

**MASTER OF PUBLIC HEALTH  
STUDENT HANDBOOK  
2009-2010**

# **APPENDIX II**

**University of Kentucky  
College of Public Health**

**CPH 609  
Master of Public Health  
Field Practicum**

**FIELD PRACTICUM MANUAL**

## CERTIFICATION REQUIREMENTS FOR FIELD PRACTICUM

Before a student can be enrolled in CPH 609 Field Practicum Experience, all certifications listed in the chart below must be provided to the Office of Admissions and Student Affairs for inclusion in the student file.

REQUIREMENT	ACTIVITY	DOCUMENTATION
Sexual Harassment Training	Sexual harassment is defined generally in terms of the following: unwanted sexual advances, requests for sexual favors, or other verbal or physical actions of a sexual nature. Complaints should be reported to one of these three individuals within the college: Dr. William Pfeifle, Director of Graduate Studies, Dr. Linda Alexander, Associate Dean Academic and Student Affairs, or Laverne R. Carter, Director of Admissions All students are <b>required</b> to complete the on-line training at <a href="http://training.newmedialearning.com/psh/ukentucky/index.htm">http://training.newmedialearning.com/psh/ukentucky/index.htm</a> .	Once this training is complete please provide a copy of your certificate to the Admissions/Student Affairs office.
CPR Training	Students must be certified by an approved CPR training program before or soon after enrollment in the College of Public Health. Students are required to annually update their certification. There are several programs available that provide CPR training; however, the College requires that the American Heart Association endorse the program, <a href="http://www.americanheart.org">http://www.americanheart.org</a> or <a href="http://www.redcross.org">http://www.redcross.org</a> .	Please provide a copy of your certificate to the Admissions/Student Affairs office.
Bloodborne Pathogen Training	The Bloodborne Pathogen Training is based on the OSHA Bloodborne Pathogen Standard which was written to protect workers who are exposed to human blood and body fluids. This on-line training session can be found at, <a href="http://ehs.uky.edu/classes/bloodborne/bptrain.html">http://ehs.uky.edu/classes/bloodborne/bptrain.html</a>	Please provide a copy of your certificate to the Admissions/Student Affairs office.
HIPAA (Health Insurance Portability and Accountability Act)	HIPAA mandates training with respect to privacy and protection regarding patient health information. Training can be accessed through Blackboard, <a href="http://www.uky.edu/Blackboard/">http://www.uky.edu/Blackboard/</a> . Click on Courses, Type in HIPAA in Course Search, Enroll in HIPAA Education – Level 1 Instructor: Jennifer Brueckner, Steven Evans	Upon completion of the on-line quiz please print and provide a copy to the Admissions/Student Affairs office.
Immunizations	Students are expected to have appropriate immunizations for protection of both the student and the public. Immunizations include: Tuberculosis Screening, MMR, Hepatitis B, Varicella (Chicken Pox), Tetanus, Diptheria, Acellular Pertussis (Tdap) Students living in UK residence halls are required to get Meningitis and documented Polio immunity. More	University Health Services will give two copies of compliance forms. Students provide the Admissions/Student Affairs office with one copy.

	information can be found at <a href="http://www.ukhealthcare.uky.edu/uhs/">http://www.ukhealthcare.uky.edu/uhs/</a> . Students should bring complete written physician documentation of their immunizations to University Health Service, 820 South Limestone (1 <sup>st</sup> floor of the Kentucky Clinic), phone number, 323-5823.	
Criminal Background Inquiry Form	Consent to external background inquiry form.	This form can be found at the end of your practicum manual in your handbook, the Office of Admissions & Student Affairs, or from the Assistant Dean for Practice and Service.

## REQUIREMENT FOR CAPSTONE PROJECT

IRB – Institutional Review Board	<p><b>Completion of this training is required prior to initiation of capstone project research.</b></p> <p>The Office of Research Integrity, 257-9428 or <a href="http://www.research.uky.edu/ori/index.htm">http://www.research.uky.edu/ori/index.htm</a> , supports the institution in its efforts to promote ethical conduct of research and to comply with federal requirements for educating faculty and students about research misconduct regulations. Please contact ORI to determine which training you should complete.</p>	Students should provide proof of completion to the Admissions/Student Affairs office. Questions concerning the IRB should be directed to 257-9428.
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## Preface

The Field Practicum Manual has been prepared for the use of both Students and Preceptors in the Master of Public Health degree. The information contained in this Manual summarizes the requirements and expectations for the field practicum experience. The Manual is designed to address issues related to the field practicum requirement for both full-time and part-time students as identified by the faculty of the MPH program.

