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PRACTICUM EXPERIENCE POLICIES AND PROCEDURES

OBJECTIVES

The purpose of the Texas A&M Health Science Center School of Public Health (SPH) practicum experience is to provide students with an opportunity to apply the concepts, strategies and tools acquired throughout the course of their classroom studies. Regardless of the exact nature of the practicum facility, activities, preceptor, or specific student goals, the overall objectives of the experience for Master of Public Health (MPH) and Master of Health Administration (MHA) candidates are:

- Expand knowledge of basic public health and health services practices.
- Increase awareness of the complexity of the problems and concerns involved in the public health and health services arena.
- Facilitate a stronger understanding of the relationships among public health organizations, other health service organizations, and other governmental entities.
- Afford the opportunity to provide valuable service(s) to the host site organization by participating in and/or completing projects or other work assignments.
- Increase appreciation of cultural differences in populations served by public health and health services professionals.
- Provide an opportunity to apply training and concepts learned in coursework.
- Increase self-confidence as a professional in the public health and health services arena.
- Develop opportunities for references, job placement, and professional contacts.

It is not our expectation or intention that every practicum experience will serve or accomplish all of the above objectives; however, it is expected that the practicum experience will include many, if not most of these objectives.

STUDENT PERFORMANCE EXPECTATIONS

The curriculum objectives of the practicum experience are for the student to gain supervised experience in his/her chosen area of professional development, to learn new methods and perspectives that link public health theory and practice, to interact with and participate with additional mentors, and to expand their network of contacts.

The practicum experience should not duplicate current or previous work experiences, but rather, build on the student’s background and expertise. By creating the challenge of learning new perspectives and the employment of new practices, the student may be better prepared for a career in public health. Regardless of the type of practicum experience, students are responsible for determining and confirming the location and activities. Once a selection has been made, the practicum experience must be approved by the Practicum Faculty Advisor and Department Practicum Coordinator.

Students must take special care to be clear about the role(s) and expectations of the Practicum Faculty Advisor and/or

Students will not be permitted to register for practicum credit without a final work plan, with all required signatures.

The work plan must be submitted prior to the start of the practicum.
the Department Practicum Coordinator as practicum experience arrangements are being finalized. A complete practicum experience work plan signed by the student, Practicum Preceptor, Practicum Faculty Advisor and Department Practicum Coordinator is required for all SPH students.

Department Heads, Practicum Faculty Advisors, other faculty, and Department Practicum Coordinators are available to assist students in defining their practicum experience objectives and to suggest host site contacts. Students may initiate contacts, or they may be made on the student’s behalf by a faculty member or Department Practicum Coordinator.

**All practicum experience arrangements and activities are ultimately the responsibility of the student but are subject to approval by the Department Practicum Coordinator.**
REQUIREMENTS

Students in both the MPH and MHA degree programs are required to complete a three (3) credit hour practicum experience as part of their curriculum. In special circumstances a student may receive up to six (6) hours of academic credit. The student’s Practicum Faculty Advisor and their Department Head must approve in advance any practicum experience that is to be more than three (3) credit hours. The number of contact hours required for academic credit is defined by either departmental guidelines as indicated in the attached departmental addendum(s) or by the student’s Practicum Faculty Advisor and or Department Practicum Coordinator, and may vary by department.

Although specific departmental guidelines may vary, all MPH and MHA students will be expected to complete the following minimum requirements:

1. Work Plan
   a. Objectives
   b. Activities
   c. Observations/Meetings
   d. Deliverables
2. Periodic Reports
3. Final Report
4. Final Presentation
5. Preceptor Evaluation Form

WORK PLAN AND OTHER DOCUMENTATION

The work plan is the formal agreement (but not a contract) between the student, and the Practicum Faculty Advisor, Practicum Preceptor, and Department Practicum Coordinator. At a minimum, the work plan must identify the specific objectives of the practicum experience, proposed activities and responsibilities, anticipated observational opportunities, and target products or materials. The Practicum Faculty Advisor, Practicum Preceptor, and Department Practicum Coordinator must approve the practicum experience site and all practicum experience objectives, activities, and products. Signing of the work plan by each party indicates approval and allows the student to be cleared to register and being the practicum experience.

IRB APPROVAL REQUIREMENTS

Often within the context of a practicum experience students are asked to conduct research for a host organization or agency. Students must be aware that before gathering or analyzing any data from human subjects for an organization, agency, or community within the context of the required practicum experience, both the student and Practicum Faculty Advisor are required to review the proposed research to determine whether or not Institutional Review Board (IRB) approval will be required prior to beginning the research and from whom approval should be obtained. The Practicum IRB Approval Decision Tree (http://sph.tamhsc.edu/students/docs/practicum-irb-approval-decision-tree-7-5-13.pdf) can be used to help make a determination of the need for IRB
approval. Once a determination is reached, the appropriate selection should be made on the practicum experience work plan form.

Students are encouraged to conduct research that may require a full IRB review when opportunities arise. However, in these cases, the student should be aware that the IRB application for review and approval must be prepared the semester prior to beginning their study. In all other cases, Practicum Faculty Advisors and the Department Practicum Coordinators will likely guide students to comparable learning opportunities considered exempt, expedited, or covered by existing IRB review.

INTERNATIONAL PRACTICUM EXPERIENCES

International practicum experiences can be a wonderful experience and can greatly enhance students’ education. Travel to countries with State Department travel warnings poses additional risks. Check for warnings at www.travel.state.gov/travel/warnings.html. Students are not permitted to travel to “Red24” designated countries for their practicum experience. The only exception to this policy is if the student holds a current visa from the designated country.

Insurance issues are very important when traveling internationally. All students are required to purchase health insurance that provides for medical evacuation in case of a medical emergency and repatriation of remains. Additional information for international travel and requirements can be obtained through the School’s Department of Student Affairs.

Students who pursue an international practicum experience must complete the following additional paperwork before leaving the country as well as all other practicum experience paper work:

- Student International Travel Form
- Student International Practicum Experience Information Form
- Travel Checklist
- Waiver of Liability/Assumption of Risk
- Proof of Appropriate Health Insurance (including medical evacuation)

Student’s interested in pursuing an international practicum experience should be aware of deadline requirements for submitting paperwork to appropriate entities within the school.
PERIODIC REPORTS

Throughout the practicum experience, students are required to submit written periodic reports to their Practicum Faculty Advisor, Department Practicum Coordinator, and/or Practicum Preceptor. Students should verify the correct entities to include with their Department Practicum Coordinator and also use any provided templates. The purpose of a periodic report is to:

1. Provide the Practicum Faculty Advisor and the Department Practicum Coordinator with information describing the progress of the practicum experience;
2. Provide a guide to direct the experiential learning;
3. Allow the student to reflect and link to classroom experiences; and
4. Assist the student in preparation of a final report.

The frequency and due dates for periodic reports are to be negotiated with the Department Practicum Coordinator and/or Practicum Faculty Advisor prior to the beginning of the practicum experience. Each report should be sent as an electronic attachment via email to designated entities. An average report will vary in length from one to two pages (single-spaced). Periodic reports must address the following, in addition to any department specific requirements:

1. Activities
   a. List the most important (enlightening) activities of the period. Include dates and times only as needed for clarity.
   b. Include interesting meetings, either group meetings or with individuals, duties assigned, other organization visited, training completed, projects worked on, and other significant activities.

2. Key Learning Experience(s)
   a. Write one or two paragraphs about the key learning experience(s) of the period. Describe how the experience(s) has added to your knowledge base and relate it to your responsibilities or to your coursework.
   b. Describe how the key experience(s) relate to the objectives in the work plan.

No client or host site individual names are to be used in written material without consent. Students must be aware of issues related to patient, client, and corporate confidentiality (see “Ethical Guidelines for Students”).

FINAL REPORT

At the conclusion of the practicum experience all students are required to submit a final report. The final report should include:

- An assessment addressing if and how practicum experience objectives were met.
- A summary of major projects and activities engaged in over the course of the practicum experience.
- Evaluative statements about the Practicum Preceptor and practicum experience host site.
- A thoughtful reflection on how the practicum experience contributed to the student’s overall educational experience and professional development.
Format, length and additional required components are determined by the Practicum Faculty Advisor, Department Practicum Coordinator, or specified in departmental practicum experience addendums.

PRESENTATION

All students are required to give a presentation to departmental or SPH faculty and students.

Specific guidelines for the nature, timing and content of presentations will be determined either by the Practicum Faculty Advisor, Department Practicum Coordinator, or specified in departmental practicum experience policies and procedures.

If students make a formal public presentation over the course of their degree program during a research symposium or similar activity (beyond a class-specific assignment), this requirement may be waived with approval of the Practicum Faculty Advisor, Department Practicum Coordinator, and the student’s Department Head. Likewise, if student’s give formal presentations at their practicum site, the SPH presentation requirement may be waived, with the approval of the Practicum Faculty Advisor, Department Practicum Coordinator, and Department Head.

PRECEPTOR EVALUATION FORM

Students will be evaluated by their Practicum Preceptor at the conclusion of the practicum (see Practicum Preceptor Evaluation Form). The Practicum Preceptor’s evaluation of the student will be considered in determining the student’s satisfactory completion of the practicum experience.

GRADING

Upon completion of the practicum experience, the Department Practicum Coordinator will award a grade of either an “S” or a “U” for satisfactory or unsatisfactory work based on satisfactory completion of the requirements outlined above and any additional requirements outlined in departmental policy. The Department Practicum Coordinator will initiate a Practicum Experience Completion Form when sufficient information is available to determine a grade. When all required items on the Practicum Experience Completion Form are completed, the Department Practicum Coordinator will submit the final grade, copying the Practicum Faculty Advisor. If a student defaults on the terms of the work plan, the student may receive an ‘unsatisfactory’ grade and thus no academic credit for the practicum experience.

