



Stony Brook Medicine
Program in Public Health



MPH PRACTICUM MANUAL

ACADEMIC YEAR 2026-2027

**PPH PRACTICUM MANUAL
PROGRAM IN PUBLIC HEALTH**

Accredited by CEPH in 2008



Introduction

This document is intended to help guide you, the Master of Public Health (MPH) degree candidate, in selecting and completing the Practicum required by the *Program in Public Health*. It provides clear and concise information on the Practicum experience to guide you, your Practicum Faculty Advisor (PFA), and Practicum Preceptor.

The Practicum is an essential part of the *Program in Public Health* curriculum and is intended to provide hands-on experience in the field of public health. The Practicum aims to provide you with opportunities to apply and test public health concepts and theories in practical settings and improve your learning related to the Program's public health competencies. The Practicum accounts for three (3) academic credits.

The Practicum must be conducted in partnership with an agency or organization (hereafter 'the Practicum Organization') that is providing a public health service, in the broad sense of public health. For example, the Practicum Organization may be a local health department or a non-governmental agency. The Practicum process is overseen by the Director of Applied Practice, who ensures that all requirements of the Practicum are met. For the purpose of the Practicum, it is required that you are provided with a supervisory team, which will help you define, plan, and implement the Practicum. The team consists of a Practicum Faculty Advisor (PFA), who is a Core Public Health Faculty member, and a Preceptor, who works at the Practicum Organization/Agency.

Ethical and professional conduct is essential. As an individual training to be a public health professional, you are expected to conduct yourself ethically and professionally according to the standards of the *Program in Public Health*, Stony Brook University, and the Practicum Organization.

The purpose of the Practicum is to blend practical field experiences with academic learning. The Practicum is defined as the process and product resulting from a planned, supervised practical experience, strategically designed to provide an opportunity for you to support and apply your academic knowledge and acquired skills to a specific project in the public health arena.

The Practicum must meet the mission of the student's MPH concentration: Epidemiology and Biostatistics | Generalist | Health Policy & Management | Community Health | Climate Solutions and Health.

The mission of each concentration is outlined below.

- **Epidemiology and Biostatistics:** Prepares public health professionals with the analytical, research, and statistical skills necessary to benchmark and evaluate health improvement initiatives in community and health care settings. Increasingly, the health field is challenged to adopt an evidence-based approach to preventing and treating disease and disability. The mission is considered met if the student applies research, statistical, and/or problem-solving skills that the Practicum Organization finds valuable or beneficial.

- **Generalist:** Enables advanced degree students to achieve specialized public health competencies optimally aligned with their professional aspirations, by providing them the opportunity to design and complete an individualized curriculum that best meets their educational needs. Advanced degree students are those who have already completed or are concurrently completing the graduate degree required for advanced practice in their current health profession such as MD/MPH, DDS/MPH, MSW/MPH or Preventive Medicine Residency. Students in this track have varying flexibility to complete combinations of relevant concentration courses and electives. The mission is considered met when the student successfully undertakes a Practicum project that satisfies their tailored concentration requirements, as determined with guidance from program faculty.
- **Health Policy & Management (HPM):** Develops foundational proficiency in health management knowledge, skills, and abilities among aspiring public health professionals. Graduates will be prepared to contribute to the health sector with enhanced policy, management, and leadership skills. Courses in this concentration address economics, law, finance, policy, and the principles of management. The mission is considered met if the student performs a Practicum related to health policy, program planning and implementation, or health care management.
- **Community Health:** Prepares students for community-based work in public health. Students will acquire skills and knowledge related to planning, implementing, and evaluating community health improvement projects and interventions. They also will learn the principles of community-based participatory research and community engagement. The mission is considered met if the student performs a Practicum related to planning, implementing, or evaluating community health improvement projects or interventions for a Practicum Organization.
- **Climate Solutions and Health:** Provides the public health workforce of the future with cutting-edge knowledge and skills to predict, measure, and ultimately mitigate the adverse health effects of climate change. Core courses in this track cover climate change and health, data science methods and climate, and geographical information systems and spatial analysis. The mission is considered met if the student performs a Practicum related to how changes in the climate might be impacting public health and wellbeing, or activities to mitigate the impacts of climate change and/or climate-related impacts on health.

Public Health Competencies & the Practicum

The curriculum for the MPH degree is competency-based in order to comply with current efforts to improve the quality and accountability of graduate public health education and training.

Identifying competencies helps to ensure that public health programs achieve a workforce that can deliver the essential services of public health, which are to:

- Monitor the health status of the community
- Investigate and diagnose health problems and hazards
- Inform and educate people regarding health issues
- Mobilize partnerships to solve community problems
- Support policies and plans to achieve health goals
- Enforce laws and regulations to protect health and safety
- Link people to needed personal health services
- Ensure a skilled, competent public health workforce
- Evaluate the effectiveness, accessibility, and quality of health services
- Research and apply innovative solutions

To ensure that all students have a broad understanding of the basic areas of public health, every student is required to complete all MPH Core courses satisfactorily. The MPH Core courses convey the CEPH-identified Foundational Competencies and the PPH program-specific concentration competencies through associated

Learning Experiences. You, the student, receive training in the five traditional, public health core knowledge areas: biostatistics, environmental health, epidemiology, health policy and management, and the social and behavioral sciences, which inform the competencies. The Epidemiology and Biostatistics, Health Policy & Management, Community Health, and Climate Change and Health Solutions concentrations also have concentration-specific competencies and learning experiences. A complete list of the CEPH-identified Foundational Competencies and the PPH program-specific Concentration Competencies can be found on our website at: [MPH Competencies](#).

