



**Stony Brook Medicine**  
Program in Public Health



# **MPH PRACTICUM MANUAL**

**ACADEMIC YEAR 2024-2025**

**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 MPH Practicum Coordinator, 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:** The mission of this concentration is to prepare 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:** The mission of the generalist concentration is to allow 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. 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:** The mission of the MPH Health Policy and Management Concentration is to develop foundational proficiency in health management knowledge, skills, and abilities among aspiring public health professionals. Our students learn from a dynamic faculty who value research and innovative methods to facilitate excellence in the learning of health management and population health competencies. 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:** The mission of this concentration is to prepare 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:** The mission of this concentration is to provide 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 with Learning Experiences can be found on our website at:

<http://www.stonybrookmedicalcenter.org/gpph/academics/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.**

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 Practicum Coordinator, 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 and Health 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.

### **Practicum Enrollment**

- Permission to enroll in HPH 580 is at the discretion of the Practicum Coordinator. You should meet with the Practicum Coordinator early in the planning of your Practicum project. The Practicum Coordinator will help you to make sure that your proposal satisfies Practicum criteria. The Practicum Coordinator may also schedule small-group meetings with you and other students to facilitate the development of the proposal and completion of the Practicum.
- It is preferred that you enroll in HPH 580 in the semester in which you expect to complete the Practicum. HPH 580 (Applied Practice Seminar) will entail two mandatory sessions, which consists 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 register for HPH 580 and do not complete the Practicum in that semester, you must arrange with the Practicum Coordinator to receive an Incomplete, which will be substituted with a grade when you have fulfilled the requirements of the Practicum in a subsequent semester. Please see **Practicum Grading** section for more information.

### **Practicum Time Commitment & Timing**

**Proposal Planning:** You are required to attend a Practicum Information Session with the Practicum Coordinator. Sessions are typically scheduled during summer session I and II.

**Practicum Time Commitment:** You must complete a minimum of 125 hours on the Practicum project. This work can be performed in a short period of time or be carried out over a period that spans more than one semester. Students must also attend the Applied Practice Seminar and complete assignments as per the course syllabus, accounting for 10 of their 135 practicum hours. The timeline developed for your Practicum Proposal will describe how you, your Preceptor, and your PFA have agreed to time the key facets of the work. You may spend all 125 hours at the Practicum Organization or perform the work of the Practicum outside the organizational setting, depending upon the needs of your project.

HPM Concentration: students will have the option of attending the Integrative Experience (IE) Course instead of the Applied Practice Seminar. Students who elect to attend the IE course must complete a minimum of 100 hours on their practicum project and attend HPM track synchronous and asynchronous classes as well as complete assignments as per the course syllabus, accounting for 35 hours of their practicum (totaling 135 hours).

MSW/MPH students: The practicum hours will be integrated into the hours allocated for your MSW placement and adhere to the requirements of the practicum. If you prefer a practicum with a site other than your MSW placement, you can explore this option with the Practicum Coordinator and MSW Practicum Placement Advisor. Be advised that this option will necessitate allocation of required practicum hours outside of the MSW Placement.

### **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 or 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 Practicum Coordinator, who will consult first with your PPH Faculty Advisor.

- If you are working full-time, you should investigate 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). 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 (to be signed by Preceptor, Student, and Faculty Advisor)
- Form D: Practicum Logbook
- Form E: Interim Practicum Review (if applicable)
- Form F: Preceptor's Evaluation (Form F for all students except those with HPM concentration; who will use Form F[2])
- Practicum Final Report, Deliverables (as described in Form C: Practicum Proposal), slide set for presentation to the practicum organization, copy of poster for the PPH practicum event.
- 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 Practicum Coordinator. The proposal must also be approved by preceptor and assigned Practicum Faculty Advisor. The final approved proposal must be attached to *Form C: Practicum Proposal*, and signed by your Preceptor, PFA, and Practicum Coordinator. **You are expected to submit your proposal to the Practicum Coordinator for review and approval prior to registering for Practicum.**

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 (written 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. If the deliverables cannot be formatted to be included in the final report, they can be submitted in a separate document.** 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.