If, during the course of the practicum experience, the Practicum Preceptor, Practicum Faculty Advisor, or the Department Practicum Coordinator determines a student is having difficulty functioning in a particular setting, the student may be reassigned or asked to withdraw and retake the practicum experience during a future semester. If the student’s behavior is determined to be unprofessional, unethical, or outside the rules of the agency or university, the student may be given an unsatisfactory (“U”) grade and thus no academic credit will be received for the practicum experience, and/or may be removed from the degree program depending upon individual circumstances.
Likewise, if during the course of the practicum experience the student deems the activities as inappropriate or not contributing to the educational experience, the student may request a review by the Practicum Faculty Advisor, the Department Practicum Coordinator, the student’s Department Head, or the Associate Dean for Academic Affairs. If the practicum experience is determined to be inconsistent with the philosophy or guidelines for practicum experiences, the student will be permitted to affiliate with another agency to fulfill the practicum experience requirement. If necessary, the Practicum Faculty Advisor and/or Department Practicum Coordinator will assist the student with identifying an alternate practicum experience site.

RESPONSIBILITIES

In the effort to plan, organize and execute a successful practicum experience, the student is expected to take a primary role and can expect assistance from their Department Practicum Coordinator, Practicum Faculty Advisor, and Practicum Preceptor.

STUDENT

All practicum experience arrangements are ultimately the responsibility of the student and subject to departmental approval. The student is primarily responsible for sending out inquiries, setting up meetings, ensuring communications among those involved, and making preliminary arrangements. The student is encouraged to seek information and advice from former students, current students who have completed their practicum experience, their Practicum Faculty Advisor, other faculty, and the Department Practicum Coordinator.

Students are responsible professionally and financially for their practicum experience at all stages. Although some sites provide some support, the student is responsible for living, travel, and correspondence arrangements prior to and during the practicum experience. Funding may be available through the host institution or limited grants to reimburse or partially support travel directly related to some practicum experiences. Students are encouraged to clarify whether the host site will reimburse travel expenses to conferences and/or meetings during or following the practicum experience for the purpose of presenting the project’s final report or publication(s).

Students may receive a salary or wages for their practicum experience depending solely on the host institution. Payment may be made hourly, periodically, or on a monthly basis, or a specified amount may be agreed upon for the entire experience. In early discussions with the Practicum Preceptor, allowances for sick leave and/or vacation time should be clarified and, if needed, a course of action to restore time taken before the completion of the practicum experience.

Students are responsible for their own health insurance coverage during the experience. While enrolled at SPH, students may be covered by student health insurance; however, other arrangements may be needed to receive care out of the service area. Students are also held responsible for their own income tax and social security payments, as well as any compensation received during the practicum experience. The host site may require professional liability insurance. If so, it is the responsibility of the student to obtain the required insurance.

The work plan is used to ensure explicit communication of practicum experience arrangements and expectations, but should not be interpreted as a legal document or contract. The student, Practicum
Preceptor, and Practicum Faculty Advisor will determine the exact nature of the practicum experience commitment (i.e., start and completion dates, total number of weeks, or number of days worked per week, or hours per day, etc.). The Practicum Faculty Advisor and Department Practicum Coordinator have final approval of practicum experience placement, objectives, and activities. Each student is personally liable for their own behavior and performance during their practicum experience.

The student is responsible for completing all assignments and components of the practicum experience in a timely manner. Written reports, papers, and other products are required. This documentation may be developed in collaboration with faculty and agency personnel, but its timely completion and submission are solely the responsibility of the student.

ETHICAL GUIDELINES FOR STUDENTS

- All information related to clients of the host agency is to remain confidential.
- Students must follow standards of academic integrity as outlined in the Graduate Student Handbook and reviewed during new student orientation. Any student identified as having engaged in any acts of academic dishonesty (including, but not limited to, copying information available through the worksite and presenting it as the student’s own work to either representatives of the host organization or the Practicum Faculty Advisor) while engaged in practicum experience activities will be subject to the same standards and review process outlined in the handbook, including the possibility of dismissal.
- Students should be guided by codes of ethics most closely associated with the profession and organization of their practicum experience.
- Students are encouraged to discuss with either the Department Practicum Coordinator or their Practicum Faculty Advisor any activities they believe may potentially compromise legal or ethical standards.
- Students may undertake only those program activities explicitly assigned or authorized by host site personnel or their Practicum Faculty Advisor.
- Students should immediately report any harassment they might experience while participating in their practicum experience to the Practicum Preceptor, Practicum Faculty Advisor, Department Head, and/or the Department Practicum Coordinator.
- Students must report any unusual or inappropriate behavior by the host agency, personnel, or clients to the Practicum Preceptor, Practicum Faculty Advisor, Department Head, and/or the Department Practicum Coordinator.
- Students may not visit clients socially during regular working hours without explicit approval of the Practicum Preceptor.
- Students may not correspond with or for clients regarding matters of a professional nature without explicit approval of the Practicum Preceptor.

PRACTICUM PRECEPTOR

A role of a Practicum Preceptor is to guide the student’s experience in a supportive and professionally stimulating environment. During the practicum experience, they serve as a professional role model and facilitate the student’s identification with the profession. A Practicum Preceptor’s role is similar to that of a work supervisor and employer with the addition of a strong educational focus. The Practicum Preceptor is the point of contact for a student within individual
practicum experience locations and will function as his/her immediate supervisor. The Practicum Preceptor, or an alternate host site representative, will provide workplace guidance and knowledge.

However, the time commitment to the student is larger than just the time the student is under the Practicum Preceptor’s direction; involvement begins before the actual experience, and extends beyond the practicum experience completion. The Practicum Preceptor will work with the student and the Practicum Faculty Advisor to develop a work plan prior to the initiation of the practicum experience. At the completion of the practicum, the Practicum Preceptor will assist the Practicum Faculty Advisor in evaluating the student’s performance by completing the Preceptor Evaluation Form.

PRACTICUM FACULTY ADVISOR

The Faculty Advisor for practicum experience must be a principal faculty member from within the student’s registered department; however, she or he may or may not be the student’s departmental Academic Faculty Advisor. In addition, a Department Head may designate an individual other than principal faculty to serve as Practicum Faculty Advisor. Practicum Faculty Advisors other than principal faculty must have some recognized status with the school, such as Executive in Residence or an Adjunct title. The Practicum Faculty Advisor will be familiar with the professional requirements, interests and abilities of the individual student and can best assist in identifying and developing the most appropriate practicum experience work plan. A finalized work plan must be submitted to the Department Practicum Coordinator, with all required signatures before a student is allowed to register for academic credit.

DEPARTMENT PRACTICUM COORDINATOR

Each department has a Department Practicum Coordinator whose roles include:

- Acting as a resource for assisting the student in identifying possible practicum experience locations
- Assisting the student in developing an appropriate work plan
- Functioning as the SPH point of contact during the practicum experience

The Department Practicum Coordinator maintains the records associated with each student’s practicum experience and monitors the progress of each student during her/his practicum experience, and submits the final practicum experience grade. Following each student’s practicum experience, the Department Practicum Coordinator is responsible for gathering the final evaluations from the Practicum Preceptor, providing a copy to the Practicum Faculty Advisor, and gathering documentation of the required student presentations.
It is never too early to start thinking about practicum experience. The first step to a successful practicum experience is understanding practicum experience requirements outlined in this document. The semester before planned completion of the practicum experience the student needs to complete the steps highlighted in the sections below.

BEFORE THE PRACTICUM EXPERIENCE

No later than the beginning of the semester prior to the practicum experience the student should schedule a meeting with his/her Department Practicum Coordinator and/or Practicum Faculty Advisor to discuss his/her eligibility to complete a practicum experience and overall objectives for practicum experience based on student experiences and goals. Based on objectives and goals, the student should gather information on potential practicum experience opportunities and sites. There are numerous avenues to identify potential practicum experiences including websites, visiting speakers, emailed announcements, the Spring Practicum Fair, current and former students, faculty, family and friends. During this time the student should update his/her résumé. Once potential targets are identified the student moves to the application stage.

By the middle of the semester prior to the practicum experience semester the student should have narrowed his/her search, made contact with potential sites and begun the application process or negotiations for conducting a practicum experience. During this time the student may be submitting applications for practicum experiences and participating in interviews.
It is important for the student to work closely with his/her Practicum Faculty Advisor and/or Department Practicum Coordinator as he/she applies for or makes contact regarding potential practicum experiences to ensure the opportunity will fulfill requirements and meet the goals and objectives desired. Once the student receives an offer or secures a practicum experience opportunity he/she moves to the formal planning process.

Once a practicum experience site and opportunity is secured, the student must complete the formal work plan. Through discussions with his/her Practicum Faculty Advisor, Department Practicum Coordinator, and Practicum Preceptor the student should create the work plan including goals, objectives, observations, activities and deliverables. It is especially important the student review this plan with his/her Practicum Faculty Advisor to determine if an IRB application is required (http://sph.tamhsc.edu/students/docs/practicum-irb-approval-decision-tree-7-5-13.pdf) Once the student, Practicum Preceptor, and Practicum Faculty Advisor agree and sign the finalized work plan the document is sent to the Department Practicum Coordinator for final approval.

The student cannot begin or register for his/her practicum experience until all paperwork is signed and approved. Registration blocks for academic credit are in place for all students. The Department Practicum Coordinator will provide the final approval for the work plan and once signed will remove the registration block allowing the student to register for academic credit.

**DURING THE PRACTICUM EXPERIENCE**

Once the student begins the practicum experience he/she is required to submit periodic reports to designated entities. Departmental requirements must be addressed and frequency of the report submission is set by the Practicum Faculty Advisor and/or Department Practicum Coordinator. The student should continue to review their work plan throughout the practicum experience to ensure that goals, objectives, and deliverables are being met. Should a student encounter any issues during the practicum experience he/she should contact his/her Practicum Faculty Advisor and Department Practicum Coordinator.