You should choose a Practicum that is consistent with your career objectives and conducive to building professional relationships with relevant public health organizations. Thereafter, you should identify the Foundational, and program-specific Concentration Competencies that will be strengthened through the Practicum.

At least five competencies must be addressed during the Practicum experience. Three of the competencies must be Foundational Competencies, and at least two must be Concentration Competencies. Students with a Generalist concentration must select their Concentration Competencies based on the competencies of PPH courses completed and guidance from their PPH Faculty Advisor. The competencies selected for the Practicum must be the competencies listed for courses that have been taken or that you intend to take during the semester that you are completing your practicum.

By the time you are ready to begin your Practicum, you will have been introduced to and developed many of these skills or competencies through MPH coursework; many are addressed at least partially in more than one course. To assess your acquisition of these skills and to help determine your progress in developing as many public health competencies as possible, you must consider the competencies addressed throughout the entire Practicum process: from planning through writing of the final Practicum Report.

Selecting a Practicum

Your consideration of a suitable Practicum topic and a Practicum Organization may begin with a conversation with a fellow student or faculty member while reading a journal article, guidance from the Practicum Placement and Engagement Coordinator, or sparked by circumstances in your workplace. You should develop and obtain feedback about your ideas from the Director of Applied Practice, who can help focus the Practicum and suggest possible resources and sites. The topic you decide on should coincide with your own interests, concentration, and educational and career goals. For example:

- A student in the **Epidemiology and Biostatistics** concentration may choose to perform an epidemiological investigation of a public health problem identified by the Practicum Organization as important to its goals, or perform statistical analyses using data collected by the Practicum Organization about a public health-related subject and report the results to the Organization when complete.
- Alternatively, a student whose concentration is **Community Health** may choose to design a health-related community intervention for the Practicum Organization. The design of a program would include identifying needed resources and activities and creating procedures, manuals, or educational materials. Another Community Health Practicum might lead to a student's implementation of a program already planned for the Practicum Organization or undertaking an evaluation of the Organization's existing public health programs to assess effectiveness and outcomes.
- The **Health Policy & Management** student might consider a Practicum like those listed above or might choose to develop a health policy position paper or analyze the health characteristics of a community or defined population for the Practicum Organization.

- A student in the **Climate Solutions** concentration might select a Practicum that reveals how changes in the climate might be impacting public health and wellbeing or implement activities to mitigate the impacts of climate change and/or climate-related impacts on health.
- A student in the **Generalist** concentration would choose a Practicum project that satisfies their tailored concentration requirements, with guidance from their PPH program faculty advisor. Students in the MSW/MPH program have the option of meeting the Practicum requirements through their MSW practicum. To select this option, they will receive guidance from Dr. Amy Hammock to plan their practicum. Students in the Preventive Medicine Residency Program will receive guidance from Dr. Yuri Jadotte to plan their practicum.

Practicum Preparation

- All students who anticipate completing their practicum, must attend the Practicum Information Session for that academic year, which is usually held during the prior spring semester.
- Students will complete a survey to indicate their Practicum interests, and meet with the Practicum Placement and Engagement Coordinator to identify a Practicum placement.
- Once a placement is secured, each student will meet with the Director of Applied Practice to ensure that their deliverables meet the Practicum requirements.
- All students will attend the mandatory Practicum Proposal Development Session, where the proposal template will be reviewed as well as due dates, etc.
- Each student will be matched with a PPH Core Faculty member who will provide guidance and advisement to their Practicum as well as evaluate their deliverables and final report.
- The Practicum proposals will be reviewed and approved by the Director of Applied Practice, PFA and Preceptor prior to starting the project.
- Students will be added to the Practicum Preparation Brightspace Page, where they can upload required Practicum forms and receive communication about the Practicum and upcoming due dates.

Practicum Enrollment

- Permission to enroll in HPH 580 and HPH 581 (Capstone) is at the discretion of the Director of Applied Practice and contingent on an approved Practicum proposal.
- The Practicum class of 2026-2027 will begin their Practicum during the fall 2026 semester, enroll in HPH 580 (Applied Practice) for spring 2027 and complete their Practicum by mid-April, 2027. A mandatory Practicum “launch session” will be held during the fall 2026 semester, which will cover Practicum requirements and provide an opportunity to discuss your Practicum with classmates. Two mandatory sessions will also be scheduled during the spring 2027 semester, which will consist of professional development lectures and small group discussions related to your practicum. The sessions also provide an opportunity for you to discuss the progress of your practicum.
- If you do not anticipate completing the Practicum during the spring 2027 semester, you must arrange with the Director of Applied Practice to receive an Incomplete grade (I), and complete an Incomplete Grade Request form, which will include due dates for the completion of the practicum. The grade you earned in the class will replace the “I” on your transcript once you have fulfilled the requirements of the Practicum by the extension date. Practicums that are not completed by the following semester will result in a failing grade (I/F).

