

## **Practicum Proposal Outline**

### Background

The Practicum Proposal should contain a Background section, which will:

- Describe the public health service that your Practicum Organization provides.
- Identify the Practicum Organization's problem, question, or issue related to this public health service that your Practicum will address (the "what").
- Identify the importance of the problem, question, or issue to the Practicum Organization (the "why").
- Describe your Preceptor's role in providing the public health service and relationship to the problem, question, or issue the Practicum will address (the "who").
- Discuss how the Practicum relates to the mission of your concentration: Evaluative Sciences, Community Health, or Public Health Practice.

### Project Description

The Practicum Proposal should summarize what the Practicum is intended to accomplish and how you plan to go about this. Describe how you will address or answer the problem, question, or issue (the "how"). As a part of the description, be sure to include sections on the methods, data sources (and procedures to access these data sources if not publicly available), and measures you will use to complete the Practicum.

### Goals & Objectives

The Practicum Proposal should state the goal(s) for the Practicum and the associated objectives. Your goal(s) and objectives will be the basis for evaluating your performance during the Practicum.

Goals are broad, generalized statements about what you want to achieve, the "targets" to be reached. Objectives are the steps you take to reach your goal(s). Objectives should be SMART: specific, measurable, attainable, relevant, and time-limited. Each objective should begin with an active verb, for example, identify, define, develop, investigate, prepare, write. "The goal is where we want to be. The objectives are the steps needed to get there."

One of the objectives must identify the "product(s)" or "deliverable(s)" of the Practicum, for example, a research report, program implementation plan, program evaluation plan, community health curriculum. One of the objectives must be a presentation to the relevant audience for the Practicum project, which will usually be within the Practicum Organization.

If Institutional Review Board (IRB) approval is required to complete the Practicum, one of the objectives will be to complete the application to the Committees on Research Involving Human Subjects (CORIHS), the University's on-site IRB, with responsibility for protecting the rights and welfare of human subjects involved in research. See the CORIHS website for information about conducting research at Stony Brook University and the compliance-related forms needed to apply for IRB approval of research projects at:

<http://www.research.sunysb.edu/humans/humansubjects.html>.

### Competencies Addressed

The Practicum Proposal must identify the Core and Concentration Competencies, and their associated Learning Objectives, which will be strengthened through the Practicum experience. **At least one Core Competency and one Concentration Competency must be addressed during the Practicum experience. Identify the specific Learning Experiences within each competency that will be strengthened.**

## Resources Required (if applicable)

### Timeline

The Practicum Proposal must include a timeline that estimates how long it will take to complete each objective including the “product” or “deliverable” of the Practicum and the presentation you will make at the conclusion of the Practicum. Include an estimate of the number of hours that it will take to complete each step in the process, which will total to a minimum of 135 hours (equivalent to 3 credits).

A Gantt chart can be used to create the timeline. This is a bar chart that illustrates a project schedule, with start and finish date for each of the terminal elements in the project. You can create a Gantt chart in Excel. For instructions, see: <http://office.microsoft.com/en-us/excel/HA010346051033.aspx>

You can use another method of showing the timeline, if you like. Edward Tufte dislikes the Gantt chart as a method for visualizing project processes. You can read his comments at: [http://www.edwardtufte.com/bboard/q-and-a-fetch-msg?msg\\_id=000076](http://www.edwardtufte.com/bboard/q-and-a-fetch-msg?msg_id=000076)