPH) states:

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.¹

In concordance with these requirements, all MPH students in The George Washington University School of Public Health and Health Services (SPHHS) are required to satisfactorily complete a practice experience or practicum 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. These three components are required elements, which must be documented in the SPHHS practicum program.

The goal of the practicum is to provide you with an opportunity to:

- Synthesize, integrate, and apply practical skills, knowledge, and training learned through courses;
- Gain professional experience in a public health work environment; and
- Work on public health practice projects that are of particular interest to you and the community at large.

The school's location in the nation's capital provides the opportunity for a wide variety of unique experiences at a multitude of readily accessible practicum sites. To help facilitate this experience, SPHHS has created this guidebook² to give you an overall picture of the SPHHS practicum program and expectations.

2. What is an MPH Practicum?

The practicum is a three-way partnership among SPHHS students, The George Washington University 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. As the student, you 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

¹ Council on Education for Public Health, School of Public Health Accreditation Criteria, Amended June 2005. See <http://www.ceph.org>

² Individual departments and academic programs may have *additional* requirements to tailor the experience to their MPH track's specific goals. Consult your Practicum Director (see Section 15) to learn what your track requires.

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professional. If you are new to the field of public health, 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. If you have had prior work experience, you will find that the practicum provides the opportunity to advance your skills or to gain experience in a different area of specialization.

Practicum placements are individually selected and, therefore, the focus, substance, and approach of the practicum will vary, depending on your particular academic program and on your specific interests, professional goals and objectives. The objectives of your practicum must be consistent with the objectives of the school's curriculum and your academic program.

During the practicum you will work under the supervision of the Practicum Director (PD), Academic Advisor (AA) and the Site Preceptor (SP or preceptor), who agree to directly supervise the practicum experience. Decisions on the nature, site, specific objectives and activities of the practicum are arrived at following discussions and agreements amongst you, the Practicum Director and the Site Preceptor (and perhaps other faculty resources that have expertise in the area). The roles and responsibilities of each person are outlined in this guidebook.

The SPHHS MPH practicum experience requires a minimum of 60 hours of field work *per credit hour* and most programs have a 2-credit practicum requirement. Your practicum can be performed in a concentrated fashion in one semester, or can be carried out over no more than two semesters (or 30 weeks, whichever is shorter). The practicum is graded on a Credit/No Credit basis.

3. Prerequisites

*You may not enroll in PubH 214 (the practicum course) through online registration. You **MUST** enroll in this course using a paper **Registration Transaction Form (RTF)**. This form is available in Ross 222 or via the SPHHS website (<http://www.gwumc.edu/sphhs/studentres/forms/>). The RTF must be signed by your departmental practicum director (see list on last page). A draft practicum plan, approved by your Practicum Director, must be loaded on the website prior to registration. **Return this form to Ross 222.***

a. Core Course

You ***must complete PubH 205*** (Policy Approaches to Public Health) prior to beginning your practicum. Depending on your academic program, you may be required to complete additional courses before enrolling in the practicum. Refer to your academic program's syllabus for its prerequisites.

b. Practicum Training

You are required to participate in the SPHHS Practicum Training session **prior to engaging in the practicum**. This training is offered every semester and should be completed no later than the semester prior to when you will be on-site. Refer to the SPHHS practicum website for the date of the next session.

The training is 1.5 hours and will provide information on the practicum requirements, use of the Practicum Website, and professionalism. **You must be present for the entire 1.5 hours to receive credit for the training.**

c. CITI Online Course

In addition, you are **required** to complete the CITI Course in The Protection of Human Research Subjects prior to beginning your practicum. To fulfill this requirement, you must complete either the *Social and Behavioral Researchers* module or the *Biomedical Researchers* module. Most SPHHS students will be solely engaged in social and behavioral research while at GWU. However, others may be involved in biomedical research. It is important to complete the module that is relevant to your anticipated activities. The course may be accessed at (<http://www.citiprogram.org/>).