Practicum Time Commitment & Timing

- The Practicum requires 135 hours. The allocation of hours for the Practicum are as follows:
 - Practicum Preparation – 15 hours: Mandatory Information Session (1 hour), Mandatory Proposal Development Session (1 hour), Practicum proposal development and approval, submission of required forms (12 hours), Fall Practicum Launch Session (1 hour)
 - Applied Practice Seminar – 20 hours (attendance at [2] Applied Practice Seminars, assignments, Practicum final report, Practicum evaluation, etc.)
 - Development of Practicum deliverables – minimum of 100 hours. Includes tasks to develop deliverables, meetings (in addition to 3 meetings with preceptor and PFA that are assigned for Applied Practice Seminar), deliverable revisions based on review by PFA and Preceptor, etc.

**Preventive Medicine Residents will have a specific time schedule that will be reviewed with their concentration head/PFA.*

Practicum Timing:

- If you are a full-time MPH student (i.e., you plan to complete coursework requirements for the MPH degree in 18 months to two years), you should begin planning your Practicum no later than two semesters prior to when you intend to graduate, with the goal of implementing your Practicum during your last fall and spring semester in the program.
- If you are a part-time MPH student (i.e., you are attending the Program on a part-time basis, including MD or DDS students), you should consider starting your Practicum after you have completed the MPH Core Courses, or after you have obtained written approval from the MPH Coordinator.
- If you are working full-time, you should explore with your employer ways to accommodate the time needed to devote to the Practicum. You may need to negotiate the use of vacation time, a flexible work schedule, or other arrangement with your employer. Consider whether you will need Institutional Review Board (IRB) approval for your project. This requires an application to the Committees on Research Involving Human Subjects (CORIHS) in partnership with your preceptor. If you need CORIHS approval, you will need to adjust your timeline appropriately since obtaining approval from CORHIS usually takes several months.

Conducting your Practicum at your regular place of employment

You may conduct your Practicum in your regular place of employment if it is an acceptable site for the purposes of Practicum. You may do this as long as the Practicum extends beyond (i.e., does not include) your normal job duties and you do not receive any type of compensation for it.

Practicum Requirements

See **Appendix A: Suggested Sequence and Checklist**

See **Appendix B (separate document): Practicum Forms**

- Form A: Memo to Preceptor (to be signed by Preceptor)
- Form B: Practicum Team Information
- Form C: Practicum Proposal Coversheet (to be signed via Docusign by Preceptor, Student, and Faculty Advisor)
- Form D: Practicum Logbook
- Form E: Interim Practicum Review (if applicable)

- Form F: Preceptor's Evaluation
- Practicum Final Report, Deliverables (as described in Form C: Practicum Proposal)
- Form G: Faculty Supervisor's Evaluation
- Form H: Student Practicum Evaluation
- Practicum Meeting Summary Form

Practicum Proposal

Once you have selected a topic or project for your Practicum, you must write a Practicum Proposal to be submitted and approved by the Director of Applied Practice. The proposal must also be approved by your Preceptor and assigned PFA. The final approved proposal must be uploaded to Brightspace. Your proposal will be attached to form C and forwarded to you, your preceptor, and PFA via DocuSign for signatures.

The Practicum Proposal must contain all of the following elements:

- Background
- Project Description
- Goals & Objectives
- Competencies Addressed
- Resources (if applicable)
- Timeline
- Reference list

See **Appendix C: Practicum Proposal Outline** for more information.

Practicum Final Report & Deliverables

The Practicum final report is a concise summary (in the past tense) of why the work was done, the goals and objectives, the methods by which these were achieved and evaluated, related products that were created, results (link each of the results to the specific goals/objectives, in a systematic manner), a discussion of the impact of the Practicum activity, and recommendations for future activities to the sponsoring organization and/or the field, and/or research. If there were any deviations from the plan as described in the proposal (such as changes in methods, timeline, or other modifications), these should be noted in the final report as well as a discussion of why modifications were necessary.

The Practicum Final Report must contain all of the following elements:

- Introduction
- Methods
- Results
- Discussion and Conclusions
- Reference List
- Appendices (Deliverables, slide set, poster)
- Evaluation of the Practicum (reflection essay)

See **Appendix D: Final Practicum Report Outline** for more information.

As a requirement outlined by CEPH, at least two products or "deliverables" must be included in your Practicum portfolio. The Practicum "products" or "deliverables" can be placed in an appendix (as noted above), and referred to within the content of the final report. The deliverables must also be uploaded to the Applied Practice Brightspace page separate from the final report. One of the deliverables can be a slide deck prepared as a distillation of the final report and presented to the Practicum organization. The poster prepared for the Capstone Scholarly Exhibition does not count as a deliverable.

The Practicum final report and time logbook must be shared with the Practicum Faculty Advisor for review and grading by the due date indicated in the course syllabus. Once the deliverables are approved, they must be shared with the preceptor. The approved deliverables, time logbook, and the final Practicum report must be uploaded to the Applied Practice Brightspace page as instructed in the course syllabus.