**AFTER THE PRACTICUM EXPERIENCE**
Soon after the completion of the practicum experience, the student is required to submit a final report to his/her Practicum Faculty Advisor and Department Practicum Coordinator. Some departments require additional documentation at the conclusion of the practicum experience; the student should review department addendums for specific requirements. Department Practicum Coordinators will work to acquire a complete student evaluation form from the student's Practicum Preceptor.

The student is required to give a formal presentation on his/her practicum experience. Departments vary in arrangements for practicum experience presentations; Department Practicum Coordinators and Administrative Assistants will work with the student to meet this requirement. In some cases, the student presents at his/her site, though ultimately it is at the Practicum Faculty Advisor and/or Department Practicum Coordinator's discretion to determine if a presentation done on site or in another formal professional venue can be used for the practicum experience presentation requirement.
FOR PRACTICUM PRECEPTORS - WORKING WITH STUDENTS

The role of the Practicum Preceptor is highly valued in our Masters programs and we hope to build an ongoing relationship between Practicum Preceptors, host site organizations, and our programs, along with current and future students.

Classroom learning alone is not sufficient preparation for students completing one of our Master's programs. A planned, supervised, and evaluated field placement experience is a very important element of the Texas A&M Health Science Center School of Public Health (SPH) professional degree programs. The student must have an opportunity to participate in and observe the actual conduct of public health and health service professionals. As practicing health professionals, Practicum Preceptors have the opportunity, through practicum experiences, to guide and shape the preparation and education of future public health professionals.

The goal of a student's practicum experience is to provide the opportunity to acquire skills and experience in the application of basic concepts and specialty knowledge to the solution of health problems. The overall objectives of the practicum experience are:

- Expand knowledge of basic public health and health services practices.
- Increase awareness of the complexity of the problems and concerns involved in the public health and health services arena.
- Facilitate a stronger understanding of the relationships among public health organizations, other health service organizations, and other governmental entities.
- Afford the opportunity to provide valuable service(s) to the host site organization by participating in and/or completing projects or other work assignments.
- Increase appreciation of cultural differences in populations served by public health and health services professionals.
- Provide an opportunity to apply training and concepts learned in coursework.
- Increase self-confidence as a professional in the public health and health services arena.
- Develop opportunities for references, job placement, and professional contacts.

It is not our expectation or intention that every practicum experience will serve or accomplish all of the above objectives; however, it is expected that the practicum experience will include many, if not most of these objectives. The specific objectives for the practicum experience that relate to these overall programmatic objectives will occur during the collaborative process between the Practicum Preceptor, and the student and his/her Practicum Faculty Advisor while developing a work plan.

BEFORE THE PRACTICUM EXPERIENCE

When a student approaches a Practicum Preceptor regarding a practicum experience proposal with the organization, it is important to discuss realistic objectives and expectations and probe for direction he/she may have received from his/her Practicum Faculty Advisor and/or Department Practicum Coordinator. If a Practicum Preceptor decides to move forward with the student, he/she will work collaboratively with the student and their Practicum Faculty Advisor and/or Department Practicum Coordinator in developing an appropriate work plan that contains a balance of professional exposure, skill application, realistic and meaningful objectives, and the opportunity to provide a valuable contribution to the organization.
The work plan is formal agreement (but not a contract) of expectations for the experience; it is an agreement among all those involved regarding the anticipated activities and outcomes. The student will not be allowed to register for academic credit, or begin the practicum experience, until the work plan has been completed, approved and signed by the student, the Practicum Preceptor, his/her Practicum Faculty Advisor, and Department Practicum Coordinator.

It is important to ensure other personnel in the organization are oriented to practicum experience expectations and the student’s specific assignment. Adequate provisions should be provided for the student to have access to appropriate workspace and support services. If appropriate, the Practicum Preceptor should ensure that pre-arrival arrangements have been made with other offices (e.g., human resources, employee health, orientation, etc.) and that these arrangements have been communicated to the student.

DURING THE PRACTICUM EXPERIENCE

Once the practicum experience has begun, the Practicum Preceptor should assure that the student is oriented to the organization. If financial compensation is part of the agreement, the Practicum Preceptor should ensure that payroll procedures and work expectations are clearly understood (e.g., time cards, procedures for tardiness and absences, hours of work, worker’s compensation insurance, etc.). If a specific skill set is required of the student, the Practicum Preceptor should arrange for the necessary instruction and training.

Practicum Preceptors should review the work plan with the student and arrange to have regular, scheduled contact with or access with the student. These meetings may also be with the Practicum Preceptor’s designee. Student should be provided with adequate space, supplies, and computing resources to perform his/her practicum experience activities. Typically, these resources are modest; nevertheless, the student should be able to produce and store his/her work in a secure area as well as receive and send mail, phone, and e-mail messages.

All supplies, materials, and computing resources provided during the practicum experience remain the property of the host organization; the student is responsible for returning the aforementioned work related items prior to or immediately upon the completion of the practicum experience. The student must obtain permission from the host organization and their Practicum Preceptor to keep copies of any of the organization’s reports, data, correspondence, or other related material.

As called for in the work plan, and if feasible, Practicum Preceptors are asked to provide opportunities for the student to attend a variety of board, group, community, or other appropriate meetings. If practical, the opportunity to observe the relationship between the organization and other local, regional, and/or national organizations is appreciated. Providing opportunities for the student to become familiar with the relationships between the organization, its constituents, clientele, community, and/or specific populations served is instrumental in professional growth.

At the end of the practicum experience, Practicum Preceptors should meet with the student to evaluate his/her performance, and provide valuable feedback on his/her activities and overall professionalism. Practicum Preceptors should complete and return to SPH the Practicum Preceptor Evaluation Form furnished by the student. A mailing address is provided at the bottom of the form. If appropriate, Practicum Preceptor may write and include a letter of recommendation for the student. A well-written letter at this time may prevent numerous requests for recommendation in
the future; this letter will be very useful to the student during his/her search for future employment opportunities.

ETHICAL AND PERFORMANCE CONCERNS

If, at any time during the practicum experience, there is any issue or concern relating to the student’s performance, ethical or professional conduct, please contact the Department Practicum Coordinator or the student’s Practicum Faculty Advisor immediately. The following are guidelines given to all SPH students regarding expectations for proper ethical conduct during the practicum experience. Students are selected into our program based, in part, on their integrity and strength of character. However, we also recognize that these are students and are in the process of learning about professional standards for ethical behavior. Practicum Preceptors are asked to join us in assuring that students understand the importance of ethical behavior and, to the extent possible, work collaboratively with us if any issue or concern with professional standards or ethics arises during a practicum experience.

ETHICAL GUIDELINES FOR STUDENTS

- All information related to clients of the host agency is to remain confidential.
- Students must follow standards of academic integrity as outlined in the Graduate Student Handbook and reviewed during new student orientation. Any student identified as having engaged in any acts of academic dishonesty (including, but not limited to, copying information available through the worksite and presenting it as the student’s own work to either representatives of the host organization or the Practicum Faculty Advisor) while engaged in practicum experience activities will be subject to the same standards and review process outlined in the handbook, including the possibility of dismissal.
- Students should be guided by codes of ethics most closely associated with the profession and organization of their practicum experience.
- Students are encouraged to discuss with either the Department Practicum Coordinator or their Practicum Faculty Advisor any activities they believe may potentially compromise legal or ethical standards.
- Students may undertake only those program activities explicitly assigned or authorized by host site personnel or their Practicum Faculty Advisor.
- Students should immediately report any harassment they might experience while participating in their practicum experience to the Practicum Preceptor, Practicum Faculty Advisor, department head, and/or the Department Practicum Coordinator.
- Students must report any unusual or inappropriate behavior by the host agency, personnel, or clients to the Practicum Preceptor, Practicum Faculty Advisor, department head, and/or the Department Practicum Coordinator.
- Students may not visit clients socially during regular working hours without explicit approval of the Practicum Preceptor.
- Students may not correspond with or for clients regarding matters of a professional nature without explicit approval of the Practicum Preceptor.

PERFORMANCE CONCERNS

During the course of the practicum experience, if the Practicum Preceptor, Practicum Faculty Advisor, or the Department Practicum Coordinator determines that a student is having difficulty
functioning in a particular setting, he or she may reassign the student or ask him or her to take time out until the next semester. If a student’s behavior is determined to be unprofessional, unethical, or outside the rules of the organization or university, the student may face certain consequences. Depending on the behavior, the student may be awarded a grade of “U” for the practicum experience (thus not receiving academic credit) and/or potentially being dismissed from the program.

Likewise, if during the course of the practicum experience the student deems that their activities are inappropriate or not contributing to their educational experience, the student may request a review of the circumstance by either the Practicum Faculty Advisor or the Department Practicum Coordinator. If the practicum experience is determined to be inconsistent with the philosophy or guidelines for practicum experiences, the student will be permitted to affiliate with another organization to fulfill the practicum experience requirement.

AFTER THE PRACTICUM EXPERIENCE

We hope, following this experience, Practicum Preceptors will want to maintain contact with SPH faculty regarding future opportunities for other students, ways to improve the student experience or contribution to the organization, and other mutual interests. Department Practicum Coordinators and/or other faculty are key contacts regarding requests for students to assist with meeting the organization’s specific needs, including requests for students with specific skills to assist with forthcoming projects.
FOR PRACTICUM FACULTY ADVISORS - WORKING WITH STUDENTS

BEFORE THE PRACTICUM EXPERIENCE

In advising a student preparing to undertake a practicum experience, his/her career interest should be discussed and guidance toward a chosen field/profession should be a high priority discussion topic. The Department Practicum Coordinator and the SPH Office of Student Affairs have information on previous practicum experience locations and other possibilities/ideas for all departments.