Once you have completed the course, **print 2 copies of the certificate. You must submit a copy to Student Records** (Ross 222), and keep a copy for your own records.

4. Roles and Responsibilities

a. Student

- If applicable, petition for ***Practicum Equivalent Experience*** and submit your petition to your track's Practicum Director ***during your 1st semester of enrollment*** (see section 12)
- Discuss practicum-related issues and departmental practicum requirements with your Practicum Director and Academic Advisor
- Proactively select a practicum site and Site Preceptor
- Negotiate financial compensation with Site Preceptor, if applicable (see Section 10)
- ***Register for the practicum in the semester in which you will BEGIN your fieldwork***
- Function as a professional at all times
- Contact your Site Preceptor and Practicum Director if there are any problems, including site safety issues and/or sexual harassment (see Section 14)
- See the Student Practicum Checklist (at the end of the document) for a list of SPHHS tasks that you must complete during the practicum

b. Practicum Director³

- Act as a guide for the student
 - Review program-specific practicum requirements with the student
 - Discuss potential sites and types of practicum experiences with the Student
 - Discuss practicum progress with Student while he/she is on-site
- Review and approve the following:
 - Student application
 - Site and Site Preceptor's Application
 - Student's Practicum Plan
 - Midpoint Evaluation, and Revised Practicum Plan if submitted
 - Final Evaluations: Site Preceptor and Student
 - Practicum Equivalent Experience petitions
- Judge practicum as "credit" or "no credit" based on evaluations and input of Site Preceptor
- Address student's reports of problems, including site safety issues and/or sexual harassment
- Stay in touch with the Site Preceptor

c. Academic Advisor⁴

- Refer students to meet with the Practicum Director
- Recommend students, sites, and/or Site Preceptors for specific placements
- Serve as a consultant to the Practicum Director

d. Site Preceptor

- Sign-in on the Practicum Website and complete the following:
 - Site Application (if the site is not already verified in the system)
 - Site Preceptor Application
 - Receive verification and password , then load the project
 - Project Description
- Review and approve Student's Practicum Plan on the website
- Engage student in work consistent with the Plan
- Provide constructive feedback and guidance to the Student, including discussions of your Midpoint and Final Evaluations
- Provide guidance for professional conduct
- Regularly review student's work
- Complete the following on the Practicum Website:
 - Midpoint Evaluation Form *in conjunction with* the student
 - Final Site Preceptor Evaluation of student and practicum
- Negotiate financial compensation with the student, if applicable

³ In the Department of Global Health (GH), the Practicum Director acts as a guide upon referral from the Academic Advisor

⁴ In Global Health, the Academic Advisor serves as the Student's first point of contact and acts as a guide for the Student. For additional information, refer to the Global Health Practicum Process Map.

- Address student's reports of problems, including site safety issues and/or sexual harassment

5. An Overview of the Practicum Experience

As you engage in the practicum experience, you will find yourself going through a process that begins with thinking about what your goals and objectives will be, finding a site, working with a Site Preceptor, and evaluating the practicum. There are six steps that will encompass the process:

1. Thinking about the Practicum
2. Preparing for the Practicum
3. Developing the Practicum Plan
4. Obtaining Approval of the Practicum Plan
5. Taking Action to Complete the Practicum
6. Evaluating the Practicum Experience

Step 1. Thinking about the Practicum⁵

When you plan your MPH curriculum with your Academic Advisor, be sure you and your Advisor agree on which semester/s you need to begin and complete your practicum. The semester before you begin your practicum, you should make an appointment to meet with your Practicum Director to begin a dialogue about the goals of the practicum from the school perspective, the program perspective and from your own perspective. The Practicum Director is the person in your MPH academic program who will guide you through the practicum. He/She will review the practicum requirements, and discuss potential sites and types of practicum experiences.