Practicum Grading

Upon successful completion of the course requirements of the Practicum, you will receive academic credit that will apply toward fulfilling the MPH degree requirements. The Practicum is graded. The Practicum grade is determined by 1) quality and timely submission of your proposal and other required documents (**10%**); participation in Applied Practice Seminar, including completion of assignments (**20%**); 3) assessment of your deliverables and performance throughout the Practicum activity by your PFA with input from your Preceptor and the quality of your Practicum final report (**70%**).

Relationship of Practicum to Capstone Seminar (HPH 581)

The Practicum is distinct from the Capstone Seminar, with each course earning three (3) academic credits. An approved Practicum must precede the Capstone Seminar since you will learn how to develop an effective poster presentation based on your Practicum project as part of your Capstone Seminar requirements.

Practicum Presentation Event – The Scholarly Exhibition

All students are required to present the poster of their practicum, which is developed during the Capstone course, at the annual spring PPH Scholarly Exhibition Event.

Practicum Waivers

The Practicum is a CEPH requirement for graduation from our accredited program. **No waivers of the Practicum requirement will be considered.**

Responsibilities of the Student, Director of Applied Practice /Practicum Placement and Community Engagement Coordinator, Preceptor & PFA

Student Responsibilities:

- Identify a Preceptor and Practicum Deliverables (with guidance from the Practicum Placement and Community Engagement Coordinator and/or the Director of Applied Practice);
- Develop the Practicum Proposal to the satisfaction of the Director of Applied Practice, Preceptor and PFA;
- Ensure the completion and delivery to the Director of Applied Practice of all forms required for the Practicum;
- Attend mandatory class sessions and complete assignments;
- Develop the Practicum deliverables that were described in the Practicum Proposal, and present your Practicum at the PPH Scholarly Exhibition.

Upon approaching a potential Practicum Organization and Preceptor, you must provide that person with *Form A: Memo to Preceptor*, which is to be signed by the Preceptor. When you have selected a Practicum topic and team, you will complete *Form B: Practicum Team Information*. You will submit these forms as directed by the Director of Applied Practice. according to the indicated due dates. *Form C: Practicum Proposal Coversheet*, will be sent to you, your Preceptor and PFA via Docusign once your proposal is finalized and uploaded to the Applied Practice Prep Brightspace page.

You should meet regularly with your Preceptor and PFA during your Practicum (at the beginning, middle, and towards the end of your practicum, at a minimum) to review progress and problem-solve, adjust your Practicum goals, objectives, and/or timeline, if necessary. You will be responsible for preparing a summary of at least three meetings (beginning, middle, and end of the practicum) with your preceptor and PFA. The summary must be uploaded to the Applied Practice Seminar Brightspace page the due date. It is also advisable that you share the summary with your preceptor or PFA to highlight the outcome of your meeting with them.

Complete Form E: Interim Practicum Review only if the Practicum changes substantially from your approved proposal. Submit the completed *Form E* as instructed by the Director of Applied Practice. When the Practicum project is complete, submit to your PFA, a copy of the deliverables, your log book (Form D) and final report for review and feedback. Once your deliverables have been finalized, send your deliverables to your Preceptor. The Director of Applied Practice will send an evaluation form to your PFA (Form G) and

Preceptor (Form F). Finally, upload your deliverables, log book (Form D), Self-Evaluation (Form H), and Final Report to Brightspace by the due date.

Send a thank you note to your Preceptor and PFA. Note cards are supplied by the Program in Public Health and can be requested at the front desk of the PPH suite. Once completed, return the card in an addressed envelope back to the front desk. The Program in Public Health will supply postage.

Director of Applied Practice & Practicum Placement and Engagement Coordinator Responsibilities:

- Provide you with a copy of the Practicum Manual and all required Practicum Forms.
- If needed, meet with you to brainstorm possible Practicum projects.
- Provide a list of possible Practicum Organizations with contact persons.
- Provide information on the CORIHS process, if necessary.
- Match you with a PFA for your Practicum.
- Communicate with your Preceptor to establish an agreement with the Practicum Organization that will allow you to complete the Practicum at that site, in the form of a memorandum of understanding or detailed letter that will serve as such.
- Intercede on your behalf where necessary to clarify your and your Preceptor's roles and facilitate understanding and agreement as to goals, conduct, commitment, and deliverables.
- Ensure that all requirements of the Practicum are met and that you receive a grade for HPH 580.

Preceptor Responsibilities:

The Preceptor should be a skilled practitioner willing to serve as the student's mentor and guide, providing practical experience and supervision for the Practicum project. The Preceptor has the following responsibilities:

- Be engaged in work that will help you fulfill the requirements of the Practicum.
- Provide an overview of the Practicum Organization, including its organizational composition and mode(s) of operation, mission, goals, and activities, and target population(s).
- Orient you to Practicum Organization policies and procedures relevant to your work with the organization
- Provide necessary organizational resources for project, including any pertinent reports.
- Allot adequate time to spend with you and provide periodic and timely feedback and guidance to you through regularly scheduled meetings, formal evaluation, and/or other means outlined in your Practicum Proposal.
- Review and comment on your Practicum deliverables through completion of *Form F: Preceptor's Evaluation*.