Because many students are full-time professionals, it is often necessary for the practicum experience to be scheduled for only a few hours per week stretched out over a long period of time, usually spanning two or more semesters. When practicum experiences involve an extended time frame, it is somewhat arbitrary when the student actually registers for practicum to obtain academic credit. In such instances, it is recommended that registration occur for the semester when the practicum experience will be completed.

A practicum experience may be crafted within the organization that employs the student. However, the practicum experience should not be a part of the student’s regular job responsibilities; rather it should extend the student’s experiences and refine additional skills beyond his/her “normal” work tasks.

As a general rule, six credit hours are awarded in highly unusual individual circumstances. The norm is three credit hours and many students accept fulltime 10- or 12-week practicum experiences in various federal agencies at this scale. In expressly approved circumstances, a student may complete two practicum experiences, thus taking on responsibility of two separate projects.

An Institutional Review Board (IRB) review and approval may be required for a practicum experience. This requirement is dependent on the nature of any research the student conducts as part of his/her practicum experience activities. Practicum Faculty Advisors are charged with reviewing the http://sph.tamhsc.edu/students/docs/practicum-irb-approval-decision-tree-7-5-13.pdf with the student during the development of the work plan to determine if an IRB proposal and approval is required. The determination reached needs to be documented in the appropriate section of the work plan. If IRB review and approval is necessary, a copy of the IRB approval letter and the student's CITI certificate must be submitted to include in the student's permanent practicum experience file.

DURING THE PRACTICUM EXPERIENCE

During the practicum experience, Practicum Faculty Advisors will receive periodic reports from students. As the student engages in formal and professional settings, he/she begins to see the application and outcomes of concepts learned and discussed in academic settings. These reports, as well as other communications with the student, provide an opportunity to extend the classroom to the field. Responding to submitted periodic reports allows the Practicum Faculty Advisor to share constructive feedback and guidance to the student.
In addition, the Practicum Faculty Advisor may be contacted by the Practicum Preceptor should any concerns about the student arise. Should a Practicum Preceptor contact the Practicum Faculty Advisor regarding student behavior or ethical concerns, please contact the Department Practicum Coordinator.

AFTER THE PRACTICUM EXPERIENCE

Following the practicum experience, Practicum Faculty Advisors will review all practicum experience documentation, including the Practicum Experience Completion Form which documents the grade given by the Department Practicum Coordinator, for future advising discussions.
FOR DEPARTMENT COORDINATORS - WORKING WITH STUDENTS

Each department has a Department Practicum Coordinator who manages the academic logistics associated with student practicum experiences.

BEFORE THE PRACTICUM EXPERIENCE

Before the practicum experience semester, the Departmental Practicum Coordinator works with the Department Administrative Assistant to identify students eligible to complete practicum experiences. Departments have various processes to assist students in identifying opportunities; however, a key role of the Department Practicum Coordinator is serving as a resource of practicum experience identification.

DURING THE PRACTICUM EXPERIENCE

During the practicum experience, the Department Practicum Coordinator monitors the progress of each student during his/her experience. Department Practicum Coordinators also serve as point of contact for any issues encountered during the practicum experience.

AFTER THE PRACTICUM EXPERIENCE

Following each student’s practicum experience, the Department Practicum Coordinator gathers evaluations from the Practicum Preceptor, providing a copy to the Practicum Faculty Advisor, documentation of the required student presentation, and completed the Practicum Experience Completion Form with documents the practicum experience grade.
GENERAL DESCRIPTION

The Environmental and Occupational Health practicum experience is intended to place graduate students in organizational settings to afford the student an experiential learning opportunity. The goal of the program is to allow students to integrate their academic background with practical, real world experiences. It is the belief of the faculty and student body that such an experience is vital to producing the future leaders of the healthcare industry. Students must not be considered as "scholastically deficient" as defined in the Graduate and Professional Catalog (Scholastic Requirements section), when initiating and while engaged in their practicum. Students who are considered scholastically deficient are not eligible for practicum work and registration.

CONTACT HOURS

A minimum of 200 hours of internship experience (e.g. 20 hours per week for 10 weeks) is required for students to receive 3 hours of course credit. In addition to the 200 contact hours, students are required to complete practicum experience time frames as noted on work plan. Arrangements for additional hours of credit must first be approved by the student’s department and then submitted to the SPH Administration for approval.

WORK PLAN

Environmental & Occupational students are required to complete a work plan in order to be cleared to register for academic credit. Students must allow sufficient time for the Department Practicum Coordinator and on-site Practicum Preceptor to review and approve the document prior to registration deadlines. Information on preparing the work plan and the required forms can be found in the SPH Practicum experience Manual as well as on the SPH Website.

PERIODIC REPORTS

Each graduate student who completes a practicum experience must complete a series of Periodic Reports regarding their practicum experiences as required in the Practicum Experience Manual. The purpose of the periodic report requirements include:

1) to describe and document activities on an ongoing basis to the Practicum Faculty Advisor and Department Practicum Coordinator
2) to provide the basis for developing a presentation to faculty and students
3) to document internship experiences that you may wish to incorporate into your remaining coursework.

Periodic Reports should be in standard Memo Format and are to be turned in weekly or bi-weekly depending on the pace of the practicum experience. There needs to be no less than 8-10 completed Reports. A sample of the required memo format can be found on the course Blackboard site.

FINAL REPORT/PRESENTATION

A summary report (final report) of the practicum experience emphasizing insights and lessons learned is required and should be submitted within one week of completing the practicum experience. This is in addition to any work products or “deliverables” completed as part of the practicum experience unless specifically waived ahead of time by the Practicum Faculty Advisor.
and/or Department Practicum Coordinator. The same memo format for periodic reports should be used; it should be approximately 4 pages in length and should be an insightful critique of the practicum experience as a learning experience. If students have thoughtfully written key learning experiences in their periodic reports, this Final Report is an easy recap/summary. It is expected that students will make evaluative statements about their experience, Practicum Preceptor, work context or organization, the ties between the experience and coursework, and the value of the practicum experience to their SPH graduate education.

In addition, students will be expected to give a presentation of their experiences/findings. Preferably this will be done on-site to appropriate personnel, however, if this is not possible, students can schedule a presentation in an SPH classroom. If the latter is the case, students will be expected to schedule the presentation at least 2 weeks in advance to allow time for faculty and students to schedule to attend. If allowed by the Practicum Preceptor/company, students are required to send the final presentation to the Department Practicum Coordinator upon completion.

**PRACTICUM PRECEPTOR EVALUATION**

Near or at the end of the practicum experience, the Practicum Preceptor must complete the SPH evaluation form and return it to the Department Practicum Coordinator. The form can be found on the SPH Practicum webpage.

**ASSESSMENT**

Upon completion of the practicum experience, the Department Practicum Coordinator will award a grade of Satisfactory (“S”), Incomplete (“I”), or Unsatisfactory (“U”) based on completion of the requirements outlined in this addendum, including:

1) periodic reports  
2) final report  
3) the oral presentation  
4) completed contact hours  
5) fulfillment of the work plan objectives  
6) fulfillment of the work plan time requirements
EPIDEMIOLOGY AND BIOSTATISTICS - ADDENDUM

GENERAL DESCRIPTION

The overall goal of the practicum experience for MPH students in the Epidemiology and Biostatistics concentrations is to provide students with the opportunity to apply knowledge and skills developed in their graduate training to the collection, management, analysis, and interpretation of health data. Possible settings include programs within the Texas Department of State Health Services at the state, regional, or local health office level, private non-profit organizations, or as part of an epidemiological study at an academic institution other than SPH. Possible practicum experience assignments vary greatly. Examples of some practicum experience activities include: preparing a review of the epidemiological literature of a public health topic; participating in an outbreak investigation; developing a survey for data collection; evaluating the data quality of a “raw” data set; conducting a preliminary analysis of existing public health surveillance data.

MPH students in the Epidemiology or Biostatistics concentration are ultimately responsible for arranging their own practicum experience and need to follow the general SPH timeline and requirements for the administration of the practicum experience. An Epidemiology and Biostatistics faculty member, generally the student’s Academic Faculty Advisor, works with the student to structure the practicum experience and provide input as the work progresses. The student is required to prepare a written report at the conclusion of the practicum experience and to make a presentation of the project in an appropriate setting.

CONTACT HOURS

A minimum of 200 hours of internship experience (e.g. 20 hours per week for 10 weeks) is required for students to receive 3 hours of course credit. Arrangements for additional hours of credit must be approved by the student’s department and then submitted to the SPH Administration for approval. Students will need to clarify the expectations for work hours with the host Practicum Preceptor prior to starting the practicum experience, particularly in the case of a paid practicum experience. Because of the analytic nature of Epidemiology and Biostatistics student practicum experiences, many of our students are able to negotiate for a copy of the data set to use in their practicum experience, allowing them to work primarily off-site. It will still generally be necessary, however, to meet several times over the course of the practicum experience with the Practicum Preceptor, either on-site or via teleconferencing.

DATA CONFIDENTIALITY

As an Epidemiology and Biostatistics student practicum experience typically involves data in some form, students should be particularly attentive to issues of data confidentiality. Students may be required to sign a data confidentiality release with the sponsoring agency before they are allowed access to their project data. Whether or not a formal agreement is signed, students are ethically obligated to take appropriate measures to protect the privacy of individuals and keep all information about individuals confidential during and after their practicum experience. These measures include keeping any confidential data in secure areas and not allowing access to these data by any person not directly affiliated with the project. Students should review the American College of Epidemiology Ethics Guidelines at www.acepidemiology.org/policystmts/EthicsGuide.htm before beginning their practicum experience to ensure familiarity with the possible aspects of data confidentiality they may
encounter during their practicum experience. Where appropriate, data collection protocols need to be in agreement with SPH and receive approval by the Texas A&M University System Institutional Review Board (IRB).

