

HBEH 742: Practicum

Syllabus

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Practicum Overview

The Department of Health Behavior's (HB) master's practicum is an individualized, mentored, experiential learning opportunity that serves as a bridge between a student's academic training and applied public health practice. The Council on Education for Public Health, the UNC Gillings School of Global Public Health, and HB require all students to complete a practicum as part of their Master of Public Health (MPH) training.

The practicum offers students an opportunity to:

- Apply knowledge and skills learned in the classroom
- Contribute to the work and impact of a public health-related organization
- Explore areas of professional interest, network, and develop career goals
- Observe and learn from professionals in the field
- Gain feedback on professional skills and performance

A minimum of 240 practicum hours (equivalent to six weeks of full-time work) must be completed over the summer between the first and second years of the HB MPH program. Practicums can occur nearly anywhere,¹ including both domestic and international settings, and can be paid or unpaid. During the practicum, an appointed on-site preceptor directly supervises the student. The MPH program team and the student's academic adviser contribute additional support and expertise to the experience.

¹ When the U.S. Department of State issues a travel warning that forbids, restricts, or otherwise urges U.S. citizens to defer travel to a certain country, no student shall be allowed to travel to that country under University auspices. Read more: <http://provost.unc.edu/files/2012/10/UNC-Travel-Policy-10.18.2010.pdf>

Registration & Fees

You must register for one practicum credit in the spring semester of your first year and an additional practicum credit over the summer² between your first and second years of the HB MPH program. Summer tuition and fees are separate from tuition and fees charged for the fall and spring semesters. Based on previous years, resident tuition and fees will be approximately \$300 and non-resident tuition and fees will be approximately \$900. You are advised to budget accordingly. As a reminder, you will also pay a \$600 field fee to cover a portion of the expenses associated with the practicum and Capstone over and above those covered by state dollars paid through tuition. These fees will be charged in the fall of your second year.

Practicum Requirements

Practicums must:

1. Be at least 240 hours long.
2. Be mentored by a practicing public health professional (preceptor) who is working within a public health-related institution, private agency, or organization. The preceptor must have a graduate degree in public health or a related field, have at least five years of public health working experience, and be willing and able to provide regular guidance and feedback to the student.
3. Occur in locations approved for student travel for educational activity under University auspices.
4. Require students to apply graduate-level skills acquired in the HB MPH program.
5. Involve projects that allow students to have principal responsibility for activities and products that are of value to an organization. The number and types of projects a student completes are left to the discretion of the preceptor in recognition of the agency's needs, time constraints, and student interests and capabilities.
6. Provide students with opportunities to gain perspective about the types of issues, concerns, and processes that occur in real world public health practice and research.
7. Develop and enhance students' professional skill sets.

²You may register for the practicum summer credit in either summer session I or II. Summer tuition is paid by credit hour. Fees are charged by term. If you are taking additional credits during the summer, you can avoid paying registration and academic fees twice by registering for all credits during the same session. If you are eligible for and receive residency during the summer, you should register for the session that ensures that you pay in-state tuition. Finally, if you need to visit campus health during the summer when you are not registered and paying fees, expect to incur a fee.

Student Responsibilities

You are expected to take substantial initiative in identifying, arranging, and completing a meaningful practicum that meets MPH program requirements. Your responsibilities are to:

- Secure a practicum placement.
- Adhere to all Gillings and UNC international travel policies and registration requirements.
- Develop a practicum learning agreement in collaboration with your preceptor and academic adviser
- Make sure the practicum learning agreement includes signatures of approval from you, your preceptor, and your academic adviser prior to submitting it to the MPH program team.
- Maintain a work schedule agreed upon with the preceptor.
- Maintain professionalism at all times during the practicum experience.
- Adhere to practicum agency standards, policies, and procedures including dress, personal conduct, and attendance.
- Regularly meet with the preceptor to discuss the progress of the practicum and receive support, guidance, and feedback.
- Maintain contact with the MPH program team and your academic adviser (as needed) regarding progress on the practicum.
- Complete and ensure the timely submission of all practicum assignments and deliverables.

Practicum Support

Sakai Website

<http://sakai.unc.edu> → HB Practicum 2016

Students should refer to the HB Practicum 2016 site on Sakai for practicum opportunities, records, and assignments. Resources available on the Sakai site include:

- A searchable list of available practicum opportunities
- Funding resources
- International travel information
- Archives of past practicum placements

Please direct Sakai feedback and questions to the MPH program assistant.

