

PHHE 489

PRACTICUM HANDBOOK

REQUIREMENTS AND FORMS

PUBLIC HEALTH and HEALTH EDUCATION PROGRAMS
SCHOOL OF HEALTH STUDIES
NORTHERN ILLINOIS UNIVERSITY

2017

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**Some clinical affiliates require that students submit to (and pay for) drug testing and TB immunizations, as well as undergo (and pay for) a criminal background check prior to beginning the practicum. The School of Health Studies supports this requirement where applicable as a condition of the legal affiliation agreements between the School or its programs and the affiliate sites.*

*If a student's drug test is positive, practicum placement and successful completion of the program may be jeopardized **due to failure to qualify for placement and/or successful completion of the program.***

STUDENT REQUIREMENTS

1. Identify a practicum site and preceptor. Get approval from the practicum coordinator. Provide any information requested by the practicum coordinator in order to complete an Affiliation Agreement (for new sites).
2. Submit all required paperwork (i.e. Contract to approved site/preceptor) by semester deadline (see below) to receive an individual permit for registration.

Fall practicum: August 1

Spring practicum: December 1

Summer practicum: May 1

3. Attend one of the required practicum meeting during the semester prior to practicum semester. The meeting will detail how to register for PHHE 489, start and end dates, practicum requirements, and professional and program expectations.
4. Begin the practicum according to given dates for your specific semester (dates given to students at the required practicum meeting). **Note: You must be registered for PHHE 489.**
5. Complete and submit the completed Learning Plan to the practicum coordinator for approval (by assigned deadline).
6. Submit periodic assignments and reports during the practicum as outlined in the Handbook. These include:

*Time Sheets with Daily Activity Log

*Project Description

*Professional Learning Experiences (2)

*Interim Evaluation

*Project Reflection

*Student Final Evaluation

7. If chosen for a site visit, meet with practicum coordinator or practicum supervisor and preceptor at a mutually agreed upon time.
8. Communication with your agency preceptor that the appropriate student evaluations are being conducted. Students will be notified by the Practicum Coordinator when evaluations are sent out to preceptors and can be reviewed for completed on Blackboard.
9. In addition, students are expected to conduct themselves in a professional manner at all times. This includes, but is not limited to the following: appropriate clothing, meeting deadlines and expectations for work, communication, punctuality, and overall conduct. In addition, use of social networking sites, inappropriate phone usage (i.e. texting, personal calls, etc.) on agency/site time will not be tolerated. **Issues of professionalism will be considered a serious offense and may result in removal from the practicum site and/or failure of PHHE 489: Practicum in Public Health.**

International Students: It is important that you stay in contact with the International Student and Faculty Office as you progress through the program. The Federal laws governing your immigration status are complicated and change from time-to-time. Your immigration status is your responsibility.

Practicum grade (Satisfactory/Unsatisfactory) is assigned by the practicum coordinator with influence from the site preceptor's final evaluation.

NOTE: The Contract, Learning Plan, Description of Practicum Project, Daily Time Sheets and Activity Logs, Professional Learning Experiences and Project Evaluation **must be typed**. The Interim Progress Report and Student Final Evaluation **must be completed through the online assessment tool as given through Blackboard**. If assignments or reports do not meet expectations students may be requested to make changes and re-submit. The student should make photocopies of all paperwork if they choose to provide original copies. **THIS IS THE RESPONSIBILITY OF THE STUDENT.**

Student Learning Objectives

Upon successful completion of the practicum experience, students will:

1. Integrate conceptual classroom knowledge into real-world experiences;
2. Establish career goals by providing a transition from theory to practice;
3. Complete project-oriented work in a public health site;
4. Gain confidence, competence and satisfaction in completing individual projects, and gaining insight into personal skills and attributes;
5. Apply undergraduate level skills in a public health context;
6. Build relationships with front line public health and health professionals; and
7. Engage in activities that will advance a student's career potential.

Additional Rationale for Student Practicum

1. Help the student gain an understanding and appreciation of the roles, duties, and responsibilities of full-time professionals in public health;
2. Expose the student to professional organizations and associations;
3. Encourage participation in activities on local, state, and national levels;
4. Provide the student with leadership opportunities;
5. Give the student an opportunity to participate in program planning, implementation and evaluation of programs within various health-related agencies and organizations; and
6. Give the student a health-related career.

PUBLIC HEALTH PRACTICUM CONTRACT

1. Student Name: _____
 Address: _____
 _____ Phone: _____

2. Practicum Agency: _____
 Preceptor: _____ Title: _____
 Credentials/Degree: _____
 Email: _____ Phone: _____
 Address: _____

3. Position title during practicum: _____

4. Pay status: Paid Employee Experience only, no pay Other (describe)

5. Period of practicum with this agency:
 Starting Date: _____ Ending Date: _____

6. Schedule of Work (hours per week and days working):

Day	Mon	Tues	Wed	Thurs	Fri	Sat	Sun
Hours							

Total Hours (per week): _____

7. Assignments to be completed by student are outlined in the Practicum Handbook and Preceptor Guide. Items to be completed by the preceptor are outlined in the Preceptor Guide.

