  
**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.

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**Preceptor’s Signature Date**