Step 2. Preparing for the Practicum

During this phase, you will work with the Practicum Director to prepare for participation in the practicum experience. The opportunity to participate in "real world" practice requires that you act in accordance with the rules, regulations and professional standards of the workplace.

a. Prerequisites

To prepare for this experience, you ***must complete the three prerequisites described in Section 3 of this Guidebook.*** The prerequisites are successful completion of:

- PubH 205 (Policy Approaches to Public Health)
- CITI online training
- SPHHS Practicum Training session

⁵ If you think you may qualify for an exemption to the practicum requirement, you **MUST** submit your request in your first semester after matriculation. See Section 12 for further information.

b. Site and Preceptor Identification

You are expected to take a proactive role and demonstrate initiative in selecting a practicum site and Site Preceptor for the practicum. The Practicum Director will assist and guide you to references and established sites that reflect the programmatic focus and objectives of your MPH specialty. This can be a time consuming endeavor. You should plan to ***begin this process no later than the semester before you intend to begin the practicum experience.***

During this phase a practicum site will be selected. Eligible sites are those that offer practice settings that:

- Are commensurate with your program
- Have well defined activities that will enable you to apply your public health knowledge and skills
- Offer the opportunity to engage with experienced Site Preceptors
- Offer a work environment conducive to the fulfillment of the GWU SPHHS educational mission

The **location** of SPHHS in Washington, DC provides you with the opportunity to choose from an exceptionally wide variety of highly accessible practicum sites. Available sites include local community based organizations, local and state health departments, federal entities, non-governmental organizations, foundations, and international/global agencies and consortia. The topic areas are as diverse as the settings; e.g., health care policy, women, children and families, HIV/AIDS, nutrition, national surveys on health and well-being, refugee health, immigrant health, rural and urban health, workers' health, environmental health and preparedness, and health disparities.

School policy clearly discourages practicums on campus; one goal of the practicum is to broaden students' practical public health experience. The preferred setting for a practicum is offsite. If you wish to request an on-campus practicum, you must submit a request using the SPHHS Graduate Petition form, available on the SPHHS website at <http://www.gwumc.edu/sphhs/studentres/forms/>

The choice of a **Site Preceptor** will complete this phase of the practicum process. Skilled public health practitioners, who serve as Site Preceptors, are employees of site organizations. Their willingness to serve as preceptors is a critical component of the practicum program; preceptors contribute their invaluable professional expertise and guidance to students. Site Preceptors are professionals who will engage you in their work, have substantial experience (typically over 5 years of full-time work) in public health (or related disciplines), have the ability to actively engage you, spend quality time with you, and provide you with constructive feedback. In alignment with school policy, SPHHS faculty members are not permitted to serve as Site Preceptors.

All Site Preceptors are required to submit a Site Preceptor Application, if it is their first time serving in this capacity. If the organization is not yet verified in the system, a Site Application form must be submitted. These forms are available on the SPHHS practicum website.

Step 3. Developing the Practicum Plan

During this stage of the practicum process, you will work with your Site Preceptor to develop your Practicum Plan with clear learning objectives for your practicum experience.

Your Practicum Plan will identify: the project you will be doing; the practicum site where you will complete the practicum, the person who will serve as the Site Preceptor, the few (e.g., 2-3) track competencies which are the focus of your practicum, a few (1-2) learning objectives for each of those competencies, a brief description of the activities (linked to each objective) that you will complete to achieve the objectives of your practicum. If applicable, include a timeline for your products or deliverables. The Practicum Plan form is available on the SPHHS Practicum Website.

a. Competencies

Track-specific competencies are posted on the SPHHS practicum website. Select no more than 3 competencies from your track to serve as the focus of your Practicum Plan. Selecting more than 3 is usually unrealistic for a 120-hour practicum.

b. Learning Objectives

Learning objectives are statements of the skills that you will develop during the practicum or the professional function(s) you will be able to perform after you have completed your practicum. Learning objectives must:

- Be linked to your program-specific practicum competencies (see syllabus)
- Build your professional skills
- Be prepared in conjunction with Practicum Director and, after you are onsite, approved by your Site Preceptor

c. Activities

Activities are the specific, measurable tasks that are linked to the Learning Objectives in your Plan. You and your Practicum Director will develop the activities prior to your beginning the practicum. You will finalize these activities early in your placement by consulting with your Site Preceptor. Your completion of these activities will be evaluated by your Site Preceptor at the midpoint and completion of your practicum.