MPH Program Team

The MPH program manager and MPH program assistant are responsible for the overall coordination of the practicum process. The MPH program team:

- Provides objectives and guidelines that direct the practicum experience.
- Facilitates the distribution of practicum opportunities.
- Assists students in identifying professional and career objectives, clarifying learning objectives, and identifying appropriate practicum placements.
- Maintains practicum records.
- Coordinates two practicum workshops.
- Approves and signs practicum learning agreements.
- Problem solves with students, preceptors, and academic advisers, as necessary.
- Collects, reviews, and grades practicum assignments.

You are encouraged to direct questions to, and meet with, the MPH program assistant as needed. The MPH program assistant will consult with, or direct your inquiry to, the MPH program manager as necessary. You can expect a response to your practicum communications within two business days. If you do not receive a response within the allotted time, please send a reminder email.

HB Academic Adviser

Your academic adviser is available to assist you with planning your practicum, specifically with regard to identifying an appropriate and feasible scope of work. Your adviser can serve as a resource during the practicum. Academic advisers:

- Assist their advisees with the development of their practicum learning agreements.
- Ensure that their advisees' proposed practicums are appropriate, feasible, and meet department and program requirements.
- Approve and sign their advisees' practicum learning agreements.
- Work with their advisees, their advisees' preceptors, and the MPH program team to resolve any problems or disputes during the practicum process, as needed.

Assignments & Grading

You will receive two grades for your work on your practicum; one for Spring Semester 2016, and one for Summer Session 2016. Because the practicum schedule does not follow the deadlines for submitting grades, you will initially receive an Incomplete for your work. Once all practicum assignments have been submitted by students and preceptors, final grades will be posted. Evaluation for grading purposes will be based on the completion of the assignments listed below.

Spring 2016 Assignments & Grading

Assignment	Due Date	% of Grade
Participation in Practicum Workshops	October 27, 2015 TBD March, 2016	10%
Practicum Self-Assessment	One week prior to self-assessment meeting with MPH program assistant and no later than January 25, 2016	20%
Practicum Search Meeting with MPH Program Assistant	By February 1, 2016	N/A
HB Practicum Search Survey	March 21, 2016	5%
Notice of Practicum and Preceptor Survey & Deadline for Securing a Practicum	April 18, 2016	15%
Learning Agreement	At least one week before first day of the practicum or May 6, 2016—whichever date comes first	50%
Gillings Student International Travel Requirements	<i>Before</i> leaving the US	N/A

Participation in Practicum Workshops

Your attendance is expected at two practicum workshops. The first workshop, provided in the fall, will provide an orientation to the practicum program and advice on the practicum search. The second practicum workshop, provided in the spring, will provide tips on developing a learning agreement and how to have an effective practicum experience.

Practicum Self-Assessment

This assignment is designed to help you think through what you would like to get out of the practicum. The information provided in the practicum self-assessment will be used by the MPH program team to support your search efforts. Please submit this assignment at least one week prior to your practicum search meeting with the MPH program assistant. The link to this survey will be provided on the Assignments page of the HB Practicum 2016 Sakai site.

Practicum Search Meeting with MPH Program Assistant

Every first year is required to have a 15-30 minute meeting with the MPH program assistant to receive individualized support with the practicum search process. Meeting with the MPH program assistant will give you an opportunity to reflect on your self-assessment, ask questions, and have a conversation about your practicum goals. The link to schedule your meeting will be provided on the Assignments page of the HB Practicum 2016 Sakai site.

HB Practicum Search Survey

This survey will be administered by the MPH program assistant as a means of assessing where people are in the practicum search process and identifying what, if any, additional support is needed. The link to this survey will be provided on the Assignments page of the HB Practicum 2016 Sakai site.

Notice of Practicum and Preceptor Survey & Deadline for Selecting a Practicum

The Notice of Practicum and Preceptor Survey officially informs the Department of your practicum selection. The link to this survey will be provided on the Assignments page of the HB Practicum 2016 Sakai site.

Learning Agreement

The practicum learning agreement articulates the practicum's rationale, objectives, activities, deliverables, timeline, resources, and roles. If applicable, it should also note travel arrangements; access to data, support staff and supplies; and any required licensure and/or certification (e.g., CITI). The student, the preceptor, the student's academic adviser, and then the MPH program manager sign the practicum agreement. It can be modified with agreement among these parties. The learning agreement must be signed and submitted at least one week prior to the start of the practicum. Detailed instructions and the template for this assignment will be provided on the Assignments page of the HB Practicum 2016 Sakai site.