Practicum final report and time log must be shared with Preceptor and Practicum Faculty Advisor for review and grading at least two weeks before the grading period. Once deliverables and the final Practicum report have been approved, they must be uploaded to Brightspace 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 of your Practicum proposal; 2) timely submission of required documents, participation in required Practicum Seminar, and completion of assignments; 3) assessment of your deliverables and performance throughout the practicum activity by your PFA with input from your Preceptor; 4) quality of your Practicum final report, including evaluation/reflection of your practicum.

### **Relationship of Practicum to Capstone Seminar**

The Practicum is distinct from the Capstone Seminar, with each course earning three (3) academic credits. An approved Practicum should 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 developed during Capstone, at the annual PPH Scholarly Exhibition Event held during the Spring semester. Please note that you are expected to complete the Practicum before the end of the semester that you are enrolled in Capstone (the Capstone professor will share the scholarly exhibition schedule).

### **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, Practicum Coordinator/Assistant Director for Student Affairs Preceptor & Faculty Supervisor

### Student

You are responsible for:

- Identifying a Preceptor and Practicum Deliverables (with guidance from the Practicum Placement and Community Engagement Coordinator and/or the Practicum Coordinator);
- Developing the Practicum Proposal to the satisfaction of the Practicum Coordinator, Preceptor and PFA;
- Ensuring the completion and delivery to the Practicum Coordinator of all forms required for the Practicum; Attending mandatory class sessions and completing assignments;
- Developing the Practicum deliverables that were described in the Practicum Proposal, and presenting your practicum at the PPH Practicum Event.

Upon approaching a potential Practicum Organization and Preceptor, you must provide that person with *Form A: Memo to Preceptor* which is to be signed and returned to the Practicum Coordinator. When you have selected a Practicum topic and your team is secured, you will complete *Form B: Practicum Team Information* and *Form C: Practicum Proposal*, which requires the signature of your Preceptor and PFA. You will submit these forms to the Practicum Coordinator for signature according to the indicated due date.

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 submitted to the Practicum Coordinator (uploaded to Brightspace). 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* to the Practicum Coordinator. When the Practicum project is complete, submit 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 Practicum Coordinator will send an evaluation form to your PFA (Form G) and Preceptor (Form F). Finally, submit your deliverables, log book (Form D), Self-Evaluation (Form H), and Final Report to the Program Coordinator.

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.

### Practicum Coordinator and 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.
- Ensure that you receive a grade for HPH 580.



### Preceptor

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)

The PFA for your Practicum should have expertise and interest in your Practicum topic, and provide practical and academic guidance to you. The Faculty Supervisor 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 or F [2] (HPM students)* and your 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

- Attend Mandatory Practicum Information Session with Practicum Coordinator and Practicum Placement and Community Engagement Coordinator.
- Complete and submit Practicum Preparation Questionnaire to Practicum Coordinator and Practicum Placement and Engagement Coordinator.
- Identify Project and Preceptor with guidance from MPH Practicum Team.
- Complete Proposal and submit to Practicum Coordinator for initial review.
- Submit proposal approved by Practicum Coordinator to your Preceptor and PFA for review and approval. Submit form A (memo to Preceptor and form B (practicum team) to Practicum Coordinator..
- Submit approved Proposal and Form C (proposal cover page) signed by PFA and Preceptor to the Practicum Coordinator.
- Enroll in Practicum (HPH 580). Only enroll in HPH 580 once, regardless of when you start the practicum. HPM students who elect to attend the IE course will be added to Brightspace manually..
- Start 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 Practicum Coordinator.
  
- During Practicum work on Practicum deliverables.
- 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/IE course for HPM students who elect that option.

### When Practicum is Complete

- Submit logbook, final report, and deliverables to Practicum Faculty Advisor for review.
- Submit (upload to Brightspace) PFA evaluation form (Form G) to PFA with practicum competencies filled in.
- Submit (upload to Brightspace) Preceptor evaluation form to Preceptor (Form F or F [2]) with practicum goals and objectives (competencies as well for form F[2]) filled in.
- Preceptor to complete and review Preceptor's Evaluation (Form F or F[2]) 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 UNIVERSITY**  
**Program in Public Health**  
**Master of Public Health (MPH) Degree**

**FORM A: MEMO TO PRECEPTOR**

**TO: PRACTICUM PRECEPTOR**

**FROM: Michele Bayley, MPH**  
Practicum Coordinator  
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 practicum coordinator.