**WORK PLAN**

Epidemiology and Biostatistics students are required to complete a work plan in order to be cleared to register for academic credit. Students must allow sufficient time for the Practicum Faculty Advisor and on-site Practicum Preceptor to review and approve the document prior to registration deadlines. Information on preparing the work plan and the required forms can be found in the SPH Practicum Manual.

**PERIODIC REPORTS**

The SPH Practicum Manual notes that these reports should address two areas: (1) activities and (2) key learning experiences. Because of the departmental emphasis on developing skills in data collection, management and analysis, activity in these areas should be emphasized in your periodic reports. Students may need to include additional materials such as drafts of data collection instruments, data tables, output from data analysis activities, etc. in order to provide sufficient information on their practicum experience progress to their Practicum Faculty Advisor. For Epidemiology and Biostatistics students, the purposes for the Periodic Report requirements are primarily to:

1. Describe and document your practicum experience activities (e.g., survey development, design of study, literature review, data entry, database building, data cleaning, and data analysis) on an ongoing basis to your Practicum Faculty Advisor. Provide a copy to the Department Practicum Coordinator for administrative record keeping.
   a. This will allow your Practicum Faculty Advisor to assist you in your data collection and/or data analysis plan as you progress through the project.
2. Document the development of a data management system suitable for this and future projects.
   a. Some of the procedures students are encouraged to develop include: creating data dictionaries; organizing, naming and tracking analytic data files; organizing analytic output from statistical packages; creating dummy tables to assist you in determining what data analyses to run.
4. Provide the basis for your oral presentation.

Periodic Reports should be in standard Memo Format and are to be turned by weekly or bi-weekly depending on the pace of the practicum experience. There needs to be no less than 8-10 completed reports.
**FINAL REPORT**

Epidemiology and Biostatistics students are not required to prepare a separate practicum experience portfolio, rather the final report is the means by which students are to summarize and present their practicum experience. The report should be no more than 10 pages in length and address, at a minimum, the following:

1. How the objectives stated in the work plan were or were not met.
2. The actual results of any data collection, management or analysis activities.
3. Key learning experiences (i.e., how epidemiology or biostatistics in your academic curricula are applied to public health).

**PRESENTATION**

All students completing a practicum experience are required to make an oral presentation regarding their practicum experience and the results of their data collection/management/analysis activities. The presentation should be 15 to 20 minutes in length supported by PowerPoint or other appropriate presentation media. SPH will advertise the oral presentation within SPH and encourage attendance by both students and faculty. Students may also meet this requirement through a presentation completed at the practicum experience site. In this instance, a copy of the presentation materials needs to be supplied to and approved by the Practicum Faculty Advisor.

Students are responsible for making arrangements for their presentation. They should arrange the date and time of the presentation through their Practicum Faculty Advisor. The Departmental Administrative Assistant can assist students with the logistics of reserving a room and the materials needed for the presentation. Students are also responsible for submitting copies of all periodic and final reports and all presentation materials to the Department Practicum Coordinator, according to SPH policy.
HEALTH POLICY AND MANAGEMENT – ADDENDUM: MASTER OF HEALTH ADMINISTRATION

GENERAL DESCRIPTION

The Department of Health Policy & Management (HPM) established a practicum experience to place graduate students in organizational settings to afford the student an experiential learning opportunity. The goal of the program is to allow students to integrate their academic background with practical real world experience. It is our belief that such an experience is vital to producing the future leaders of the healthcare industry.

The benefits of the practicum experience are three-fold: 1) The program helps shape and define a student's career goals through exposure to healthcare policy and management while still in school. 2) The combination of academic studies and professional experience synergistically produces an enriched learning environment. 3) It affords an opportunity for students to return to school and share their experiences with new incoming students.

Exposure to a healthcare setting in an 8-12 week summer practicum experience offers the student some advantages usually associated with 12-18 month post-graduate fellowships. The influences and experiences gained from the practicum experience will help guide the student in his/her last year of studies into a field of healthcare policy and management most suitable for the individual and the practicum experience site. Students returning from their practicum experience are also able to apply their practice knowledge and experience to their second year of course work. The insights and nuances gained by the students have a tremendous impact on their ability to grasp and negotiate the more detailed academic material characteristic of the program's second year course load.

Our department offers two masters level graduate degrees: the Master of Public Health (MPH) and the Master of Health Administration (MHA). Although the two curriculums share much in common and often MPH and MHA students are shoulder-to-shoulder in the same classes, the programs prepare our students for divergent career paths after graduation. Consequently, the practicum experience sites hosting our students for are often quite different for the degree programs. The requirements for successful completion of a practicum experience are also somewhat different. In addition, for both career trajectories in our department, we add some requirements beyond what is required for SPH overall. This section of the SPH Practicum Experience Manual is specific for our department. If you have questions about any of the practicum experience, please contact the Department Practicum Coordinators for the respective MPH and MHA programs. Department Practicum Coordinators are a resource for students.

CONTACT HOURS

A minimum of 400 hours of practicum experience (e.g. 40 hours per week for 10 weeks) is required for MHA students to receive 3 hours of academic credit.
**PERIODIC REPORTS**

Each student participating in a HPM-MHA practicum experience must complete Periodic Reports during the practicum experience as required in the general School policy. The purposes for the report requirement include:

1. To describe and document practicum experience activities on an ongoing basis to the student’s Practicum Faculty Advisor and Department Practicum Coordinator.
2. To provide the basis for developing the required presentation to faculty and students.
3. To document internship experiences that may be germane to remaining coursework.

Students must be acutely aware of issues related to patient, client, and corporate confidentiality. Confidential information (to include specific individual names or proprietary information) should not be included in Periodic Reports without explicit consent from the Practicum Preceptor. Students should be willing to provide a complete copy of the Periodic Report to the Practicum Preceptor if requested.

Periodic Reports should be completed regularly during the practicum experience with a frequency agreed upon ahead of time between the student and Practicum Faculty Advisor. For a typical 8 – 12 week summer practicum experience, the reports should be every week. This will enable the student to synthesize their experience while events and activities are still fresh. In addition, if the Practicum Preceptor requires a report, this required reporting may serve for that purpose as well. Falling too far behind in submitting periodic reports may result in no credit for the experience. This is not a creative writing requirement.

All Periodic Reports should be about 2 pages single-spaced using the provided Word document template should be submitted as an attachment to an e-mail addressed to the Practicum Faculty Advisor and copied to the appropriate Department Practicum Coordinator. There should be three sections, delineated with paragraph headings as follows although they may be presented in any order.

1. **Activities**
   
   - Describe the most important (enlightening) activities of the week.
   - Include dates and times only as needed for clarity.
   - Activities that may be mentioned include project work as well as the most interesting meetings, (either committee, board, work group, or with individuals), duties assigned, other organizations visited, training activities, trips taken, etc.
   - Do not submit a log of all activities. Describe in narrative form (not bullet points) selected activities and why they are important.

2. **Key Learning Experience**
   
   - Write about key learning experience(s) of the week.
   - Describe how this has added knowledge or given insight.
   - Look for linkages between curriculum/course work with both Activities and Learning Experiences.
3. Directed Learning Questions (DLQs)

- Use the week to learn through independent observations or conversations with others to research the questions presented.
- There are 10 DLQs. Regardless of the number of periodic reports, all 10 must be addressed.
- Use no more than the total length permitted (about 2 pages) for the periodic report to include addressing the Directed Learning Question.

**FINAL REPORT**

A summary report of the practicum experience emphasizing insights and lessons learned is required shortly after completion of the practicum experience, as dictated by your Department Practicum Coordinator. This report should be no more than 2-3 pages. Thoughtful documentation of key learning experiences in the periodic reports will make this report easy to compose. In addition to a summary of the practicum experience, add evaluative comments about the Practicum Preceptor and host site.

**PRESENTATION**

All HPM-MHA are expected to prepare and present a professional presentation of their practicum experience. The professional presentation should be approximately 15 to 20 minutes long supported by PowerPoint and/or other appropriate presentation media. The professional presentation should include a description of the host site/organization and the student’s specific role/department/assignment within the organization. The Practicum Preceptor should be identified and described. The student should present a summary of their practicum experiences and activities and present a summary of their major learning experiences. This professional presentation may be made to a group of SPH students (and faculty, as appropriate) as either part of a subsequent class or in a separate format as directed by the Department Practicum Coordinator.
MHA DIRECTED LEARNING QUESTIONS

DLQ 1: Describe the ownership and structure of the organization. If it is a subsidiary of a parent corporation or part of a larger system, include the description of the larger organization. Include an organizational chart and indicate where in the organization your department is located. Provide a brief history of the organization.

DLQ 2: Describe your organization’s mission, vision and/or value statements or analogous documents. If you are working in a department or other subunit, describe its functions and activities. What does the department contribute to the organization as a whole – how does it fit in with or compliment the larger organization?

DLQ 3: Look at the staffing of the department or organization in which you work. Name the key personnel and look at their current functions in relationship to their training and experience. How did they get to the position they hold today? Did your direct supervisor/mentor have a mentor(s)?

DLQ 4: What external organizations have an impact on the way your department or organization does business (regulatory, licensing, accrediting, etc.)? List some of the requirements that each places on the department or organization. What are some of the kinds of costs incurred to be in compliance (in addition to actual dollars)? Discuss the two most important external organizations and the impact that fulfillment of these organization’s requirements on the organization and its leaders.

DLQ 5: (a) Describe the key competitors and collaborators of your organization. What are the opportunities and threats they provide? (b) Describe the environment your organization functions in - what are the key opportunities and threats to its success? (c) How has the leadership of your organization been able to collaborate with competitors and collaborators?