8. All reports and evaluations should be mailed, emailed, or faxed to:
 Practicum Coordinator
 Public Health/School of Health Studies
 Northern Illinois University
 DeKalb, IL 60115
 PHHE489@niu.edu
 FAX: (815) 753-5406

Student: _____ Date: _____

Agency Preceptor: _____ Date: _____

LEARNING PLAN

You are required to complete a learning plan with input from your preceptor. The learning plan will outline all major activities you will complete during your practicum and the amount of time you plan to devote to each activity. You will also determine objectives of each activity, how the activities will be supervised and attainment criteria.

Student Learning Plans should include at least three (different) of the CDC's Ten Essential Services of Public Health for 75% of their time:

1. Monitor health status to identify and solve community health problems
2. Diagnose and investigate health problems and health hazards in the community
3. Inform, educate, and empower people about health issues
4. Mobilize community partnerships and action to identify and solve health problems
5. Develop policies and plans that support individual and community health efforts
6. Enforce laws and regulations that protect health and ensure safety
7. Link people to needed personal health services and assure the provision of health care when otherwise unavailable
8. Assure competent public and personal health care workforce
9. Evaluate effectiveness, accessibility, and quality of personal and population-based health services
10. Research for new insights and innovative solutions to health problems

- I. **Practicum Activities:** Identify each major activity (project, assignment, etc.) you will complete during the practicum. Examples include:
 - a. Assist with database development
 - b. Plan fundraiser
 - c. Observe senior management
- II. **Correlating CDC Essential.** List no more than **TWO** correlating CDC Essential per appropriate activity.
- III. **Percentage of Time Estimate:** Indicate the percentage of time to be assigned to each activity identified (note: percentages for all activities should total 100).
- IV. **Objectives for Each Activity:** Identify the specific learning objectives you plan to accomplish for each activity identified in Column I.
- V. **Supervision and Monitoring:** Describe how each of the objectives in Column II will be monitored and supervised. As a minimum, you should keep a detailed activity log and have regular meetings with your agency preceptor. Examples include:
 - a. Meetings with preceptor
 - b. Feedback from co-workers
 - c. Written progress reports
- VI. **Attainment Criteria:** Describe the criteria to be used to determine the degree to which you have attained each of your objectives.
 - a. Event success
 - b. Completion of task to determined standards
 - c. Preceptor review

LEARNING PLAN

(Must be TYPED.)

Student Name: _____ Practicum Agency: _____

Preceptor Signature: _____ Date: _____

Activities	CDC Essential	% Time (total 100)	Objectives	Supervision	Attainment
I.	I.	I.	I.	I.	I.
II.	II.	II.	II.	II.	II.

TIME SHEET AND DAILY ACTIVITY LOG

You are required to complete a minimum of 360 clock (working) hours of practicum to receive credit for this course. On the following page is the form to use for reporting the number of practicum hours you have completed each week, as well as to record daily activities. Fill out this form (typed) and have your **preceptor sign it every week (electronic signatures will not be accepted)**; you can mail, email, or FAX the forms to the practicum coordinator. Time sheets should be sent consistently every week. There is a copy of the sheet here; it is your responsibility to make enough copies of this form for the entire practicum.

Clarification of working hours: **Hours DO NOT include travel time to and from your site or meal periods.** All hours must be on site (**no working from home**). You may include travel time if it is within your working day and is to and from required events. You may include networking events (lunch meetings, work or educational conferences, etc.).

Hours must be **rounded down** to the quarter hour. Examples:

- 9:00 a.m. – 1:07 p.m. = 4 hours
- 10:00 a.m. – 4:22 p.m. = 6.25 hours
- 8:30 a.m. – 2:03 p.m. = 5.5 hours
- 2:00 p.m. – 7:49 p.m. = 5.75 hours

Running total is all the hours you have worked thus far at your practicum. Example:

- Week 1 = 22.5 hours
- Week 2 = 10.75 hours
- Week 3 = 33 hours
- Running Total = 66.25**

The daily activity log is NOT a personal journal in which you write down feelings and emotions; it is simply a log of work you performed each day on the practicum. **Keep it simple and brief – about 3 or 4 sentences per day.**

IMPORTANT REMINDER: You are responsible for making photocopies of all assignments before submitting originals. It is for your protection to have your own copies of all assignments in case assignments get lost in the mail or during fax submission.

TIME SHEET AND DAILY ACTIVITY LOG

Student: _____

Practicum Agency: _____

Day of Week	Date	Hours Worked	Activities <i>(Please remember to type.)</i>
Monday			
Tuesday			
Wednesday			
Thursday			
Friday			
Saturday/ Sunday			
	Total		

Preceptor Signature: _____
(original signatures each week by preceptor only)

Date: _____

Running Total of Hours _____
(Add your weekly totals.)