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**  
Program in Public Health

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

**FORM B: PRACTICUM TEAM INFORMATION**

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

**Preceptor's Organization/ Agency:**

Name:

Address:

City/State/Zip:



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

**FORM C: PRACTICUM PROPOSAL**

<b>Name of Student:</b>
<b>Practicum Title:</b>

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.

Please attach Practicum Proposal - See Practicum Manual for Instructions

**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 & Practicum Coordinator:** 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**

\_\_\_\_\_  
**2<sup>nd</sup> Preceptor’s Signature (if applicable)**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Practicum Faculty Advisory (PFA)**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Practicum Coordinator’s Signature**

\_\_\_\_\_  
**Date**



# Stony Brook Medicine

## Program in Public Health

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

**FORM D: PRACTICUM LOGBOOK**

<b>Student Name:</b>				
<b>Practicum Title:</b>				
<b>Total # of hours</b>				
<b>Student Signature:</b>				
<b>Date:</b>				
<b>Date</b>	<b>Start Time</b>	<b>End Time</b>	<b>Hours</b>	<b>Activities</b>
<b>Total Number of Practicum Hours:</b>			<b>0</b>	



**Stony Brook Medicine**  
Program in Public Health

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

**FORM E: INTERIM PRACTICUM REVIEW**

<b>Name of Student:</b>
<b>Practicum Title:</b>

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

<b>Goals &amp; Measurable Objectives from Practicum Proposal</b>	<b>Proposed Change</b>

\_\_\_\_\_  
**Preceptor's Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Practicum Faculty Advisor's Signature**

\_\_\_\_\_  
**Date**





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

**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.*

<b>Student's Name:</b>
<b>Practicum Title:</b>
<b>Practicum Organization:</b>
<b>Practicum Preceptor:</b>

**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	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Oral communication skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ability to apply public health practices to practicum	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Demonstration of problem solving/ critical thinking skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Motivation on this project	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Interpersonal skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ability to work collaboratively with diverse communities and constituencies	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Standards of personal integrity; compassion, honesty, and respect for all people	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Judgment, including ability to seek guidance when warranted	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Organization skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Dependability/follow-through	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ability to work independently	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**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
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**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

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

**FORM F (2): PRECEPTOR'S EVALUATION  
(HEALTH POLICY AND MANAGEMENT CONCENTRATION ONLY)**

***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](mailto:MPHpracticum@stonybrookmedicine.edu)***

Feel free to use additional space as needed for comments.

<b>Student's Name:</b>
<b>Practicum Title:</b>
<b>Practicum Organization:</b>
<b>Preceptor:</b>

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

<b>Attribute</b>	<b>Poor</b>	<b>Average</b>	<b>Good</b>	<b>Very Good</b>	<b>Outstanding</b>	<b>Inadequate Opportunity to Observe</b>
Written communication skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Oral communication skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ability to apply public health practices to practicum	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Demonstration of problem solving/ critical thinking skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Motivation on this project	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Interpersonal skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ability to work collaboratively with diverse communities and constituencies	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Standards of personal integrity; compassion, honesty, and respect for all people	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Judgment, including ability to seek guidance when warranted	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Organization skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Dependability/follow-through	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ability to work independently	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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

<b>Goals &amp; Measurable Objectives</b>	<b>Poor</b>	<b>Average</b>	<b>Good</b>	<b>Very Good</b>	<b>Outstanding</b>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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

- Poor
- Average
- Good
- Very Good
- Outstanding

Comments:

4. Please assess the domains and competencies selected by the student (**box checked**) for their practicum, using the definitions provided below for the Beginner (B), Intermediate (I), or Advanced (A) level.