Examples of appropriate competencies with linked learning objectives (LO) and activities are as follows:

- (1) Competency: Assess environmental and occupational exposures.
LO: Use air monitoring equipment correctly for taking meaningful workplace samples.
Activity 1: Calibrate the area monitoring equipment.
Activity 2: Measure breathing zone 8-hour particulate levels (PM_{2.5}) on at least 3 days.
Activity 3: Submit the samples to the laboratory with appropriate paperwork for analysis and reporting of the results.

- (2) Competency: Apply qualitative and quantitative methods to policy and programmatic research in the global context.
LO: Conduct a needs assessment in response to avian influenza in Uganda.
Activity 1: Conduct semi-structured key informant interviews to assess community responses and needs related to avian influenza cases.
Activity 2: Assist in mapping community resources in a specific region, to be determined

- (3) Competency: Assess the methodology and quality of research results.
LO: Synthesize and summarize new developments in health care policy as it relates to children, low-income families, and Medicaid
Activity 1: Draft position statements on key issues (to be identified)
Activity 2: Write articles on policy issues for internal and external newsletters

Step 4. Obtaining Approval of the Practicum Plan

Submit your Practicum Plan online through the website to your departmental Practicum Director and your Site Preceptor for review and approval. The Practicum Plan review process could take several weeks so you should plan accordingly. Both approvals are required before you begin your fieldwork. The Practicum Director must approve the plan first, and then the preceptor must review and sign it within 24 hours of your arriving at the site. If your preceptor wants changes to your plan, be sure to inform your PD before revising and returning your Plan to your Site Preceptor for signature.

Step 5. Taking Action to Complete the Practicum

In this stage of the practicum process, you will work under the guidance of your Site Preceptor to carry out the practicum in accordance with the expectations set forth in your Practicum Plan. In general, the practicum will require 120 hours of fieldwork (for 2 credits). Note that all of these hours must be completed at the approved site. **You are required to log your hours for the practicum project on the SPHHS website during the entirety of the practicum experience.**

Step 6. Evaluating the Practicum Experience

There are two types of evaluation that must be completed by you and your preceptor to obtain credit for the practicum: a process evaluation (Midpoint Evaluation) that will be completed during your practicum and an outcome evaluation (Final Evaluation) that will be completed at the end of the practicum experience. You and your preceptor will receive electronic notices when

you have logged a sufficient number of hours for these evaluations.⁶ Your preceptor's Final Evaluation of your work (Final Site Preceptor Evaluation) will be judged for "credit" or "no credit" by your Practicum Director based on the evaluation and recommendation of the Site Preceptor.

In addition, you will be asked to evaluate the site, the Site Preceptor and the practicum experience as a whole (Final Student Evaluation). To conduct these formal evaluations, use the standardized forms available online. Your evaluation of the Site and Site Preceptor are not seen by the Site Preceptor.

6. International Practicum Placements

Your practicum can be completed at a site located in the metropolitan Washington, D.C. area or in another area of the world. For those practicum experiences that are completed outside of the United States, you must refer to the University Policy:

<http://my.gwu.edu/files/policies/InternationalTravelApprovalFINAL.pdf>

In addition, you must review and comply with the requirements posted on the International Travel Office Website: <http://www.specialinternational.gwu.edu/GWinternational/index.html> In alignment with University policy, ***you MUST register with International SOS*** which provides emergency support and evacuation services. This service can be accessed through the above website.

