Thank you for agreeing to serve as a preceptor to a Gillings MPH practicum student. To satisfy graduation and accreditation requirements, each Gillings MPH Practicum student must produce a minimum of 2 products for their practicum organization’s use and benefit that allow the student to demonstrate 5 competencies. Your role is to mentor the practicum student, supervise their work and model professional, ethical behavior. For more detailed information about the Gillings MPH practicum, please refer to the Requirements and Roles and Information for Preceptors pages on our website. Throughout the practicum experience, please communicate with MPH Practicum Coordinator Tina Craven (mphpracticum@unc.edu) and the student’s faculty mentor as needed to provide feedback on the student’s performance. Below is a list of tasks to complete for the practicum.

**PRIOR TO START DATE**

☐ Establish, in collaboration with the student and the student’s faculty mentor, an appropriate and feasible scope of work, which gets documented in the student’s learning agreement (template provided by Tina Craven), that is directly aligned with the practicum organization’s needs and provides a valuable learning experience for the student.

☐ Communicate and help students secure any onboarding requirements (e.g., background check, drug testing, trainings, payroll, etc.)

**DURING PRACTICUM**

☐ Orient the student to the health topic(s), people, policies, procedures and norms related to the practicum work.

☐ Meet regularly with the student to provide guidance, support and timely, constructive feedback.

☐ **Conduct mid-practicum check-in meeting** with your student to share feedback, resolve/identify solutions to challenges and discuss any changes as needed. (*Instructions provided by Tina Craven prior to scheduled meeting date.*)

☐ Identify a suitable replacement if unable to continue in role as practicum preceptor.

**POST PRACTICUM**

☐ **Conduct end-of-practicum meeting** to ensure a successful handoff of the student’s practicum work, discuss permissible uses of the work produced by the student and to discuss the feedback you plan to share via the preceptor evaluation.

☐ Complete the UNC Gillings Practicum Preceptor Evaluation to provide feedback on the student’s performance and ongoing quality improvement efforts for the Gillings MPH practicum program.