Practicum Faculty Advisor (PFA) Responsibilities:

The PFA for your Practicum should provide practical and academic guidance to you. The PFA has the following responsibilities:

- Meet with you during the Practicum planning phase to discuss possible opportunities and help you to choose a project that will be most suitable for your educational goals.
- Help you set attainable goals and objectives for the Practicum, and establish a realistic timeline.
- Review your Practicum proposal and approve the final version.
- Meet with you regularly to discuss progress and help resolve any problems as you conduct the work of your Practicum, and advise you on adjusting your Practicum goals, objectives, and/or timeline, if necessary.
- Assure the quality of the Practicum final report and deliverables.
- Review your Practicum documents, including: Practicum log, final report, deliverables, *Form F: Preceptor's Evaluation*.
- Provide written (Form G) and oral evaluation of your Practicum performance, which will inform the final Practicum grade.

APPENDIX A: SUGGESTED SEQUENCE AND CHECKLIST

Practicum Preparation

- ☐ Attend Mandatory Practicum Information Session with Director of Applied Practice and Practicum Placement and Community Engagement Coordinator
- ☐ Complete and submit Practicum Preparation Questionnaire after attending Information Session as directed.
- ☐ Identify Project and Preceptor with guidance from MPH Practicum Team
- ☐ Attend Mandatory Practicum Proposal Development Session
- ☐ Complete Proposal and submit to Director of Applied Practice for initial review
- ☐ Submit proposal approved by Director of Applied Practice to your Preceptor and PFA for review and approval. Submit form A (memo to Preceptor and form B (Practicum team) as directed.
- ☐ Upload final approved Practicum proposal to Brightspace as directed.
- ☐ Enroll in Applied Practice (HPH 580) for the spring semester. Only enroll in HPH 580 once, regardless of when you start the practicum.
- ☐ Enroll in Capstone (HPH 581) for the spring semester (only offered during the spring semester), permission provided by Assistant Director for Student Affairs based on approval from the Director of Applied Practice.

Practicum Implementation

- ☐ Start Practicum in the fall.
- ☐ Attend mandatory Practicum Launch Session.
- ☐ Continue work on Practicum deliverables through spring semester.
- ☐ Hold meetings (at least three) with your Preceptor and PFA.
- ☐ Track hours allocated to Practicum in logbook.
- ☐ Submit *Interim Practicum Review* (Form E, if changes to Practicum were made).
- ☐ Attend mandatory Practicum Seminar (HPH 580) and complete assignments.

Final Submissions

- ☐ Submit logbook, final report, and deliverables *to your PFA for review and approval*.
- ☐ Submit deliverables to your Preceptor for review and approval.
- ☐ Preceptor to complete and review *Preceptor's Evaluation (Form F)* with student.
- ☐ PFA to complete and review *Faculty Evaluation (Form G)* with student.
- ☐ Upload logbook (Form D), final report, self-evaluation (Form H) and deliverables to Brightspace.
- ☐ Send Thank You Note to Preceptor and PFA (stationary and postage can be obtained through the PPH office).

APPENDIX B – PRACTICUM FORMS

- **FORM A: MEMO TO PRECEPTOR**
- **FORM B: PRACTICUM TEAM INFORMATION**
- **FORM C: PRACTICUM PROPOSAL COVERSHEET**
- **FORM D: PRACTICUM LOGBOOK**
- **FORM E: INTERIM CHANGE FORM**
- **FORM F: PRECEPTOR EVALUATION**
- **FORM G: PFA EVALUATION**
- **FORM H: STUDENT EVALUATION FORM**
- **ADVISOR MEETING SUMMARY FORM**



Stony Brook Medicine
Program in Public Health

STONY BROOK UNIVERSITY
Program in Public Health
Master of Public Health (MPH) Degree

FORM A: MEMO TO PRECEPTOR

TO: PRACTICUM PRECEPTOR

FROM: Michele Bayley, MPH
Director of Applied Practice
Stony Brook University
Program in Public Health

Thank you for providing our student with the opportunity to work and learn within your organization. In an effort to better acquaint you with the roles and responsibilities of a *Program in Public Health* Practicum Preceptor, this brief explanation has been prepared.

The Practicum is an essential part of the *MPH* curriculum and is intended to provide our students with hands-on experience in the field of public health to improve their learning related to the Program's public health competencies.

Benefits of taking on the role of the Practicum Preceptor include:

- Provision of a dedicated, Masters level-prepared public health student to assist with a practical need. The student will work closely with the Preceptor and one of our core Public Health Faculty to design the Practicum and ensure that it leads to a quality product.
- Invitation to *PPH* events, such as public health scholarly exhibition and graduation.

The Preceptor should be a skilled practitioner willing to serve as the student's mentor and guide. The Preceptor has the following responsibilities:

- Provide a supervised work experience for a minimum of 135 hours (100 hours for Health Policy Management Concentration students) with set goals and objectives.
- Provide an overview of the Practicum Organization, including its organizational composition and mode(s) of operation, mission, goals, and activities, and target population(s).
- Orient the student to Practicum Organization's policies and procedures relevant to his or her work with the organization.
- Provide necessary organizational resources for the project, including any pertinent reports.
- Review and approve student's Practicum Proposal
- Allot adequate meeting time to spend with the student and provide periodic and timely feedback and guidance through formal evaluation and/or other means outlined in the student's Practicum Proposal.
- Review and comment on the student's Practicum deliverables through completion of *Form F: Preceptor's Evaluation*. Meet with student to share feedback and email completed form to Director of Applied Practice .