Gillings Student International Travel Requirements

Students doing international practicums must complete all Gillings and UNC global travel requirements. The following mandatory requirements must be fulfilled prior to initiating any international travel:

1. Review the [UNC-Chapel Hill Travel Policy](#).
2. Review the [Study, Travel and Research in Countries under US State Department Warnings webpage](#) to determine the risk status in the country where you intend to travel.
3. Register your travel through the [UNC Global Travel Registry](#). *Please indicate trip affiliation is with "Gillings School of Global Public Health" when registering.*
4. Enroll in the UNC-sponsored Accident and Sickness Study Abroad and Medical Evacuation insurance program. For more information, please refer to the [Insurance for Study and Travel Abroad policies and procedures](#) or contact [Janet Hoernke](#) (919.962.6681).
5. Complete and submit an original, signed [General Travel Waiver](#) to the Gillings Global Gateway (104 Rosenau).

Failure to follow these mandatory requirements could result in academic credit forfeiture or non-reimbursement of UNC-sponsored travel expenses, or could place you at financial risk should you require medical evacuation. If you have any questions or concerns, please contact [Naya Villarreal](#) (919.843.5491), program coordinator, Gillings Global Gateway.

Summer 2016 Assignments & Grading

Assignment	Due Date	% of Grade
Mid-Practicum Communication	One week after mid-practicum meeting and no later than July 22, 2016	10%
Student Practicum Evaluation	August 22, 2016	10%
Practicum Performance	August 22, 2016	45%
Gillings Practicum Database Form	August 22, 2016	5%
Practicum Day Presentation	TBD	30%

Mid-Practicum Communication

At the midpoint of your practicum (date specified in your learning agreement), you will receive an email communication from the MPH program manager prompting you to reply with feedback on how your practicum is going so far and what, if anything, your preceptor, the MPH program manager, and your academic adviser can do to support your practicum work going forward. Instructions for this assignment will be provided on the Assignments page of the HB Practicum 2016 Sakai site.

Student Practicum Evaluation

The student practicum evaluation will give you an opportunity to share feedback on your practicum experience with your preceptor, your academic adviser, the MPH program manager, and the MPH program director. Your feedback will be shared with your preceptor and used by the department to make improvements to the practicum program. The link to the evaluation will be provided on the Assignments page of the HB Practicum 2016 Sakai site.

Practicum Performance

This grade will be determined based on your preceptor(s) feedback on your:

- Professionalism
- Organizational skills
- Interpersonal skills
- Writing skills
- Oral communication skills
- Initiative
- Receptiveness to feedback
- Overall quality of work

Your preceptor's feedback will be communicated through the practicum preceptor evaluation, which will be administered by the MPH program manager.

Gillings Practicum Database Form

All Gillings students are required to complete the Practicum Database Form so that the School has a record of where you completed your practicum. The link to the form will be provided on the Assignments page of the HB Practicum 2016 Sakai site.

Practicum Day

Practicum Day is a school-wide event held annually in the fall. During the event, MPH students from across Gillings present the findings and impacts of their practicum work. Additional information about, and instructions for, Practicum Day will be sent out in the fall.

Missed Assignment Deadlines

Students are expected to complete assignments on time. If there are extenuating circumstances and you anticipate not being able to meet an assignment deadline, be proactive about contacting the MPH program manager. There will be a deduction in scoring for late work unless approved ahead of time by the MPH program manager.

Grading

All practicum assignments will be graded on the following scale:

- H** High Pass: Clear excellence
- P** Pass: Entirely satisfactory graduate work
- L** Low Pass: Inadequate graduate work
- F** Fail

Rubrics for graded practicum assignments are included below:

Assignment	H High pass; clear excellence	P Pass; Entirely satisfactory	L Low pass; Inadequate	F Fail
<i>Participation in Practicum Workshops</i>	Student attends both workshops and makes thoughtful and insightful contributions to the sessions.	Student attends both workshops.	Student misses one of the workshops with no advanced explanation provided.	Student misses both workshops with no advanced explanation provided.
<i>Practicum Self-Assessment</i>	Practicum Self-Assessment is turned in on time and reflects an exceptional level of critical thinking and self-reflection.	Practicum Self-Assessment is turned in on time and reflects an adequate level of critical thinking and self-reflection.	Practicum Self-Assessment is not turned in on time and/or reflects an inadequate level of critical thinking and self-reflection.	Practicum Self-Assessment is not turned in.
<i>HB Practicum Search Survey</i>	HB Practicum Search Survey is turned in on time and reflects an exceptional level of critical thinking and self-reflection.	HB Practicum Search Survey is turned in on time and reflects an adequate level of critical thinking and self-reflection.	HB Practicum Search Survey is not turned in on time and/or reflects an inadequate level of critical thinking and self-reflection.	HB Practicum Search Survey is not turned in.
<i>Notice of Practicum and Preceptor Survey & Deadline for Securing a Practicum</i>	Notice of Practicum and Preceptor Survey is turned in on time. Student demonstrates an exceptional level of initiative in securing a practicum.	Notice of Practicum and Preceptor Survey is turned in on time. Student demonstrates adequate initiative in securing a practicum.	Notice of Practicum and Preceptor Survey is not turned in on time and/or student demonstrates an inadequate initiative in securing a practicum.	Notice of Practicum and Preceptor Survey is not turned in and/or a practicum not secured by the deadline due to lack of student effort.