Before planning an international placement, students should review current, relevant country and city travel and medical advisories posted on the following websites:

- U.S. Department of State: http://travel.state.gov/travel/cis_pa_tw/tw/tw_1764.html
- Centers for Disease Control and Prevention: <http://wwwn.cdc.gov/travel/default.aspx>

If you have questions about international travel, you may contact the GW Office of International Programs for further assistance. See <http://international.gwu.edu/ContactUs.aspx>

7. Practicum Website

The Practicum Website provides you with one location for:

- Policies and requirements
- Required forms
- Program-specific materials
- Listing of practicum opportunities
- Tools and resources

⁶ For a two-credit practicum, logging at least 60 hours triggers the Midpoint Evaluation notice and 120 hours triggers the final evaluation notices.

You must fill out the required forms on this site; records on paper will not be accepted. The URL for the site is as follows: <http://www.gwumc.edu/sphhs/studentres/practicum/>. The SPHHS Practicum Training session provides students with an overview on how to use this site.

8. Relationship to the Culminating Experience (Thesis or Capstone Project)

The practicum and culminating experience are two distinct MPH curriculum requirements. However, the two experiences can be linked. The practicum is a field placement that focuses on practice and/or research skills; it can be developed into a thesis theme or research concept that can be further explored within the culminating experience. The linkage between the practicum and culminating experience in your track is further described in your program-specific guidelines.

For example, the Department of Epidemiology and Biostatistics encourages but does not require its students to choose one practice activity and make it the focus of both courses. The practicum consists of three elements: (a) an Epidemiology Skills Building Seminar, (b) the practicum itself and (c) attendance at three Department research presentations.

The Department of Epidemiology and Biostatistics Culminating Experience is a *graded* course which consists of four elements that focus on experiences from the practicum: (a) Concept Paper, (b) Proposal, (c) Final Report, and (d) Oral Presentation.

9. Research Requirements

Completion of the CITI Course in The Protection of Human Research Subjects is ***required*** of all students before they begin the practicum (see Section 3, Prerequisites).

The GWU Office of Human Research website (<http://www.gwumc.edu/research/human/>; Login is “research”, Password is “password”) should be used to determine whether your practicum will involve human subjects research. Use the weblink above and find the “Policies” button at the top of the page. Click on that and then enter the login and password provided above to access the “Forms” location. Click on “Forms” and then the button titled “Decision Charts.” Once the list of charts is open, click on “Chart 1 – Does your research involve human subjects?” The guidance on this form is based on the U.S. Code of Federal Regulations (CFR), which states:

“*Human subject* means a living individual about whom an investigator (whether professional or student) conducting research obtains

- (1) Data through intervention or interaction with the individual, or
- (2) Identifiable private information.”⁷

Further, the GWU Associate Vice President for Health Research, Compliance, and Technology Transfer has determined that practicums do not have to be cleared by the IRB, unless they turn into projects intended for publication or contribute to generalizable knowledge.

If you plan to engage in human subjects research or believe your activities may involve such research, you must discuss with your Practicum Director or Academic Advisor whether the practicum will require you to go through the GWU Committee on Human Research Institutional Review Board (IRB). If so, IRB submission requirements and review timelines vary depending on the following (e.g.):

- The type of data you will be working with (e.g., de-identified or exempt data does not need to undergo full IRB committee review)
- The agency or organization with which you are conducting research
- The location of the research project (e.g., USA vs. international sites)
- Whether the project has previously been reviewed by an IRB.

Thus, it is extremely important that you consult with your Practicum Director and/or Academic Advisor on your research project and the steps that you will need to take. **Start this process early** as the IRB will not approve studies retrospectively.

10. Financial Compensation

Financial compensation for the practicum, if available, is a matter to be negotiated between you and the Site Preceptor. The possibility of payment is not a consideration in the approval of the practicum. In most cases, because of the limited duration and nature of practicum placements, they are unpaid. In some cases, sites are able to provide students with compensation such as registration fee for a professional meeting or other expenses related to conducting the practicum. However, it is your responsibility to cover any fees that may be associated with working at your site (e.g., required immunizations, personal protective equipment, travel to/from the worksite).

If you choose to do a practicum placement in your current place of employment, the Site Preceptor for the practicum **CANNOT** be the supervisor who oversees your work for employment.

