

STONY BROOK UNIVERSITY

PROGRAM IN PUBLIC HEALTH

ACADEMIC YEAR 2022-2023



Stony Brook Medicine
Program in Public Health



PPH PRACTICUM MANUAL

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, 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 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. The Practicum Organization may be a public 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 develop a supervisory team, which will help you define, plan, and implement the Practicum. The team consists of a Practicum Faculty Advisor, who is a Core Public Health Faculty member, and a Preceptor, who works in the Practicum Organization.

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 student's MPH concentration:
Epidemiology and Biostatistics, Generalist, Health Policy & Management,
or Community 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.

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 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 and Community Health 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 and related Learning Experiences, that will be strengthened through the Practicum.

At least five competencies, of which at least three must be Foundational Competencies, must be addressed during the Practicum experience.

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.
- A student in the ***Generalist*** concentration will choose a practicum project that satisfies their tailored concentration requirements, as determined with guidance from program faculty.
- Alternatively, a student whose concentration is ***Community Health*** may choose to design a health-related community intervention for the Practicum Organization. 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.

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 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. 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 **Practicum Grading** section for more information.

Practicum Time Commitment & Timing

Proposal Planning: You are required to attend a Practicum Informational Session with the Practicum Coordinator. Sessions will be scheduled each semester.

Practicum Time Commitment: You must complete a minimum of 135 hours on the Practicum project, and 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 who register for the practicum starting spring 2023, must also attend required group sessions and complete assignments as per the course syllabus, which will account for some of the practicum hours. The timeline developed for your Practicum Proposal will describe how you, your Preceptor, and your Faculty Supervisor have agreed to time the key facets of the work. You may spend all 135 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 must complete a minimum of 100 hours on the practicum project and attend HPM track synchronous and asynchronous classes as well as complete assignments as per the course syllabus.

MSW/MPH students: The 135 hours of practicum will be conducted at your field placement site and adhere to the requirements of the practicum.

MBA/MPH students: The 135 hours of practicum will be conducted as part of your industry project.

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 in the semester immediately prior to graduation.
- 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 Faculty Supervisor.
- 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 CORIHS 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 Organization 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
- Practicum Final Report, Deliverables (as described in Form C: Practicum Proposal),
- Practicum Reflection
- Form G: Faculty Supervisor's Evaluation
- Form H: Student Evaluation

Practicum Proposal

Once you have selected a topic or project for your Practicum, you must write a Practicum Proposal. The proposal must be attached to *Form C: Practicum Proposal*, and approved and signed by your Preceptor, Practicum Faculty Advisor, and Practicum Coordinator. **You are expected to submit a draft of your proposal to the Practicum Coordinator 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

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 with 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

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” should be placed in an appendix (as noted above), and referred to within the content of the final report.** One of the deliverables can be a slide set prepared as a distillation of the final report and presented to the practicum organization. The poster prepared for the PPH Practicum Event 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 final Practicum report has been approved, they must be uploaded to your student Digication 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 your 1) performance at the practicum site and quality of deliverables; 2) Submission of required documents, participation in required group sessions and completion of assignments; 3) Assessment of your deliverables and performance throughout the practicum activity by your Practicum Faculty Advisor. The quality of your proposal, your Preceptor’s evaluation, your self-evaluation, and your Practicum final report and deliverables are also considered in your grade.

Please note that you are expected to complete the Practicum prior to the end of the semester that you are enrolled in Capstone (week 10). If you have not submitted all of the required forms, final report, and deliverables by week 10 of the Capstone course, the Practicum grade may be reduced by half a letter grade.

Relationship of Practicum to Capstone Seminar

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

Practicum Presentation Event

All students are required to present the poster developed during Capstone, at the annual PPH Practicum Presentation Event held during the Spring semester.

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, developing the Practicum Proposal to the satisfaction of the Preceptor and Practicum Faculty Advisor, 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 team, you will complete *Form B: Practicum Team Information* and *Form C: Practicum Proposal*, which requires the signature of your Preceptor and Faculty Supervisor. You will submit these forms to the Practicum Coordinator for signature.

You should meet regularly with your Preceptor and Practicum Faculty Advisor during your Practicum (at the beginning, middle and towards the end of your practicum at a minimum). Review progress and problem-solve as necessary. Adjust your Practicum goals, objectives, and/or timeline, if necessary. **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 to your Preceptor, along with *Form F: Preceptor's Evaluation*. Submit *Form F* when your Preceptor has completed it, along with *Form D: Practicum Logbook*, *Form G: Self-Evaluation*, and *Form H: Practicum Final Report with deliverables* to the Practicum Coordinator.