We thank you for your participation in the program. If you have any questions, please contact Michele Bayley at Michele.Bayley@stonybrookmedicine.edu

Preceptor: I acknowledge that I have read the information provided in this memo and agree to supervise (MPH student name) for the Practicum to be outlined in the Practicum Proposal.

Preceptor's Signature

Date



Stony Brook Medicine

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FORM B: PRACTICUM TEAM INFORMATION

	Student	Practicum Faculty Advisor (PFA)	Preceptor	2 nd Preceptor (if applicable)
Name		Click here to enter text.		
SBU ID #				
Email				
Telephone #				
Concentration				

Preceptor's Organization/ Agency:

Name:

Address:

City/State/Zip:



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FORM C: PRACTICUM PROPOSAL

Name of Student:

Practicum Title:

Will this Practicum be conducted in partnership with a community group or organization in addition to the Preceptor's organization? ☐ Yes ☐ No

If yes, please name the organization.

Practicum Proposal attached

Statement of Commitment:

Student: I am committed to completing the Practicum project outlined in this Practicum Proposal, under the supervision of the Preceptor and Faculty Supervisor named below.

Student's Signature

Date

Preceptor, Faculty Supervisor & Director of Applied Practice : I agree to provide guidance to the student regarding the Practicum described in this proposal and to evaluate the performance of the student upon completion of the Practicum.

Preceptor's Signature

Date

2nd Preceptor's Signature (if applicable)

Date

Practicum Faculty Advisory (PFA)

Date

Director of Applied Practice 's Signature

Date



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FORM D: PRACTICUM LOGBOOK

Student Name:				
Practicum Title:				
Total # of hours				
Student Signature:				
Date:				
Date	Start Time	End Time	Hours	Activities
Total Number of Practicum Hours:				



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FORM E: INTERIM PRACTICUM REVIEW

Name of Student:
Practicum Title:

Describe any changes needed to the goals, measurable objectives, timeline, activities, and/or methods of the Practicum. Please include the reasons for these changes.

Goals & Measurable Objectives from Practicum Proposal	Proposed Change

Preceptor's Signature

Date

Practicum Faculty Advisor's Signature

Date



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FORM F: PRECEPTOR'S EVALUATION

Your feedback on the student's Practicum deliverables and performance is greatly appreciated. Please complete this evaluation form and schedule a time to review your feedback with the student. This completed evaluation form will also be shared with the student. Please email your evaluation to: MPHpracticum@stonybrookmedicine.edu

Feel free to use additional space as needed for comments.

Student's Name:
Practicum Title:
Practicum Organization:
Practicum Preceptor:

1. Please evaluate the student's Practicum performance on all of the following attributes:

Attribute	Poor	Average	Good	Very Good	Outstanding	Inadequate Opportunity to Observe
Written communication skills	☐	☐	☐	☐	☐	☐
Oral communication skills	☐	☐	☐	☐	☐	☐
Ability to apply public health practices to Practicum	☐	☐	☐	☐	☐	☐
Demonstration of problem solving/ critical thinking skills	☐	☐	☐	☐	☐	☐
Motivation on this project	☐	☐	☐	☐	☐	☐
Interpersonal skills	☐	☐	☐	☐	☐	☐
Ability to work collaboratively with diverse communities and constituencies	☐	☐	☐	☐	☐	☐

Standards of personal integrity; compassion, honesty, and respect for all people	☐	☐	☐	☐	☐	☐
Judgment, including ability to seek guidance when warranted	☐	☐	☐	☐	☐	☐
Organization skills	☐	☐	☐	☐	☐	☐
Dependability/follow-through	☐	☐	☐	☐	☐	☐
Ability to work independently	☐	☐	☐	☐	☐	☐

2. Please rate the student's performance on achieving the goals and measurable objectives of the Practicum (goals and objectives listed by the student below):

Goals & Measurable Objectives	Poor did not achieve	Minimal Barely meets expectation	Good Meets expectations	Very Good exceeds expectations	Outstanding Greatly exceeds expectations
	☐	☐	☐	☐	☐
	☐	☐	☐	☐	☐
	☐	☐	☐	☐	☐
	☐	☐	☐	☐	☐
	☐	☐	☐	☐	☐
	☐	☐	☐	☐	☐
	☐	☐	☐	☐	☐
	☐	☐	☐	☐	☐
	☐	☐	☐	☐	☐
	☐	☐	☐	☐	☐
	☐	☐	☐	☐	☐

3. Please rate the quality of the Practicum deliverables. Check your response below:

- ☐ Poor (does not meet expectations)
- ☐ Minimal (barely meets expectations)
- ☐ Good (meets expectations)
- ☐ Very Good (exceeds expectations)
- ☐ Outstanding (greatly exceeds expectations)

4. Please rate the student's performance executing their practicum. Check your response below:

- ☐ Poor (does not meet expectations)
- ☐ Minimal (barely meets expectations)
- ☐ Good (meets expectations)
- ☐ Very Good (exceeds expectations)
- ☐ Outstanding (greatly exceeds expectations)

5. Please provide comments on your rating of the student's Practicum deliverables and performance:

FEEDBACK ON YOUR EXPERIENCE AS A PRECEPTOR FOR THE MPH PRACTICUM:

We greatly appreciate your feedback, which helps to enhance the Practicum offering for our students, the preceptors and participating organizations.