Students are responsible for assuring that they meet all University, College of Public Health, and Program requirements regarding the field practicum by complying with regulations specified in the Bulletin of the University, the Master of Public Health Student Handbook, and responsibilities outlined in this Field Practicum Manual.

Individuals requiring additional assistance with regard to the field practicum should contact the Assistant Dean for Practice and Service. Suggestions and comments for improvement of the field practicum experience are welcomed.

The purpose of this manual is to provide the student with guidance regarding the structure and organization of the field practicum requirement. Specific details regarding how the field placement operates and the expectations for the student and the practitioner who will be supervising the student are outlined. In addition, the mechanical aspects of the field practicum activity and evaluation of the student and site are outlined.

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## Chapter 1: Introduction to Field Practicum

MPH students complete an appropriate curriculum, addressing the five areas of knowledge basic to public health practice. Students have an opportunity to apply the knowledge and skills being acquired throughout the curriculum, and demonstrate a broad understanding of the areas of knowledge basic to public health through the combination of the field practicum and the capstone experience. This manual covers the field practicum only.

The principal objective of the field practicum exercise is to bridge the academic environment and the field of practice for the student. This objective is achieved by placing the student in a practice environment where he or she has the opportunity to utilize the knowledge and skills developed during the initial course of study. The student's field practicum allows him/her to observe and participate in a public health environment and to gain a better understanding of what to expect and what is expected of him/her after graduation.

The field practicum requirement is taken seriously by the University of Kentucky College of Public Health faculty. The faculty recognizes the integrating nature of the field practicum and its value in providing a broad, realistic, and challenging exposure to the field of practice. The field practicum also offers an opportunity for the student to be tested in a real-world setting so that any significant deficiencies can be addressed prior to graduation.

Every attempt will be made to secure financial assistance during the practicum; however, the student should be prepared to potentially incur additional expenses and inconvenience during the time he or she is completing their practicum. Students are responsible for securing housing and to make plans for off-campus experiences. Please be aware that the practicum is a credit hour course for which **tuition must be paid**, and the student will be registered for CPH 609 in the term that the experience occurs. Since most will schedule the practicum for the summer term, you should know that most assistantships and other financial aid sources do not provide tuition support in the summer terms.

The University of Kentucky College of Public Health faculty appreciates all the contributions of preceptors and students in making the field practicum experience successful and valuable to the student. It is imperative for preceptors and students to provide suggestions for enhancing the experience for all parties. We rely on such advice and guidance to improve the practicum for both students and preceptors.

# University of Kentucky College of Public Health

## 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

## Chapter 3: Components of the Field Practicum

Each field practicum placement should have the following components:

1. An opportunity to work with a practicing professional who is functioning as a leader, or in a similar capacity, for a public health institution, private agency, or organization is the basis for the field practicum. This professional will be appointed as a preceptor in the MPH Program in the College of Public Health.
2. Students should have the opportunity to attend as many, and as varied as possible, managerial meetings involving a variety of people in the organization, such as the medical staff, administrators, health educators, epidemiologists, environmentalists and other professionals. In this way, the student gains a wide perspective about the types of issues, concerns, and processes that occur in the provision of public health.
3. The student should be assigned one or more specific projects to carry out during the field practicum. The projects should be designed so the student has principal responsibility, perhaps working with others in the organization, and the result should be a product, written or otherwise, that is of value to the organization. The number and types of projects performed by the student are left to the discretion of the preceptor in recognition of the agency's needs, time constraints, and the student's interests and capabilities.
4. The student should conduct other smaller functions within the organization that contribute to an understanding of the complexities that the organization faces. Any reasonable activity in which the student contributes to the organization through assisting other individuals, and which provides a learning experience for the student, are appropriate.
5. The student should undertake any other activities that the preceptor may assign and which have mutual benefit thus further exposing the student to the organization and the complexities of its working environment.
6. The student develops an understanding of the political context within which public health activities are conducted.
7. The student meets regularly with a preceptor who guides the student and serve as a role model; the student attends appropriate meetings and seminars. Upon the field experience completion, the preceptor provides an evaluation of the student's field experience based on the understanding and implementation of the core functions and essential services of public health.