Assignment	H High pass; clear excellence	P Pass; Entirely satisfactory	L Low pass; Inadequate	F Fail
<i>Learning Agreement</i>	Learning Agreement is turned in on time; reflects an exceptional level of critical thinking; is well written, well organized, and easy to understand; and reflects an appropriate and feasible scope of work.	Learning Agreement is turned in on time; reflects an adequate level of critical thinking; is well written, well organized, and easy to understand; and reflects an appropriate and feasible scope of work.	Learning Agreement is not turned in on time; reflects an inadequate level of critical thinking; is not well written, well organized, or easy to understand; and/or reflects an inappropriate and infeasible scope of work.	Learning Agreement is not turned in.
<i>Mid-Practicum Communication</i>	Communication is sent on time and is exceptionally thorough, thoughtful, and useful.	Communication is sent on time and is adequately thorough, thoughtful, and useful.	Communication is not sent on time and is not thorough, thoughtful, and/or useful.	No response to mid-practicum communication is provided.
<i>Student Practicum Evaluation</i>	Survey is turned in on time, reflects an exceptional level of self-reflection, and provides extraordinarily effective and useful feedback.	Survey is turned in on time, reflects an adequate level of self-reflection, and provides effective and useful feedback.	Survey is not turned in on time, reflects an inadequate level of self-reflection, and/or does not provide effective and useful feedback.	Survey is not completed.

Assignment	H High pass; clear excellence	P Pass; Entirely satisfactory	L Low pass; Inadequate	F Fail
<i>Practicum Performance</i>	Student demonstrates extraordinary professionalism and makes exceptional contributions to the practicum organization.	Student demonstrates satisfactory professionalism and makes adequate contributions to the practicum organization.	Student demonstrates a lack of professionalism and/or makes inadequate contributions to the practicum organization.	Student demonstrates inappropriate professionalism and does not contribute to the practicum organization.
<i>Gillings Practicum Database Form</i>	Form is completed on time and provides extraordinarily complete and useful information.	Form is completed on time and provides adequately complete and useful information.	Form is not completed on time and provides inadequately complete and useful information.	Form is not completed.

Practicum Timeline

The MPH program team may need to make changes to the syllabus, including assignment due dates. These changes will be announced as early as possible so that students can adjust their schedules accordingly.

Month	Tasks	Assignment(s) Due
October	Attend Practicum Workshop I. Explore HB Practicum 2016 Sakai site.	Practicum Workshop I
November	Register for Spring practicum credit (HBEH 742). Attend Practicum Day (November 20, 2015 1-4pm). Refine career and professional interests, develop practicum objectives by working on Practicum Self-Assessment (ongoing through January). Schedule and prepare for Practicum Search Meeting with program assistant (ongoing through January). Develop resumes and cover letters (ongoing through April). Review and apply to practicum opportunities (ongoing through April).	
December		
January		Practicum Self-Assessment
February	Attend cohort advising to hear tips for selecting a practicum.	Practicum Search Meeting
March	Complete the HB Practicum Search Survey. Attend Practicum Workshop II. Register for Summer practicum credit (HBEH 742).	HB Practicum Search Survey Practicum Workshop II
April	Select a practicum and communicate selection via Notice of Practicum and Preceptor Survey. Develop Learning Agreement.	Notice of Practicum and Preceptor Survey
May	Submit Learning Agreement.	Learning Agreement
June	Carry out practicum.	
July	Carry out practicum. Submit mid-practicum communication.	Mid-practicum Communication
August	Wrap up practicum. Submit Student Practicum Evaluation. Complete Gillings Practicum Database Form	Student Practicum Evaluation SPH Practicum Survey