6. Was this experience helpful to your organization?

☐ Yes ☐ No ☐ Not Sure

If 'No' or 'Not Sure', please explain.

7. Would you consider serving as a Practicum Preceptor again?

☐ Yes ☐ No ☐ Not Sure

If yes, would this placement be suitable for continuation by another MPH student in the next 3-6 months?

If no or not sure, please explain:

8. Please note any suggestions either for the student or for future Practicum experiences, in general.

Preceptor's Signature

Date

Thank you.



Stony Brook Medicine

Program in Public Health

Master of Public Health (MPH) Degree

FORM G: PRACTICUM FACULTY ADVISOR (PFA) EVALUATION

Your feedback on the student's Practicum deliverables and performance is greatly appreciated. Please complete this evaluation form and schedule a time to review your feedback with the student. This completed evaluation form will also be shared with the student. Please email your evaluation to: MPHpracticum@stonybrookmedicine.edu

Feel free to use additional space as need for comments.

Student's Name:
Practicum Title:

- 1. Please rate the student's performance on achieving the competencies identified for their Practicum** (Practicum competencies listed by student below).

Practicum Competencies (Foundational and Concentration):	<i>Not Applied</i> Competency not demonstrated	<i>Poor</i> Minimal application of technical skills and knowledge	<i>Good</i> Meets expectations in application of technical skills and knowledge	<i>Very Good</i> Exceeds expectations in application of technical skills and knowledge	<i>Outstanding</i> High performance; advanced application of technical skills and knowledge
	☐	☐	☐	☐	☐
	☐	☐	☐	☐	☐
	☐	☐	☐	☐	☐
	☐	☐	☐	☐	☐
	☐	☐	☐	☐	☐
	☐	☐	☐	☐	☐
	☐	☐	☐	☐	☐
	☐	☐	☐	☐	☐
	☐	☐	☐	☐	☐
	☐	☐	☐	☐	☐

Practicum Grading Rubric

Please rate the student's Practicum performance and deliverables using the rubric below for each achievement category and indicate the total points at the bottom of the rubric. The grading is based on a 100-points scale and will account for 70% of the final grade.

Standards

Level of Achievement

	Does Not Meet Expectations	Minimal (Low Performance)	Good (Meets Expectations)	Very Good (Above Average)	Outstanding (Exceeds Expectations)	Rating Points:
Competencies: (15 points) <i>appropriate technical skills and knowledge demonstrated for identified competencies</i>	Points: 10	Points: 11	Points: 13	Points: 14	Points: 15	
Deliverables:(40 points) <i>complete, high quality, appropriate methodology used</i>	Points: 27.5	Points: 30	Points: 34	Points: 37	Points: 40	
Preceptor's Rating of Deliverables and Performance as Indicated on Preceptor's Evaluation Form (20 points): <i>high quality; achieves Practicum goals and objectives</i>	Points: 14	Points: 15	Points: 17	Points:18	Points: 20	
Final Practicum Report, including Student Evaluation of Practicum/Reflection (25 points): <i>complete (thorough narrative for all sections, results and conclusion are well described and supported, integrates critical reflection);</i> <i>well-written (clear, succinct, free of grammatical and spelling errors);</i> <i>appendices included</i>	Points: 17.5	Points: 19	Points: 21.5	Points:23	Points: 25	
						Total: ____/100

2. Overall Comments:

3. Internal Notes:

Practicum Faculty Advisor's Signature

Date



Stony Brook Medicine
Program in Public Health

**Master of Public Health (MPH) Degree
Form H: Student's Evaluation**

Please let us know about your Practicum experience by responding to the questions below.

Name of Student:	<input type="text"/>
Practicum Title:	<input type="text"/>

1. Overall, how would you rate your Practicum experience?
☐ Poor ☐ Average ☐ Good ☐ Very Good ☐ Outstanding

Please explain.

[Click here to enter text.](#)

2. How would you rate the supervision of your Preceptor?
☐ Poor ☐ Average ☐ Good ☐ Very Good ☐ Outstanding

Please explain.

[Click here to enter text.](#)

3. Is there an opportunity to place another student at your Practicum site (to continue or expand on your Practicum project)? If so, please explain.

4. What recommendations would you make to the Program in Public Health's faculty/staff to help improve the Practicum preparation and experience?

[Click here to enter text.](#)

Student's Signature

[Click here to enter text.](#)

Date

Thank you.



Master of Public Health (MPH) Practicum

Meeting Summary Form

Students are required to meet with their Practicum Preceptor and Practicum Faculty Advisor (PFA) together or separately at least three times during their Practicum for advisement. The first meeting should be held at the beginning of the Practicum (during the first quarter) and the second meeting should be held at or close to the practicum's mid-point and the last meeting should be held close to the end of the practicum. The meeting agenda should include a review of the Practicum goals, objectives, and competencies identified (initial meeting), the Practicum progress, challenges and successes as well as any guidance and/or support needed. Please complete the form in its entirety, email it to the advisor(s) who attended the meeting (Preceptor and/or PFA), and upload it to Brightspace for review by the Director of Applied Practice by the due date.