⁷ CFR 46.102(f)

11. Professional Behavior

An important component of the practicum is practicing appropriate professional behavior in the workplace. As such, you are expected to function as a professional at all times and are responsible for completing the activities and work described in your Practicum Plan.

Examples of professional behavior include:

- Dressing professionally
- Being respectful to your supervisor and coworkers (e.g., not engaging in gossip)
- 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

You should demonstrate the standard of behavior expected of other employees in the organization, including compliance with the organization's policies and procedures. This component is evaluated by the Site Preceptor as discussed in the evaluations, and also indirectly by the Practicum Director.

12. Petition for Practicum Equivalent Experience

Although there are no automatic exemptions or waivers of the practicum, in rare situations it is possible to receive Practicum Equivalent Experience. In adherence to rules and policies set by CEPH, this request can only be approved if you can provide evidence of substantial prior public health experience relevant to your program-specific competencies. In general, this would include 3 or more years of relevant, full-time public health employment, involving experience in your discipline ***prior to matriculation in the MPH program***. While students can include several full-time positions, no job should be less than 1 year with the same organization.

If you wish to apply for Practicum Equivalent Experience, ***file a request by petition during your first semester***. This provides time to plan a practicum should prior experience not be sufficient.

Complete the Practicum Equivalent Experience form on the Practicum Website. In addition to the form, you will be required to submit a copy of your resume with:

- Relevant public health workplace references
- Description of how your work experience has demonstrated application of at least 1 of your program's competencies specifically linked to the practicum.

The form must be approved by your Academic Advisor, Practicum Director and the Associate Dean for Student Affairs.

Practical, public health-relevant experience is a requirement for all MPH degree candidates. This requirement is not being waived—rather prior equivalent experience is being accepted in fulfillment of this requirement. If you are granted Practicum Equivalent Experience, you will need to substitute the required practicum credits (typically 2) with other coursework.

13. International Students

Curricular Practical Training (CPT) is required before international (F-1) students begin their practicum. The International Services Office (ISO) and the GW Career Center are actively involved in the CPT process.

For more information, please contact the International Services Office:

International Services Office
2029 K Street, NW
2nd Floor
Washington, DC 20052
(202) 296-5254
Fax: (202) 296-5188
iso@gwu.edu

14. University Policy Statements

The SPHHS Practicum Program is conducted in alignment with University policies, including the following.

a. Practicum Site and Safety Precautions

The George Washington University cannot guarantee the safety of practicum sites. While at your practicum site, you should take normal precautions to assure your own safety. Should you be asked to do something that you deem unsafe during a practicum experience, or if you believe that conditions at a practicum site are unsafe, you should immediately report any such safety concerns to your Site Preceptor and Practicum Director.

b. Sexual Harassment

The George Washington University is committed to maintaining a positive work and learning environment in which students, faculty and staff are free from sexual harassment. The University's Policy and Procedures on Sexual Harassment are posted on its web site (http://www.gwu.edu/~academic/Faculty_Recruitment/pdf/univpolicy_sexharass.pdf). If you believe you have been subjected to sexual harassment, you should report the problem to the Site Preceptor and Practicum Director or an appropriate University official, such as the Department

Chair, Associate Dean, or Dean. More specific guidance is provided at the policy web link provided above in this paragraph.

c. University Policy on Equal Opportunity

“The George Washington University does not unlawfully discriminate against any person on the basis of race, color, religion, sex, national origin, age, disability, veteran status, or sexual orientation. This policy covers all programs, services, policies, and procedures of the University, including admission to educational programs and employment. The University is subject to the District of Columbia Human Rights Law.

