

# University of Kentucky College of Public Health

## Chapter 2: DrPH Field Practicum Checklist

### PHASE I:

- \_\_\_\_\_ Select an Area of Concentration
- \_\_\_\_\_ Complete at least 39 credit hours and **all core courses**, (exceptions must be approved by the Director of Doctoral Studies)
- \_\_\_\_\_ Complete Sexual Harassment, BCLS Certification (CPR), Blood borne Pathogen, HIPAA Compliance and University Health Service Compliance Forms (Immunizations)

### PHASE II:

- \_\_\_\_\_ Complete Consent to External Background Inquiry Form
- \_\_\_\_\_ Complete **Field Practicum Planning Questionnaire and CV/Resume** and return it to the Assistant Dean for Practice and Service (ADPS)
- \_\_\_\_\_ The ADPS, Student and Faculty will identify appropriate practicum sites
- \_\_\_\_\_ The ADPS will determine the number of contact hours (120 for 2 credit hours or 240 for 4 credit hours). This decision is based on the student's needs and prior experience in public health and health care, particularly in her/his area of concentration. This will be determined prior to initial arrangements for the practicum field experience.
- \_\_\_\_\_ Student will meet with potential Preceptor(s) to determine if there is a mutual interest in working at the site.
- \_\_\_\_\_ Submit the completed **Field Practicum Placement Information Form** to the ADPS.
- \_\_\_\_\_ The Admissions/Student Affairs Office register student for the Practicum **(student cannot self register for this course)**

### PHASE III:

- \_\_\_\_\_ Meet with the Preceptor and agree on the student's responsibilities at the Practicum Site
- \_\_\_\_\_ Submit the Student **Activities/Learning Objectives/Competencies Form** signed by the Preceptor prior to the Field Practicum Placement
- \_\_\_\_\_ Submit **Interim Field Practicum Reports** to the ADPS and Preceptor with hours (1 Interim Report for 2 credit hours / 3 Interim Reports for 4 credit hours)

### PHASE IV:

- \_\_\_\_\_ Submit the **Final Field Practicum Report** to the ADPS and Preceptor at the completion of the placement
- \_\_\_\_\_ Preceptor submits the **Preceptor Report** on Student to the ADPS at the completion of the placement
- \_\_\_\_\_ The ADPS reviews all Interim Reports, Final Report, and Preceptor Evaluation and assigns a final letter grade to the Practicum Experience