DLQ 6: Describe the major changes in your organization as a whole or with your department that have occurred in the past 5 years. What are the primary sources of change?

DLQ 7: (a) Who are your customers - both internal and external? (b) What progress have you made with your P-2 skills and NCHL competencies?

DLQ 8: Develop a Directed Learning Question you would like to discuss which adds to your reader's understanding of your experience and your responsibilities. Answer the question.

DLQ 9: Describe a major project you have been involved in. Why was the work you were doing important to the organization? What did you learn from this project that you will take back to your classes and that has contributed to your development?

DLQ 10: What did you learn about yourself during your internship? What do you see as your strengths and weaknesses? What NCHL competencies did you enhance? What skills did you improve? What additional development (competencies, skills, or other elements) should you try to arrange for next year?
GENERAL DESCRIPTION

The Department of Health Policy & Management (HPM) established a practicum experience to place graduate students in organizational settings to afford the student an experiential learning opportunity. The goal of the program is to allow students to integrate their academic background with practical real world experience. It is our belief that such an experience is vital to producing the future leaders of the healthcare industry.

The benefits of the practicum experience are three-fold: 1) The program helps shape and define a student’s career goals through exposure to health policy and management while still in school. 2) The combination of academic studies and professional experience synergistically produces an enriched learning environment. 3) It affords an opportunity for students to return to school and share their experiences with new incoming students.

Exposure to a public health, non-profit, or healthcare setting in an 8-12 week summer practicum experience offers the student some advantages usually associated with 12-18 month post-graduate fellowships. The influences and experiences gained from the practicum experience will help guide the student in his/her last year of studies into a field of health policy and management most suitable for the individual and the prospective organization. Students returning from their practicum experience are also able to apply their practice knowledge and experience to their second year of course work. The insights and nuances gained by the students have a tremendous impact on their ability to grasp and negotiate the more detailed academic material characteristic of the program’s second year course load.

Our department offers two masters level graduate degrees: the Masters of Public Health (MPH) and the Masters of Health Administration (MHA). Although the two curriculums share much in common and often MPH and MHA students are shoulder-to-shoulder in the same classes, the programs prepare our students for divergent career paths after graduation. Consequently, the practicum experience sites hosting our students are often quite different for the degree programs. The requirements for successful completion of a practicum experience are also somewhat different. In addition, for both career trajectories in our department, we add some requirements beyond what is required for SPH overall. This section of the SPH Practicum Experience Manual is specific for our department. If you have questions about any of the practicum experience program, please contact the Department Practicum Coordinator for the respective MPH and MHA programs. The Practicum Coordinators are a resource for students.

Students pursuing an MPH degree must complete 18 hours of course work prior to registering for their practicum experience. Students must not be considered as “scholastically deficient” as defined in the Graduate and Professional Catalog (Scholastic Requirements section), when initiating and while engaged in their practicum. Students who are considered scholastically deficient are not eligible for practicum work and registration.
**CONTACT HOURS**

A **minimum** of 200 hours of practicum experience (e.g. 20 hours per week for 10 weeks) is required for HPM-MPH students to receive 3 hours of course credit. Typically, HPM student practicum experiences are 20 hours per week, 10-week programs that count for 3 hours of credit. Arrangements for additional hours of credit must be approved ahead of time by the HPM Department and then submitted to the regular School approval process.

**PERIODIC REPORTS**

Each student participating in a HPM practicum experience must complete Periodic Reports during the practicum experience as required in the general School policy. The purposes for the report requirement include:

1. To describe and document practicum experience activities on an ongoing basis to the student’s Practicum Faculty Advisor and Department Practicum Coordinator.
2. To provide the basis for developing the required presentation to faculty and students.
3. To document internship experiences that may be germane to remaining coursework.

Students must be acutely aware of issues related to patient, client, and organizational confidentiality. Confidential information (to include specific individual names or proprietary information) should not be included in Periodic Reports without explicit consent from the Practicum Preceptor. Students are required to copy their Practicum Preceptor on all submitted Periodic Reports.

Periodic Reports should be completed regularly during the practicum experience with a frequency agreed upon ahead of time between the student and Practicum Faculty Advisor. For a typical 8–12 week summer practicum experience, the reports should be every week. This will enable the student to synthesize their experience while events and activities are still fresh. In addition, if the Practicum Preceptor requires a report, this required reporting may serve for that purpose as well. Falling behind in submitting periodic reports may result in no credit for the experience. This is not a creative writing requirement.

All Periodic Reports should be about 2 pages single-spaced in the provided Word document template and should be submitted as an attachment to an e-mail addressed to the Practicum Faculty Advisor and Practicum Preceptor with the Department Practicum Coordinator copied (CC). The template includes three sections that should be completed for each report.

1. **Activities**
   - Describe the most important (enlightening) activities of the week.
   - Include dates and times only as needed for clarity.
   - Activities that may be mentioned include project work as well as the most interesting meetings, (either committee, board, work group, or with individuals), duties assigned, other organizations visited, training activities, trips taken, etc.
   - Do not submit a log of all activities. Describe in narrative form (not bullet points) selected activities and why they are important.

2. **Key Learning Experience**
   - Write about key learning experience(s) of the week.
• Describe how this has added knowledge or given insight.
• Look for linkages between curriculum/course work with both Activities and Learning Experiences.

3. Directed Learning Questions (DLQs)

• Use the week to learn through independent observations or conversations with others to research the questions presented.
• There are 10 DLQs. Regardless of the number of periodic reports, all 10 must be addressed.
• Use no more than the total length permitted (about 2 pages) for the periodic report to include addressing the Directed Learning Question.

FINAL REPORT

A summary report of the practicum experience emphasizing insights and lessons learned is required shortly after completion of the practicum experience, as dictated by your Department Practicum Coordinator. This report should be no more than 2-3 pages. Thoughtful documentation of key learning experiences in the periodic reports will make this report easy to compose. In addition to a summary of the practicum experience, add evaluative comments about the Practicum Preceptor and host site.

PRESENTATION

All HPM-MPH are expected to prepare and present a professional presentation of their practicum experience. The professional presentation should be approximately 15 to 20 minutes long supported by PowerPoint and/or other appropriate presentation media. Specific guidelines for professional presentations, including date, time and required elements are provided to students towards the end of their practicum experience by the Department Practicum Coordinator.
MPH DIRECTED LEARNING QUESTIONS

DLQ 1: Describe the structure of the organization you are working with. Include an organizational chart and indicate where in the organization your department is located. Provide a brief history of the organization.

DLQ 2: Describe the responsibilities and functions of the organization. What essential services are evident in the responsibilities and functions? How does the organization contribute to improving the public's health? If in a specific department within an organization, how does it contribute to the organization's impact on the public's health?

DLQ 3: Look at the personnel of the department or organization in which you work. Name the key personnel and look at their current role/position in relationship to their training and experience. How did they get to their current position? What type of public health experience do key personnel have?

DLQ 4: Who are the organization's stakeholders – both internal and external? Give a brief description of the relationship between the organization and various stakeholders.

DLQ 5: What external organizations, agencies or institutions have an impact on the way the organization operates (regulatory, licensing, accrediting, etc.)? List some of the requirements that each external entity places on the organization. What are some of the activities needed and steps taken by the organization to meet these requirements?

DLQ 6: Describe the environment in which the organization functions—what are the key opportunities and threats to its success in improving the public's health?

DLQ 7: What changes or activities has your organization been involved with in the past 5 years that reflects a response or mission to improve the public's health?

DLQ 8: Select two to three competencies from SPH competencies (see portfolio) that you have applied in your practicum experience. Provide a brief description of how these competencies were applied.

DLQ 9: Describe a major project in which you are involved. Why is the work you are doing important to the organization? What core functions and essential services are evident in the work you are doing? What have you learned from this project that you will take back to your classes and how will it contribute to your development as a public health professional?

DLQ 10: Reflect on your practicum experience. What have you learned about yourself? What do you see as your strengths and weaknesses? What additional development do you need that you should try to arrange for next year? Discuss your preparation for the experience and the value you see in it.
GENERAL DESCRIPTION

The Department of Health Promotion & Community Health Sciences practicum program aims to place MPH students in organizational settings, allowing them to integrate their academic background with practical real world experiences. This is a critical growth experience for students before they enter the workplace, helping them to shape and define their career goals through exposure to actual public health activities and environments while still in school. Additionally, the combination of academic studies and professional experience reinforce each other.

Exposure to a public health practice setting through the practicum offers students experiences that will extend into their careers. Students are expected to further their learning experiences through applying what they have learned in the programs, and the experiences and relationships developed should provide the student with insights as to the workings of agencies, interpersonal relationships, and how to work within teams.

MPH students in the Health Promotion and Community Health Sciences concentration are ultimately responsible for arranging their own practicum and need to follow the general SPH timeline and requirements for the administration of the practicum. A departmental faculty member, generally the student’s Academic Faculty Advisor, works with the student to structure the practicum and provide input as the work progresses. The student is required to provide periodic (usually weekly) reports, a final written report at the conclusion of the practicum and to make a presentation of the project in an appropriate setting. Reports should be directed to the site Preceptor, Advisor and Practicum Coordinator. It is assumed that final presentations will be done at the practicum placement site. Final presentations may be waived with the approval of both the Faculty Advisor and the Practicum Coordinator.

The Advisor and Practicum Coordinator are both resources for students, but are not responsible for finding and arranging a practicum for students.

CONTACT HOURS

Generally, students pursing an MPH degree will have completed most of their coursework prior to registering for their practicum. A minimum of 200 hours of practicum experience (e.g. 20 hours per week for 10 weeks) is required to receive 3 hours of course credit. This is typically achieved through 20 hour weeks over at least 10 weeks. Arrangements for additional hours of credit must be approved ahead of time by the Faculty Advisor and Practicum Coordinator and then submitted to the regular School approval process.