The MPH Practicum competencies include the following domains:

Domain 1 Analytical Assessment Skills

Domain 2 Policy Development/Program Planning Skills

Domain 3 Communication Skills

Domain 4 Cultural Competency Skills  
Domain 5 Community Dimensions of Practice Skills  
Domain 6 Basic Public Health Sciences Skills  
Domain 7 Financial Planning and Management Skills  
Domain 8 Leadership and Systems Thinking Skills

More information on specific core competencies is available on the Council on Linkages website: <http://trainingfinder.org/competencies/list.htm>

Due to the wide diversity in field practicum opportunities available to students, it is unwise for the Program to delineate further the specific nature of the training. However, it is imperative that the preceptor and student, with faculty advisor and practicum program director concurrence, agree on the scope of responsibilities and duties that the student will assume at the beginning of the field practicum period.

## Chapter 4: Field Practicum Sites

The College of Public Health faculty believes that a wide range of organizations and agencies can provide a valuable field practicum experience for the MPH student. Therefore, the Assistant Dean for Practice and Service will work with the student to identify and arrange field practicum sites that meet the specific needs of individual students in the terms of their own career interests and identities. In general, any organization that provides, plans for, coordinates, organizes, pays for, or regulates public health services is a valid training site. **Please be aware that sites external to the University may have policies that require criminal background inquiries and/or drug tests in order to participate in an internship, practicum, or clinical, site-based educational experience. Cost associated with those policies may be the responsibility of the student. Please see the Consent to External background Inquiry Form in Appendix VI. The form must be completed and signed in the presence of the Assistant Dean for Practice and Service prior to the beginning the field practicum experience.**

Examples of types of sites are listed below:

- Federal agencies: Department of Health and Human Services, Veterans Administration, Centers for Disease Control and Prevention, Health and Human Services, Occupational Safety and Health Administration
- State, County or City Health Departments
- Other State and Local Health and Social Service Agencies
- Managed Care Organizations
- Insurance Companies
- Neighborhood Health Centers and Community Clinics
- Hospitals (Public, Nonprofit, Profit, Psychiatric, Rehabilitation)
- Community Mental Health Centers
- Environmental Health Consulting Companies
- Industrial Settings
- Multi-Specialty Medical Practices

Criteria for Site Selection:

1. The site provides a model for public health practice that reflects the mission and curricula of the College of Public Health.
2. The site provides support and space for the student appropriate for the student's experience.
3. The environment of the site is safe for the student's field practicum experience.
4. The site has an available preceptor who is qualified and free to provide guidance to the student.

SITE SELECTION: Overall considerations in the selection of a practicum site for each student are as follows:

- Availability of a preceptor who is willing and able to spend time with the student and provide guidance.
- Availability of other Public Health Practice role models at the site.
- An understanding of the educational needs of students, including the need to increase responsibility and independence gradually.
- Willingness to provide support, ranging from a desk and a phone to stipends or salary, transportation, and lodging.
- Appropriateness of experience as it relates to career goals and the student's area of concentration.

## Chapter 5: Procedures for Field Practicum

The Assistant Dean for Practice and Service will identify appropriate training sites for the field practicum experience. Students are expected to prepare résumés or other documentation as required, and be available for interviews at agencies.

The principal objective of the field practicum is to bridge the academic environment and the field of public health practice for the student.

1. Demonstrate an awareness and knowledge of the core functions of public health
2. Facilitate the ten essential services of public health practice
3. Utilize the basic ASPH competencies in public health practice
4. Apply the basic concepts of health service management, environmental health, epidemiology, health behavior and biostatistics in public health practice

While the ADPS will attempt to place each student in an appropriate site, he/she cannot guarantee placement nor assure the specific content of the experience. All reasonable efforts will be made for a successful placement.

The field practicum is coordinated by the ADPS. Prior to the actual site selection process, all students must complete the **Field Practicum Planning Questionnaire and updated resume or CV** and return it to the ADPS. **Students are expected to identify an interest area or focus for their practicum.**

Details regarding starting dates, ending dates, hours of work, specific working conditions, dress codes and similar matters are to be worked out among the preceptor, the ADPS, and the student. A good match between the student and the site is one element that increases the likelihood of a successful field experience. The most important aspect is the match between the knowledge and skills of the particular student and the demands of the tasks assigned by the site.

When a student has been selected for a field practicum site and the ADPS has designated a preceptor, the ADPS will confirm with the preceptor and the organization that the field practicum is also arranged. The ADPS, in consultation with other designated faculty, will maintain contact with the preceptor as appropriate during the field practicum.

The student is expected to meet the requirements specified by the preceptor. The preceptor is expected to assure that the student is monitored, is given adequate and appropriate work assignments, and is provided with day-to-day supervision of the student's work.

The ADPS will assume that intervention is appropriate only in instances of significant problems and that part of working in an organization is fitting into the organization's environment. The ADPS will intervene only in instances where performance on the part of the student or supervision on the part of the preceptor appears to be inadequate.