Send a thank you note to your Preceptor. 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

The Practicum Coordinator and Assistant Director for Student Affairs have the following 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.
- Help you identify a Practicum Faculty Advisor 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.
- Facilitate distribution of your Practicum 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 Practicum Faculty Advisor 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 final report and deliverables, *Form F: Preceptor's Evaluation*, and *Form H: Student's Self-Evaluation*, and grade your Practicum.
- Provide written and oral evaluation of your practicum performance.

Appendix A: Suggested Sequence and Checklist

Summer/Fall Prior to Registration in Practicum (HPH 580)

- Identify Project and Preceptor, submit Memo to Preceptor and Team Information
- Schedule meeting with Practicum Faculty Advisor
- Attend Mandatory Practicum Informational Session with Practicum Coordinator
- Complete Practicum Preparation Form
- Complete Proposal Paperwork
- Proposal to be reviewed by Practicum Faculty Advisor
- Approved Proposal reviewed and signed by Faculty Advisor, Preceptor, and Practicum Coordinator
- Start Practicum
- Enroll in Practicum (HPH 580) for spring semester (if you anticipate completing your practicum in the spring). Only enroll in HPH 580 once, regardless of when you start the practicum.
- Enroll in Capstone (HPH 581) for spring semester, permission provided by Assistant Director for Student Affairs

During Practicum work and enrollment in Capstone

- Interim meetings with Faculty Advisor
- Submit Interim Practicum Review (if applicable)
- Attend mandatory group sessions
- Create Digication ePortfolio – upload Bio, Forms A,B, and C (proposal)
- Prepare Practicum presentation in Capstone
- Presentation for PPH Practicum Event

When Practicum is Complete

- Submit Logbook to Practicum Faculty Advisor
- Submit Final Report, reflection, and deliverables to Practicum Faculty Advisor*

- Final Report and deliverables to be reviewed by Practicum Faculty Advisor
- Preceptor to complete and review Preceptor's Evaluation with student.
- Practicum Faculty Advisor to complete and review Faculty Evaluation with student.
- Submit Student Evaluation Form to Practicum Coordinator
- Upload logbook, final report and reflection, and deliverables to Digication ePortfolio
- Send Thank You Note to Preceptor (stationary and postage can be obtained through the PPH office)

Appendix B: MPH Practicum Forms

The following forms must be completed for the Practicum and submitted to the Practicum Coordinator @michele.bayley@stonybrookmedicine.edu

:

- *Form A: Memo to Preceptor*
 - To be given to Preceptor before Practicum Proposal is written, signed by Preceptor and returned to Practicum Coordinator via email
- *Form B: Practicum Team Information*
 - To be completed and submitted by the student to the Practicum Coordinator
- *Form C: Practicum Proposal*
 - To be completed and approved by the student's Practicum Faculty Advisor (PFA) Preceptor, and the Practicum Coordinator within 6 weeks of registration in HPH 580
- *Form D: Practicum Logbook*
 - To be completed, signed by the Preceptor, and submitted by the student to the Practicum Coordinator with the Practicum deliverable(s), in order to receive a grade for HPH 580
- *Form E: Interim Practicum Review (If applicable)*
 - To be completed and submitted by the student to the Practicum Coordinator midway through the Practicum if the Practicum extends for more than one semester.
- *Form F & F(2): Preceptor's Evaluation*
 - To be completed, reviewed with student, and submitted by the Preceptor to the Practicum Coordinator (student lists goals and objectives on the form) when the Practicum deliverable(s) are completed, in order to receive a grade for HPH 580
- *Form G: Faculty Evaluation*
 - To be completed, reviewed with student, and submitted by the PFA to the Practicum Coordinator when the Practicum deliverable(s) are completed, in order to receive a grade for HPH 580
- *Form H: Student Evaluation*
 - To be completed by the student when the Practicum deliverable(s) are completed, in order to receive a grade for HPH 580

All forms must be typed. If you have any questions about the Practicum's purpose and process, please contact the Practicum Coordinator:

Michele Bayley, MPH
Practicum Coordinator
Graduate Program in Public Health
Stony Brook University
HSC, Level 3, Room 075
Stony Brook, NY 11794-8338
Michele.bayley@stonybrookmedicine.edu
631-216-8719 (phone)
631-444-3480 (fax)



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 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 Preceptor-student 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 for 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

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FORM B: PRACTICUM TEAM INFORMATION

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

Preceptor's Organization:

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.

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

2nd Preceptor's Signature (if applicable)

Date

Faculty Supervisor's Signature

Date

Practicum Coordinator's Signature

Date



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FORM D: PRACTICUM LOGBOOK

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

Note: Use as many sheets as necessary to log your 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

Thank you for participating as a Preceptor in a *Program in Public Health* Practicum and for completing this evaluation of the student's Practicum performance and reviewing your feedback with the student. Please email the completed form to michele.bayley@stonybrookmedicine.edu:

Please feel free to use additional space as needed. We will be happy for any information you may provide that helps us serve our students and your organization better.

