

Chapter 2: MPH Field Practicum Checklist

PHASE I:

- _____ Select an Area of Concentration
- _____ Complete at least 20 credit hours and **four core courses**, including the core course of the student's concentration (exceptions must be approved by departmental chair)
- _____ 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
- _____ Student meets 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)**
- _____ Attend the MPH Seminar titled "Preparing for the Practicum"

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 three (3) **Interim Field Practicum Reports** to the ADPS and Preceptor with hours
- _____ Total number **200 contact hours** required

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 student placement
- _____ The ADPS reviews all Interim Reports, Final Report, and Preceptor Evaluation and assigns a final letter grade to the Practicum Experience