Based on interim reports submitted by the student and by informal communication with the preceptor, the ADPS will assign the student a grade for the practicum. The ADPS, if necessary, will discuss with students any difficulties during the field practicum including failure to perform adequately, interpersonal problems, or other results of the working experience that might reflect on students' potential professional development. Suggestions for additional course work, for example, in technical areas that might further contribute to the student's professional development and competence will be provided by the faculty so that appropriate electives can be selected. Grading is based on:

**Interim Field Practicum Reports 15%**

**Final Field Practicum Report 65%**

**Preceptor Report on Student 20%**

90-100 = A

80-89 = B

70-79 = C

60-69 = D

Below 60 = E or Fail

**NOTE: In those instances where the field experience extends beyond the academic semester the student was registered for CPH 609, a grade of I; will be assigned until all hours, reports, forms and preceptor evaluation are complete.**

THE PRECEPTOR: The involvement of the preceptor in the design, implementation, supervision, and evaluation of all aspects of the fieldwork experience is significant. The College of Public Health regards the preceptor as the person best able to ensure that the student devotes significant time and energy to improving skills and effectiveness in areas where the student is inherently weak, lacks experience, or is simply uncomfortable. The preceptor has significant responsibility for the development of the student at his/her institution.

SUMMARY FOR THE STUDENT: This Field Practicum Manual is designed to provide guidance to students and preceptors in the conduct of the required field practicum activity of the MPH Program in the College of Public Health. The faculty recognizes the importance of flexibility in the design of field practicum experiences to assure that the students' training needs are met, and that the sponsoring organization's practical work requirements are addressed. Therefore, this manual has avoided detailed specification of requirements, leaving the design of the day-to-day activities of the experience to be worked out by the student and the preceptor, with Assistant Dean for Practice and Service and College of Public Health faculty concurrence.

Completion of forms for the conduct and monitoring of the practicum experience are specified here and must be adhered to by all parties. An attempt has been made to formulate as simple a process as possible, with responsibility primarily assigned to the student.

It must be emphasized that the College for Public Health faculty assumes responsibility for the organization and conduct of required field practicum and is available throughout the field practicum period to work with the student and the preceptor on an as-needed basis, formally or informally, to ensure that the needs of all parties are met as fully as possible. Any problems that do arise will be addressed quickly and early on. Where problems cannot be resolved directly between the student and the preceptor, the ADPS will determine, with designated faculty input, an appropriate resolution.

## Chapter 6: To the Preceptor

The student will have a variety of educational objectives and competencies as well as interests and skills. The competencies the MPH program seeks to develop in all graduates is included in the evaluation you will complete on the student at the end of their work. The first step in the experience is to review the student's objectives, education and preparation, and professional work experience and the evaluation form. Learning objectives and competencies should be agreed upon with the student.

### **Preceptor Instructional Objectives**

1. Provide direction and guidance to enable the student to master the objectives listed in the Student Activities/Learning Objectives/Competencies agreement with the student.
2. Demonstrate availability for support, directional guidance and consultations with the student.
3. Demonstrate knowledge and practice skills for instruction on public health practice.
4. Effectively encourage questions and stimulate problem solving.
5. Provide and ensure a learning environment that is safe for the student.
6. Provide encouragement that promotes an educational experience in the practice setting.
7. Display personal characteristics that demonstrate: attention to details/needs of individual students; enthusiasm for public health practice; interested in presenting new experiences that require problem-solving; and promote the public health profession.

During the course of the initial discussions with the student it will be useful to have the student clarify objectives. Consider whether his/her objectives for the placement are appropriate and thoughtfully selected. Discuss the objectives and clarify them by asking:

- What do you hope to accomplish during this period?
- Are there particular skills you need/want to practice or develop?
- What are your short-term and long-term goals?
- To achieve this objective, I would have you (describe activity). How does that compare to what you have in mind?

Discuss potential projects and the conditions under which you prefer to have the student work. Include supervision schedule, work hours, stipend, travel, access to support staff, etc. Once accord is reached, formalize it by outlining mutual expectations in the written agreement **Student Activities/Learning Objectives/Competencies** which the student completes and you and the student sign. This form will be returned to the ADPS for the faculty and ADPS signature.

EXPECTATIONS OF THE SITE: The site shall make its facilities available to be used for education purposes. The site shall provide the trainee access to available information or sources of information which will further his or her education while assigned to the site.