PRACTICUM PROJECT

The practicum project is a work activity determined by you and your agency preceptor. This project should suit agency goals and fit with your practicum learning objectives. It is NOT the same as the whole practicum learning plan; rather, it is one activity or duty that can be described and carried out by itself. Examples of practicum projects done by previous students include:

- * Designing a fitness program (including handbook) for internal employees
- * Creating a series of brochures for an alcohol/drug abuse prevention program
- * Setting up a computerized database for an agency
- * Researching reported reasons for well failures for a county health department's environmental health section
- * Create and deliver an informational or research-based presentation to senior leadership

You and your preceptor will decide the nature of your project. The purpose of the project is to help you increase your skills in a designated area and to further agency goals and objectives.

On the following page is a form to use to describe your practicum project. Please turn in the form as soon as you and your preceptor have decided upon an appropriate project (no later than the due date assigned). Further information about the progress and outcome of the project will be requested for the interim progress report and the project evaluation.

The completed project is not required to be turned in at the end of the semester; **however**, please consider submitting any project materials (brochures, presentations, etc.) to the practicum coordinator to be kept in your practicum file. These materials are kept on file for several years and may be used to support future recommendations or references you may request.

This assignment must be one single-spaced page.

DESCRIPTION OF PRACTICUM PROJECT

(Must be typed and one page with single spacing.)

Student: _____

Title of Project: _____

Preceptor Signature: _____ Date: _____

Description of Project and Your Role:

Use and Value of Project within Agency:

Criteria for Evaluation of Project:

PROFESSIONAL LEARNING EXPERIENCE

Purpose

In doing your practicum you will discover that there are moments, confrontations, and dilemmas that impress you. As part of the written work of the practicum, we ask you to describe two such experiences. It can be part of coming to terms with your emerging professional self.

Each report will describe an experience during the practicum that changed your perspective about the work, or showed you something about yourself in terms of your learning objectives, your role as a student in a working organization, or your goals for yourself in the health field. The two reports must be turned in some time during the course of the practicum.

At first it may be difficult to determine which experiences have provided "points of impact"; however, as time goes on, you will become more skilled at recognizing patterns in your professional behavior. Insight of this kind about yourself will be useful in making key decisions in your life.

Format

For each of the professional learning experiences, it is recommended that you sit down in peace and quiet to reflect on the experience and explore it in detail. Remember: experience should be centered on the impact it had on you and your career development or plans.

Use the following to organize your thinking and writing. **Do not label your report "A" "B" "C" and "D";** write about your experience in a narrative format.

- A. Identify and describe the experience -- the events; the people involved, their roles and relationships with you and with each other; the setting -- as specifically as possible.
- B. Describe your role in the situation, what you did, how you acted, and why.
- C. Analyze the experience from all angles. How well or badly did you understand the situation? How did you function? What would you do the same or differently the next time? Why?
- D. Examine the experience in terms of its impact on you, explaining why you view it as "professional learning experience". How does it relate to your practicum learning plan? What have you learned from the experience? How has your self-perception changed? Where do you go from here?

Each report/experience must be singled-spaced and a minimum of one page in length.

STUDENT INTERIM EVALUATION

Complete the Student Interim Evaluation **once you have accrued 180-200 hours** at your practicum site. A link for the survey will be available to you through Blackboard.

Information requested will include a description of your practicum agency (mission, goals and objectives, target population, etc.), your learning plan progress and your project progress.

PRECEPTOR INTERIM EVALUATION

Preceptors are asked to complete an interim evaluation once you reach 180-200 hours at your practicum site. This will be e-mailed (link and instructions to the online survey) to your preceptor during the first third of the semester and should be completed once you have accrued 180-200 hours at your practicum site.

PRACTICUM PROJECT REFLECTION

The practicum project is designed to help you increase your skills in a designated area and to further your practicum agency's goals and objectives.

In this reflection describe what you learned from this project and how your skills were increased. Also, describe what your project contributed to your practicum agency and how your contribution will be used in the future.

The completed project is not required to be turned in at the end of the semester; **however**, please consider submitting any project materials (brochures, presentations, etc.) to the practicum coordinator to be kept in your practicum file. These materials are kept on file for several years and may be used to support future recommendations or references you may request. **This assignment must be one single-spaced page.**

STUDENT FINAL EVALUATION

Complete the Student Final Evaluation once you **have completed at least 300 hours and are in your final two weeks of your practicum**. A link for the survey will be available to you through Blackboard.

Information requested will include a summary and an analysis of your practicum experience and ratings of the Public Health program (advising, practicum coordination, coursework, etc.)

PRECEPTOR FINAL EVALUATION

Preceptors are asked to complete a final evaluation once you have completed your practicum experience. This will be e-mailed (link and instructions to the online survey) to your preceptor during the final weeks of the semester, and it should be completed once you reach 300 hours and are in your last two weeks.