WORK PLAN

Students are required to complete a work plan in order to be cleared to register for practicum hours. Students must allow sufficient time for the Practicum Faculty Advisor and on-site Practicum Preceptor to review and approve the document prior to registration deadlines. Information on preparing the work plan and the required forms can be found in the SRPH Practicum Manual.
PERIODIC REPORTS

Each student participating in a practicum must complete Periodic Reports during the practicum experience as required in the general School policy. Periodic reports should be completed regularly during the practicum with a frequency agreed upon ahead of time between the student and Practicum Faculty Advisor. For a typical 8 – 12 week summer practicum, the reports should be weekly. This will enable students to synthesize their experience while events and activities are still fresh. In addition, if the Practicum Preceptor requires a report, this required reporting may serve for that purpose as well. Falling behind in submitting periodic reports may result in no credit for the experience. All Periodic Reports should generally be 1 to 2 pages in length, on the periodic reporting form provided. Reports should be submitted as an attachment to an e-mail addressed to the Practicum Faculty Advisor and copied to the Preceptor and Department Practicum Coordinator.

Students must be acutely aware of issues related to patient, client, and organizational confidentiality. Confidential information (to include specific individual names or proprietary information) should not be included in Periodic Reports without explicit consent from the Practicum Preceptor.

FINAL REPORT

Students are required to prepare a final report in which students summarize and present their practicum work. The report should be no more than 10 pages in length and address, at a minimum, the following:

1. How the objectives stated in the work plan were or were not met.
2. The actual results of any data collection, management or analysis activities.
3. Key learning experiences (i.e., how your public health coursework were applied in public health settings).

PRESENTATION

Students completing a practicum are expected to make a presentation regarding their practicum experience and the results of their activities, generally at their worksite. A copy of the presentation materials needs to be supplied to and approved by the Practicum Faculty Advisor. The presentation should be 15 to 20 minutes in length supported by PowerPoint or other appropriate presentation media. If the presentation is done at the SPH, it will be advertised to students and faculty.

Students are responsible for making arrangements for their presentations, either with their Preceptor or their Practicum Faculty Advisor. Departmental Administrative Assistants can assist students with the logistics of reserving a room and the materials needed for the presentation. Students are also responsible for submitting copies of all periodic and final reports and all presentation materials to the Department Practicum Coordinator, according to school policy.
APPENDIX A: PRACTICUM EXPERIENCE WORK PLAN FORM
PRACTICUM EXPERIENCE WORK PLAN

Student: Click here to enter text.
Department: Click here to enter text.
Practicum Faculty Advisor: Click here to enter text.

STUDENT'S CONTACT INFORMATION DURING PRACTICUM EXPERIENCE

Mailing Address: Click here to enter text.
Email Address: Click here to enter text.
Telephone Number: Click here to enter text.

PRACTICUM PRECEPTOR INFORMATION

Practicum Preceptor's Name and Position: Click here to enter text.
Organization Name: Click here to enter text.
Department/Division (if applicable): Click here to enter text.
Mailing Address of Organization: Click here to enter text.
Telephone Number: Click here to enter text.
Fax Number: Click here to enter text.
Email Address: Click here to enter text.
PRACTICUM EXPERIENCE DATES

Scheduled to Begin: Click here to enter text.

Anticipated Completion Date: Click here to enter text.

PRACTICUM EXPERIENCE OBJECTIVES

Click here to enter text. Box will expand as needed.

PRACTICUM EXPERIENCE ACTIVITIES AND STUDENT RESPONSIBILITIES

Click here to enter text. Box will expand as needed.

ANTICIPATED OBSERVATIONAL OPPORTUNITIES (COMMITTEE, DEPARTMENT, OR BOARD MEETINGS; CLINICS; CONFERENCES; SHADOWING; ETC.)

Click here to enter text. Box will expand as needed.

PRODUCTS AND/OR MATERIALS TO BE DELIVERED

Click here to enter text. Box will expand as needed.

IRB DECISION TREE REVIEW

Upon review of the IRB Decision Tree, it was determined that the proposed practicum experience activities:

☐ DO NOT Require IRB Approval

☐ DO Require IRB Approval
The student will work an average of Number of Hours hours per week; however, hours may vary. Occasional evening and/or weekend work hours may be required.

It is understood that the student will be expected to complete periodic reports. To ensure confidentiality, no client or employee names will be used in the reports unless the Practicum Preceptor has granted explicit permission to do so. Additionally, copying any confidential information without the explicit consent of the Practicum Preceptor is not permitted. The student agrees to the Practicum Preceptor’s right to receive, review, and retain copies of any/all work prepared relative to the practicum experience assignments and activities whether for School of Public Health or for host site purposes.

If unusual circumstances or emergencies prevent the completion of any of the commitments, the appropriate parties signing this document must be consulted and give approval prior to deviations from its original agreement.

If the student defaults on the terms of their work plan, all credits may be forfeited and the student may receive an unsatisfactory grade, thus receiving no academic credit for the practicum experience.

*Thus, designating approval for the student to register for academic credit*
APPENDIX B: INTERNATIONAL PRACTICUM EXPERIENCE DOCUMENTS
INTERNATIONAL PRACTICUM EXPERIENCE DOCUMENTATION CHECKLIST

☐ Student International Travel Form

☐ International Practicum experience Information Form

☐ Waiver of Liability
SPH Student International Travel Form

The following protocol outlines how a student will travel to a foreign locale, and must be submitted at least (6) months prior to expected travel. Indicate the purpose of travel by placing an “X” in the selected purpose(s):

- ☐ Transfer credit
- ☐ Practicum
- ☐ SPH course
- ☐ *Research (page 2)
- ☐ Volunteer
- ☐ Intl. Conf.

If participating in a **Texas A&M University sponsored program**, or **transfer credit** study abroad program:

- Locate the program at the [Programs Search Engine](#) or get the application link from the program coordinator.
- For transfer credit programs: if your program is not listed in the search engine, please use the [Transfer Credit Study Abroad Application](#)

If participating on a **Texas A&M Health Science Center program**, or completing independent travel (research, intern/volunteer/international conferences): complete the [Texas A&M Health Science Center International Travel Registration](#) in the Study Abroad web portal. [This would include a SPH faculty led course or travel experience.]

Students are not permitted to travel to high risk countries listed on the [Red24 U.S. State Department Travel Warning Website](#).

**Student travel insurance** is required and obtained through the Study Abroad Programs Office.

Students wishing to travel to a foreign country must receive approval by their academic advisor for basic transfer credit. Students wishing to travel to a foreign country for a practicum must receive approval by their department practicum coordinator and school practicum coordinator. Students participating in an SPH faculty-led course in a foreign country must receive approval by their academic advisor. All required signatures below must be obtained before proceeding to Study Abroad Programs Office.

**Student, Department, and Practicum Coordinator(s)(if applicable) sign below:**

<table>
<thead>
<tr>
<th>Student Name (Last, First, Middle)</th>
<th>Student Signature</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Department Advisor Signature</td>
<td>Date</td>
<td>Department Head Signature</td>
</tr>
<tr>
<td>Department Practicum Coordinator Signature</td>
<td>Date</td>
<td>School Practicum Coordinator Signature</td>
</tr>
</tbody>
</table>

**Student Affairs sign off to finalize school approval process:**

<table>
<thead>
<tr>
<th>Student Affairs Signature</th>
<th>Date</th>
</tr>
</thead>
</table>
Students must complete procedural and documentation requirements according to the Study Abroad Programs Office for international travel.

Texas A&M Office of Graduate & Professional Studies can review and approve transfer credit, and determine accreditation of foreign universities/programs. Department approval of coursework before travel is advised.

If a student chooses a university or program with no current agreement in place with Texas A&M University the university will need time to address this need prior to student travel. **International travel experiences should be known and approved at least (6) months in advance of travel departure date.**

Students should not begin a registration with Study Abroad before submitting the SPH Student International Travel Form, but it is advised to use Study Abroad program search engines and staff to do appropriate research prior to submission of the approval document to ensure a viable program is available.

Special note: Travel dates must be submitted as part of the evaluation and approval process. Insurance will be provided for required dates of travel directly related to the academic experience with additional days added on the front and back of the trip to allow for travel logistics. However, if you anticipate being at the destination longer than the noted dates, insurance coverage will not be in effect for “personal time”.

http://studyabroad.tamu.edu/?go=tamhsc%5Ftravelregistration Login by creating an account.

**Instructions for completing the basic application:**

- Click “Apply Now” using the appropriate link above. If you are participating in a Texas A&M University sponsored program then you apply through the appropriate method list on page 1.
- Answer “No” to “Are you currently a registered user at Texas A&M University with Texas A&M login credentials?”
- Answer “No” to “Have you received your login credentials already via email?”
- Complete the New User Form. *Note: choose email address that is different than @tamu.*
- A user account will be created and you will be given a temporary password. Login and reset your password.
- Repeat steps #1 and #2, going back to the original place you started.
- Answer “Yes” to “Have you received your login credentials already via email?”
- Use new login credentials to apply to program following the additional instructions.

Special note about possible financial assistance – If a student is seeking or receiving financial support any process related to the financial element will be separate and apart from Study Abroad processing.

*Students participating in activities involving research and human subjects should review the URL [http://vpr.tamu.edu/compliance/rcc/irb/sops/134](http://vpr.tamu.edu/compliance/rcc/irb/sops/134) and submit any required documentation indicating approval for research activity prior to departing. Any student failing to follow this protocol will not be allowed retroactive approval related to research activity.*
International Practicum Information Form

Insurance Company: Click here to enter text.

Policy #: Click here to enter text.

Travel warnings checked at www.travel.state.gov/travel/warnings/html

Date Checked: Click here to enter text.