Inquiries concerning the application of this policy and federal laws and regulations regarding discrimination in education or employment programs and activities may be addressed to Susan B. Kaplan, Senior Counsel for Labor Relations and Compliance, The George Washington University, Washington, D.C. 20052, (202)994-4433, or to the Assistant Secretary for Civil Rights of the U.S. Department of Education.”⁸

⁸ Source: <http://www.gwu.edu/~bulletin/grad/unrg.html> on August 5, 2009

15. Whom Should I Contact?

Practicum Directors			
Environmental and Occupational Health	David Goldsmith	eohtdfg@gwumc.edu	(202) 994-1734
Epidemiology and Biostatistics	Ann Goldman Amanda Castel	sphasg@gwumc.edu sphaxc@gwumc.edu	(202) 994-4581 (202) 994-8325
Global Health	Ashleigh Black Samantha Ski	ashblack@gwu.edu Skeith@gwu.edu	(202) 994-1024 (202) 994-1406
Health Policy	Kristin Younger Lara Cartwright-Smith	kyounger@gwu.edu laracs@gwu.edu	(202) 994-4130 (202) 994-8641
Health Services Management and Leadership	Robert Burke	bobburke@gwu.edu	(202) 994-5560
Prevention and Community Health	Karyn Pomerantz	kpomeran@gwu.edu	(202) 994-3623
Webmaster			
Office of the Dean	James Kraetz	sphjak@gwumc.edu	(202) 994-5549
SPHHS Practicum Coordinator			
Office of the Dean	Donna Caruso	carusod@gwu.edu	(202) 994-7418
Associate Dean for Research and Public Health Practice			
Office of the Dean	Rebecca Parkin	parkinr@gwu.edu	(202) 994-4569

Attachment 1

Student Practicum Checklist

- Read** MPH Practicum Experience – Student Guidebook.
- Read** your academic program’s practicum syllabus.
- Complete the prerequisite course: PubH 205 (Policy Approaches to Public Health).
- Complete program specific prerequisites.
- Complete CITI course online **and** print 2 copies of the certificate. Submit 1 copy to Student Records (Ross 222) and keep one for yourself.
- Attend the SPHHS Practicum Training session. Be sure to sign in on time, and stay until the end of the training in order to complete this requirement.
- If you will be doing interviews with preceptors, draft your resume, a cover letter, and your initial goals and expectations. (These may be practicum-specific as well as your career aspirations.)
- Arrange an appointment and meet with your Practicum Director⁹.
- Sign-in on the Practicum Website: complete Student Profile.
- Select potential practicum site(s) and Site Preceptor(s).
- Take appropriate actions to finalize your site and Site Preceptor upon advice of your Practicum Director
- Make sure your preceptor and site have applied and been verified in the system.
- Make sure your preceptor has loaded a project onto the SPHHS practicum website.
- Submit your Practicum Plan online and obtain your Practicum Director’s approval.
- Use the **paper** Registration Transaction Form (RTF) signed by your Practicum Director to **register** for the practicum course (PubH 214) **in the semester in which you will BEGIN your fieldwork**. **NOTE:** A practicum plan must be loaded on the website prior to registration.

⁹ Global Health students: You are required to make an appointment with your Academic Advisor.

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- Select the appropriate project (the one you will be doing) from the list in the practicum website, in order to link your plan to your project.
- Finalize your Practicum Plan *in conjunction with* your Site Preceptor. Be sure you and your preceptor sign the plan online within the first 24 hours that you are onsite.
- Conduct your work at the site and log your weekly contact hours on the website, on an ongoing basis; e.g., as you complete the hours.
- Update your Practicum Director *at least twice* during your time on-site (e.g. in-person, telephone, e-mail).
- When you have done 60 hours of your practicum, complete *and discuss* your Midpoint Evaluation with your Site Preceptor.
 - Submit a revised Practicum Plan to your Practicum Director, if you and your Site Preceptor agree that you must revise the activities planned for the second half of your practicum.
- Complete the online form titled “Final Student Evaluation Form,” providing feedback about your Site Preceptor and Practicum.
- Discuss* your preceptor’s final evaluation of your work (120 hours completed), using the Final Site Preceptor Evaluation Form as a tool for dialogue. Be sure to sign his/her completed online form