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

Standards of personal integrity; compassion, honesty, and respect for all people	<input type="checkbox"/>					
Judgment, including ability to seek guidance when warranted	<input type="checkbox"/>					
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: (Student should add these from Practicum Proposal)

Goals & Measurable Objectives	Poor	Average	Good	Very Good	Outstanding
	<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 deliverable(s):

Poor Average Good Very Good Outstanding

4. Please rate the overall performance, including quality of the practicum deliverables on a scale of 1` - 5:

1 2 3 4 5 Score_____

Poor Average Good Very Good Outstanding

Please provide comments on your rating of the student's overall performance:

5. Was this experience helpful to your organization?

Yes No Not Sure

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

6. 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:

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

Preceptor's Signature

Date



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

Thank you for participating as a Preceptor in a *Program in Public Health* Practicum and for completing this evaluation of the student's Practicum performance and reviewing your feedback with the student. Please email the completed form to michele.bayley@stonybrookmedicine.edu:

Please feel free to use additional space as needed. We will be happy for any information you may provide that helps us serve our students and your organization better.

Name of Student:
Practicum Title:
Practicum Organization:
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	<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 checked="" 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:
(Student should add these from Practicum Proposal)

Goals & Measurable Objectives	Poor	Average	Good	Very Good	Outstanding
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" 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 deliverable(s):

Poor Average Good Very Good Outstanding

Comments:

4. Please assess the domains and competencies selected by the student 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) Describes organizational management and improvement concepts and theories.</p> <p>(I) "B" and Applies and use concepts and theories to explain a situation and/or describe potential solutions in defined situations.</p> <p>(A) "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) Describes workforce and organizational development concepts and methods.</p> <p>(I) "B" and Applies concepts, methods and techniques to explain a situation and/or develop potential solutions in defined situations.</p> <p>(A) "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) Demonstrates basic accounting and/or finance knowledge and skills.</p> <p>(I) "B" and Applies accounting and/or finance skills to develop budgets, explain a situation and/or develop potential solutions in defined situations.</p> <p>(A) "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) Describes health care policy and economics issues and processes.</p> <p>(I) "B" and Analyzes the impact of the policy process and economics on the delivery of health services.</p> <p>(A) "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) Describes governance and legal issues.</p> <p>(I) "B," and identifies the impact of legal issues in defined situations.</p> <p>(A) "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 overall performance, including quality of the practicum deliverables on a scale of 1 - 5:

1 2 3 4 5 Score _____
Poor Average Good Very Good Outstanding

Please provide comments on your rating of the student's overall performance:

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?

If no or not sure, please explain:

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

Preceptor's Signature **Date**



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

FORM G: PRACTICUM FACULTY ADVISOR EVALUATION

Name of Student:
Practicum Title:

1. Please rate the student’s performance on achieving the following competencies of the Practicum: (Student should add these from Practicum Proposal)

Competencies	Poor	Average	Good	Very Good	Outstanding
	<input type="checkbox"/>				
	<input type="checkbox"/>				
	<input type="checkbox"/>				
	<input type="checkbox"/>				
	<input type="checkbox"/>				

2. Please rate the quality of the Practicum deliverable(s):
 Poor Average Good Very Good Outstanding

If ‘Poor’, please explain.

3. Please provide comments regarding student’s performance:

4. Overall Practicum Score (numeric value) :

Grading Scale:

Letter Grade	Score
A	93-100
A-	90 - 92
B+	87-89
B	83-86
B-	80-82
C+	77-79
C	73-76
C-	70-72
F	69 – below

Faculty Supervisor'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

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").
- 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 how you will address or answer the problem, question, or issue (the "how"). As a part of the description, be sure to include sections on the methods, data sources (and procedures to access these data sources if not publicly available), and measures you will use to complete the Practicum.

Goals & Objectives

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

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

The two "Products" or "deliverables" of the Practicum must be included in objectives, for example, a research report, program implementation plan, program evaluation plan, 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, one of the objectives will be to complete the application to the Committees on Research Involving Human Subjects (CORIHS), the University's on-site IRB, with responsibility for protecting the rights and welfare of human subjects involved in research. See the CORIHS website for information about conducting research at Stony Brook University and the compliance-related forms needed to apply for IRB approval of research projects at:

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

Competencies Addressed

The Practicum Proposal must identify the 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, 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 the required hours.

Preferred Format:

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

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. This includes a presentation (slide set) to the relevant audience for the Practicum project, which will usually be within the Practicum Organization.

The major narrative divisions of the practicum final report are described below:

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.

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.

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.

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.

Reference List

Use APA referencing style to provide proper citations.

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.

Evaluation of the Practicum (can be included in final report or attached as a separate document – please clearly label “Practicum Evaluation”)

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?