STUDENT INFORMATION

Student Name: Click here to enter text.

PASSPORT INFORMATION

Country Issued: Click here to enter text.

Passport Number: Click here to enter text.

EMERGENCY CONTACT INFORMATION

Emergency Contact's Name: Click here to enter text.

Address: Click here to enter text.

City: Click here to enter text.

State: Click here to enter text.

Zip: Click here to enter text.

Relationship: Click here to enter text.

Telephone Number (day): Click here to enter text.

Cell Phone Number: Click here to enter text.

Alternate Contact Number: Click here to enter text.

Email Address: Click here to enter text.
US EMBASSY INFORMATION - HOST COUNTRY

Host Country Embassy: Click here to enter text.

Embassy Phone Number: Click here to enter text.

SPONSORING ORGANIZATION OR AGENCY INFORMATION

Organization/Agency Name: Click here to enter text.

Contact Name: Click here to enter text.

Stateside Address: Click here to enter text.

Stateside Phone Number (day): Click here to enter text.

Stateside Phone Number (evening or emergency): Click here to enter text.
ASSUMPTION OF RISKS AND CONDITIONS OF PARTICIPATION IN NON-
TAMHSC SCHOOL OF PUBLIC HEALTH EDUCATIONAL ACTIVITIES OUTSIDE OF
THE USA

READ CAREFULLY AND INITIAL ON EACH LINE INDICATING THAT YOU UNDERSTAND
AND AGREE WITH THE SPECIFIED STATEMENT.

I am a student at The Texas A&M University System Health Science Center School of Public Health
(SPH) and may, during my enrollment at the SPH, participate in one or more educational programs,
including a practicum experience outside of the university or its affiliates. In consideration for
being permitted to participate in the program(s), I agree to the following:

___ 1. I have secured, or will secure before commencing the program, health insurance to provide
adequate coverage for any injuries or illnesses that I may sustain or experience while participating
in the program, to include medical evacuation and repatriation. In addition, I agree to provide the
SPH with the policy name and number prior to departure.

___ 2. I understand that any program or programs are independent operators and not sponsored
by, or affiliated with the SPH, in any manner. Notwithstanding any agreement by the SPH toward
academic credit for the course of study I am to take, the SRRH has not required me to participate in
the program in any way and my academic progress at the SPH will not be adversely affected if I
decide not to participate. Although the SPH is able to provide me with certain information
regarding the various international opportunities, the SPH does not warrant in any way, the
accuracy or completeness of such information, including without limit, information related to the
international program I have chosen to attend. I acknowledge and understand that the SPH has not
undertaken an independent investigation or assessment of any aspect of the international program
I have chosen to attend, including without limit, the content or quality of the academic program,
instructors, facilities, the adequacy of the living arrangements or the safety of the location here my
program may be conducted.

___ 3. I realize that international travel and study involves significant inherent hazards and risks,
both foreseeable and unforeseeable, including travel in difficult terrain and inclement weather,
inadequate or unhealthy food and water supplies, accidents or collisions involving planes, trains,
buses, automobiles or other modes of transportation, acts of terrorism, vandalism, or war, storms,
earthquakes, or other natural disasters, government restrictions or regulations, theft or other
criminal acts, an accident or illness in remote locations without access to appropriate medical
facilities. These risks and hazards may result in serious physical injury, illness, death, and damage
to or loss of property and I assume all such risks.

___ 4. I understand that each state and foreign country has its own laws and standards of
acceptable conduct and recognize that behavior which violates those laws or standards could harm
the SPH, as well as my own health and safety. I will become informed of and will abide by all such
laws and standards for the location of my program and will assume the risk of any legal problems I
may encounter with any government or controlling administration. The SPH is not responsible for
providing any assistance under such circumstances.

___ 5. I understand that I am solely responsible for all costs incurred by and related to my
voluntary participation in the international program.
6. I understand that traveling in a country under a travel advisory by the United States State Department poses additional risks. I agree to check on any such advisories prior to commencing travel.

AUTHORIZATION AND AGREEMENT:
I certify the above information is accurate and correct. By signing this document, I hereby acknowledge that I understand and accept the above conditions to participate in this activity.

---
PRINTED NAME OF PARTICIPANT

SIGNATURE OF PARTICIPANT

DATE

---
SPONSOR HOST INSTITUTION AND COUNTRY OF PROGRAM

---
DATES OF PARTICIPATION
APPENDIX C – PRACTICUM EXPERIENCE PRECEPTOR EVALUATION FORM
Instructions: When the student has completed his/her practicum experience, please complete and sign this form and return it as instructed at the bottom of the form. If you are willing to serve as a reference for this student, please attach a letter of reference/recommendation. The letter will remain in the student's file for a period of one year and will serve as a support document for employment or fellowship searches.

Student’s Name: Click here to enter text.

Dates of Practicum experience: Click here to enter text. to Click here to enter text.

Evaluation Prepared by (Preceptor): Click here to enter text.

Please check the box next to the appropriate rating. Click here to enter text.

<table>
<thead>
<tr>
<th>Performance Dimension</th>
<th>Not Applicable</th>
<th>Poor</th>
<th>Fair</th>
<th>Good</th>
<th>Very Good</th>
<th>Excellent</th>
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<tbody>
<tr>
<td>1. Communication</td>
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<td>Oral</td>
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<td>Written</td>
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<td>Presentation Skills</td>
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<tr>
<td>2. Knowledge of healthcare or public health environment</td>
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<tr>
<td>3. Ability to apply academic preparation to practicum experience setting</td>
<td>☐</td>
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<td>4. Ability to work independently</td>
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<tr>
<td>Asks appropriate questions</td>
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<tr>
<td>Knows own limitations and seeks assistance when appropriate</td>
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<td>5. Teamwork Ability</td>
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<tr>
<td>Can communicate and listen to ideas of others</td>
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<tr>
<td>Completes assigned group tasks</td>
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<td>☐</td>
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<tr>
<td>Values ideas and contributions of others</td>
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<td>6. Initiative</td>
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<td>Willingness to undertake new tasks</td>
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<tr>
<td>Desire to learn</td>
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### 7. Professionalism

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<tbody>
<tr>
<td>Reports to work on time</td>
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<td>☐</td>
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<tr>
<td>Displays professional demeanor</td>
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<tr>
<td>Commitment to the practicum experience as career development</td>
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<tr>
<td>Demonstrates interest in his/her own development</td>
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### 8. Overall satisfaction with student

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</table>

9. Did the student fully complete the total hour requirement? If no, please explain:

Click here to enter text. Box will expand as needed.

10. How well did the student accomplish the objectives set forth in the work plan?

Click here to enter text. Box will expand as needed.

11. What responsibilities was this practicum student capable of completing exceptionally well? What skills were very strong?

Click here to enter text. Box will expand as needed.

12. What are the student’s areas of professional weakness? What skills need improvement?

Click here to enter text. Box will expand as needed.

12a. Were these areas of weakness and need for skill improvement discussed with the student?  
☑ Yes  ☐ No  ☐ NA

12 b. If yes, please describe.  
Click here to enter text. Box will expand as needed.

13. What additional courses or experiences would you recommend for the student’s continued development?

Click here to enter text. Box will expand as needed.

14. Describe the contribution the student made to your organization.

Click here to enter text. Box will expand as needed.

**Additional Comments:**  
Click here to enter text. Box will expand as needed.

---

Practicum Preceptor’s Signature  
Date of Signature

**PLEASE RETURN THIS FORM TO THE DESIGNATED DEPARTMENT PRACTICUM COORDINATOR**

**Environmental and Occupational Health**  
Adam Pickens, PhD, MPH

**Health Policy and Management**  
James Alexander, PhD (MHA)  
Jennifer M. Griffith, DrPH, MPH (MPH)

**Epidemiology and Biostatistics**  
Dennis Gorman, PhD

**Health Promotion and Community Health Sciences**  
Brian Colwell, PhD

School of Public Health, Texas A&M Health Science Center  
1266 TAMU College Station, TX 77843-1266
APPENDIX D – PRACTICUM EXPERIENCE COMPLETION FORM
Student’s Name: Click here to enter text.

Department: Click here to enter text.

Practicum Faculty Advisor: Click here to enter text.

Practicum experience Location (organization): Click here to enter text.

Semester in which the student officially enrolled for academic credit: Click here to enter text.

The Department Practicum Coordinator must complete and confirm each of the following criteria:

☐ Student submitted a completed (and signed) work plan (prior to beginning the practicum experience).
  ☐ If applicable, student submitted IRB documentation.

☐ Student completed and submitted required periodic reports as specified by the Practicum Faculty Advisor and/or Department Practicum Coordinator.

☐ Student completed and submitted the required Final Report.

☐ Student delivered a presentation relevant to the practicum experience and submitted accompanying documentation (e.g., copy of the PowerPoint Presentation).

☐ A completed Preceptor Evaluation Form* is on file; a copy of which has been provided to the Practicum Faculty Advisor.

Department Practicum Coordinator Assessment**: ☐ Satisfactory ☐ Unsatisfactory

__________________________________________________________  ______________________
Department Practicum Coordinator Signature                  Date of Signature

**The Practicum Faculty Advisor must complete the following sections:**

Faculty Advisor Comments: Click here to enter text. Box will expand as needed.

Faculty Advisor Assessment**: ☐ Satisfactory  ☐ Unsatisfactory

__________________________________________________________  ______________________
Faculty Practicum Advisor Signature                          Date of Signature

* In some cases, repeated attempts to obtain a completed preceptor evaluation fail. In these cases, the Department Practicum Coordinator can attach written documentation noting the failed attempts to obtain and complete grading without form.

** Students will automatically receive an “I” in the absence of any of the required components listed above with the exception of the Preceptor Evaluation Form.