Domains and Competencies	General Definitions	Assessment Level Definitions	Beginner (B) Intermediate (I) Advanced (A)
<input type="checkbox"/> Organizational Management and Improvement	Assess opportunities to improve health services organization performance through application of organizational theory, development principles, and analytic methods.	<p><b>(B)</b> Describes organizational management and improvement concepts and theories.</p> <p><b>(I)</b> "B" and Applies and use concepts and theories to explain a situation and/or describe potential solutions in defined situations.</p> <p><b>(A)</b> "B," "I," and Analyzes complex or "real life" situations and appropriately applies concepts and theories to identify and/or assess potential solutions</p>	
<input type="checkbox"/> Workforce and Organizational Development	Apply methods for organizational, employee, and professional staff development that ensure a diverse and high performing workforce.	<p><b>(B)</b> Describes workforce and organizational development concepts and methods.</p> <p><b>(I)</b> "B" and Applies concepts, methods and techniques to explain a situation and/or develop potential solutions in defined situations.</p> <p><b>(A)</b> "B," "I," and Applies methods and techniques in complex or "real life" situations.</p>	
<input type="checkbox"/> Financial Management	Explain financial and accounting information, prepare and manage budgets, and evaluate investment decisions.	<p><b>(B)</b> Demonstrates basic accounting and/or finance knowledge and skills.</p> <p><b>(I)</b> "B" and Applies accounting and/or finance skills to develop budgets, explain a situation and/or develop potential solutions in defined situations.</p> <p><b>(A)</b> "B," "I," and Analyzes complex or "real life" situations by appropriately applying finance knowledge and skills.</p>	
<input type="checkbox"/> Health Policy and Economics	Understand economic theory and health policy processes, including the creation and implementation of policy and its impact on the delivery of health services.	<p><b>(B)</b> Describes health care policy and economics issues and processes.</p> <p><b>(I)</b> "B" and Analyzes the impact of the policy process and economics on the delivery of health services.</p> <p><b>(A)</b> "B," "I," and Completes in-depth critique of the impact of economics, health care policy, and the policy process on the delivery of health services.</p>	
<input type="checkbox"/> Health Law and Governance	Analyze governance and legal issues that arise in health organizations and respond appropriately.	<p><b>(B)</b> Describes governance and legal issues.</p> <p><b>(I)</b> "B," and identifies the impact of legal issues in defined situations.</p> <p><b>(A)</b> "B," "I," and Analyzes complex legal issues and recommends solutions in defined situations.</p>	

**5. Are there any significant gaps evident in our competency model? If so, how do you recommend we improve the competency model?**

**6. 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)

Please provide comments on your rating of the student's 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.

**7. Was this experience helpful to your organization?**

- Yes  No  Not Sure

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

**8. 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?

- Yes  No  Not Sure

If 'No' or 'Not Sure', please indicate why.

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

\_\_\_\_\_  
**Preceptor's Signature**

\_\_\_\_\_  
**Date**

Thank you.



**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](mailto:MPHpracticum@stonybrookmedicine.edu)**

*Feel free to use additional space as need for comments.*

<b>Student’s Name:</b>
<b>Practicum Title:</b>

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

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



## 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:
<b>Competencies: (15 points)</b> <i>appropriate technical skills and knowledge demonstrated for identified competencies</i>	Points: 10	Points: 11	Points: 13	Points: 14	Points: 15	
<b>Deliverables:(40 points)</b> <i>complete, high quality, appropriate methodology used</i>	Points: 27.5	Points: 30	Points: 34	Points: 37	Points: 40	
<b>Preceptor's Rating of Deliverables and Performance as Indicated on Preceptor's Evaluation Form (20 points):</b> <i>high quality; achieves practicum goals and objectives</i>	Points: 14	Points: 15	Points: 17	Points:18	Points: 20	
<b>Final Practicum Report, including Student Evaluation of Practicum/Reflection (25 points):</b> <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	
						<b>Total:</b> ___/100

## 2. Overall Comments:

**3. Internal Notes:**

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**Practicum Faculty Advisor's Signature**

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**Date**



**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.

<b>Name of Student:</b>	<input type="text"/>
<b>Practicum Title:</b>	<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 Practicum Coordinator by the due date.***

Meeting Date: \_\_\_\_\_

Student's Name: \_\_\_\_\_

Meeting Attendees (check all that apply):

 Preceptor \_\_\_\_\_  
Name PFA \_\_\_\_\_  
NameList Other Attendees (if applicable) \_\_\_\_\_  
Name(s) & Title(s)

Summary:

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Action Items (Next Steps, if any):

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## 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").
- 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, including related meetings with your advisors, organization staff and stakeholders, as appropriate. 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). The Practicum proposal development can be included for up to 10 hours. Ten hours should be allocated for the Practicum Seminar/ 35 hours for the HPM track synchronous and asynchronous classes (HPM Concentration). The time allocated to writing the Practicum final report and completing required forms should not be included in the 135 hours accounted for on the timeline.

Preferred Format:

Task	When (start – end)	# of hours
		# of total hours (135)

## **Appendix D: Final Practicum Report and Evaluation of Practicum**

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 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 it 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?