Meeting Date: _____

Student's Name: _____

Meeting Attendees (check all that apply):

☐ Preceptor _____
Name

☐ PFA _____
Name

List Other Attendees (if applicable) _____
Name(s) & Title(s)

Summary:

Action Items (Next Steps, if any):

Appendix C: 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"). Include evidence from professional sources (journals, etc.) to support the importance of the problem – include at least two citations.
- Identify your Preceptor and title. 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") and how they will assist you in conducting your practicum, e.g., provide guidance and supervision, etc.
- Discuss how the Practicum relates to the mission of your concentration: Epidemiology and Biostatistics, Generalist, Community Health, or Health Policy & Management.

Project Description

The Practicum Proposal should summarize what the Practicum is intended to accomplish and how you plan to go about this. Describe your deliverables. Include 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. Practicums that include data collection and/or analysis should include explicit research questions, variables, sample size and analysis plan (if applicable).

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 through your Practicum.

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. Objectives should also include a specific timeline, i.e., by X date.

"The goal is where we want to be. The objectives are the steps needed to get there."

The two "products" or "deliverables" of the Practicum must be included in the objectives, for example, a research report, program implementation plan, program evaluation plan, and community health curriculum. One of the objectives can 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, the Practicum preceptor will need to apply 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 Competencies which will be strengthened through the Practicum experience and describe briefly how the Practicum will help to attain the competencies. **At least five competencies, of which at least three must be CEPH-identified Foundational Competencies and two Concentration Competencies, must be addressed during the Practicum experience. Competencies selected should align with competencies of courses completed.**

Resources Required (if applicable)

Timeline

The Practicum Proposal must include a clearly described timeline that estimates how long it will take to complete each objective including the “products” or “deliverables” 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) Ten hours should be allocated for the Proposal development and 10 hours should be allocated for the Practicum Seminar.

Preferred Format:

Task	When (start – end)	# of hours
		# of total hours (must add to at least 135 hours)

Appendix D: Final Practicum Report and Evaluation of Practicum Reflection Essay

As a requirement outlined by CEPH, at least two “deliverables” or “products” must be included in your Practicum portfolio. The major narrative divisions of the Practicum final report are described below:

1. Introduction

Describes why the work was done. Describe the problem or need on which the Practicum was based, the historical background of this problem or need, and any earlier efforts made for addressing the problem. An important aspect of the **Introduction** is a review of the pertinent literature. Few problems or needs are unique: many have already been investigated or planned and it is helpful to find how this was accomplished, what alternatives were tried or considered, and what the results were.

2. Methods

The methods section includes a complete description of methods and procedures used in the practicum, to carry out the goals and objectives. Credit should be given to individuals who developed the methods, procedures, tests or concepts you will employ by means of literature citation. Goals and behavioral objectives, strategies utilized, implementation difficulties encountered, computational techniques employed, and criteria used to evaluate (if appropriate) are described and discussed in this section.

3. Results

This section describes the results and findings of the problem or the effectiveness of a developed or implemented program, however tentative they may be.

4. Discussion and Conclusions

The most important function of this section is to link the results of the Practicum to your original problem or proposed program. All conclusions and recommendations resulting from the Practicum are discussed in this subsection. They should be discussed in terms of their implications for the problem or program that originally motivated the work. For example – returning to the earlier example of developing a procedures manual – the original problem might have been recurring procedural failures within the institution. You will then discuss the manual you developed (your “results”) in terms of its ability to prevent or mitigate such failures. For example, reflecting on the problem and proposed solution, do you have suggestions to the Practicum Organization regarding the tools they provided to you? Any limitations on the interpretation of the findings or obstacles in program development or evaluation are also discussed in this section.

5. Reference List

Use APA referencing style to provide proper citations.

6. Appendices (Deliverables)

These include all data collection tools / measures (such as surveys, questionnaires, or chart abstraction tools) primary data (not raw data), and other products (curriculum, training manuals, power point presentations, flyers, reports to the sponsoring agency) and other relevant materials developed, used or evaluated in the project. The appendices provide a copy of the final deliverables or products, which must be properly labeled and referenced in the body of the final

report. Education projects should include all curricular materials including objectives, teaching strategies, evaluations and related instructional aids. There is no limit to the number of appendices included in the final report.

7. Evaluation of the Practicum

Please write a 2 - 3 page reflection of your Practicum experience. You should reflect on the following:

- a. Overall, how would you rate your Practicum experience? Please explain your response.
- b. If you had the opportunity to do the Practicum over again, would your approach be the same or differently? Explain.
- c. Reflecting on the competencies you selected in your Practicum Proposal, do you feel the attainment of those competencies has been strengthened through this practicum? Explain your response.
- d. How would you rate the supervision of your Preceptor? Please explain your response.
- e. What impact, if any, do you anticipate your Practicum experience will have on your Practicum placement organization? Explain your response.
- f. What impact, if any, do you anticipate your Practicum experience will have on your career path? Explain your response.
- g. What recommendations do you have to the Program in Public Health's faculty/staff to help prepare for or improve the Practicum experience?