RELATIONSHIP OF THE UNIVERSITY AND THE TRAINING SITE: The time, location, and circumstances of all training related to this agreement shall be subject to prior approval of the University and the training site, to be mutually agreed upon.

EVALUATION: At the conclusion of the field practicum, the preceptor is requested to complete an evaluation of the student (**Preceptor Report on Student**).

FACULTY AVAILABILITY: The Faculty and Assistant Dean for Practice and Service will provide overall supervision of the field practicum activity including placement and evaluation follow-up. However, due to State funding constraints, faculty are not able to provide day-to-day student supervision. We rely on the preceptor for this. However, we ask the preceptor to call us immediately if any significant problems arise.

## Chapter 7: Official Forms for Field Practicum

Following are the forms necessary for successful completion of the field experience. It is the student's responsibility to see that the documents are completed and copies provided to the Assistant Dean for Practice and Service. The forms are available on the CPH website and submission of electronic versions, attached as an email is preferred. However, forms may be printed, filled out and submitted as a hardcopy (Adobe Acrobat Reader 4.0 is required).

<b>Document</b>	<b>Purpose</b>	<b>Due Date</b>
<b>Field Practicum, Planning Questionnaire and Resume</b>	Gives faculty information to begin searching for a practicum site based on a student's preference	As early as possible after being admitted to the program, prior to seeking any placements
<b>Criminal Background Inquiry Form</b>	Consent to external background inquiry	Before the start of the practicum
<b>Field Practicum Placement Information</b>	Documents where the student will be placed and dates of practicum	Before the start of the practicum
<b>Student Activities/Learning Objectives/Competencies</b>	To document intended student activities, objectives and competencies and obtain the commitment of the preceptor to assist in meeting these	Before the start of the practicum
<b>Interim Field Practicum Report</b>	To evaluate interim progress toward goals (minimum of 3 reports)	During the practicum or the frequency agreed upon by the Assistant Dean for Practice and Service
<b>Final Field Practicum Report</b>	To evaluate the entire practicum, and the student's experience	At the end of the field practicum.
<b>Preceptor Report on Student</b>	To evaluate the student's progress toward goals. Obtain feedback on student's educational needs	At the end of the last student contact hour.

**University of Kentucky College of Public Health  
MPH Program  
Field Practicum Planning Questionnaire**

TODAYS DATE: \_\_\_\_\_

NAME: \_\_\_\_\_

AREA(S) OF STUDY CONCENTRATION: \_\_\_\_\_

HOME ADDRESS: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

PHONE NUMBER(S): \_\_\_\_\_

**Section I. General Information**

1. Setting/Type of Agency

List in order of preference those types of agencies and organizations (local health department, state department, private setting, specific division of the organization, etc.) that you believe would provide you with the kind of educational and professional experience you need.

2. Locations

List in order of preference those geographic locations which you believe would provide you with the experience you need. If you have specific ideas, please share them here.

**Section II. Personal Information**

1. Special Needs/Interests

Indicate any special needs or interests (educational or personal) which may be relevant to your field practicum placement.

**Section III. Career/Professional Information**

1. Briefly, what are your career goals?

2. What types of health-related jobs experience have you had and where? Briefly describe your major duty or responsibility in each.

# Field Practicum Planning Questionnaire

(continued)

Please indicate the level of experience (substantial, some, minimal, none) you currently possess in the following:

## PUBLIC HEALTH CORE DISCIPLINES

- \_\_\_\_\_ Epidemiology
- \_\_\_\_\_ Biostatistics
- \_\_\_\_\_ Public Health Management
- \_\_\_\_\_ Health Enhancement and Disease Prevention
- \_\_\_\_\_ Occupational and Environmental Health

## POLICY

- \_\_\_\_\_ Research
- \_\_\_\_\_ Drafting Legislation
- \_\_\_\_\_ Lobby Negotiations
- \_\_\_\_\_ Implementation

## FISCAL FUNCTIONS

- \_\_\_\_\_ Budgeting
- \_\_\_\_\_ Funds Development
- \_\_\_\_\_ Financial Planning
- \_\_\_\_\_ Accounting
- \_\_\_\_\_ Reimbursement

## GRANTS

- \_\_\_\_\_ Writing
- \_\_\_\_\_ Administration

## MANAGEMENT AND MARKETING

- \_\_\_\_\_ Supervision and Management
- \_\_\_\_\_ Marketing

## PLANNING-PROJECT/PROGRAM ORGANIZATION

- \_\_\_\_\_ Development
- \_\_\_\_\_ Management
- \_\_\_\_\_ Evaluation
- \_\_\_\_\_ Problem Solving

**Indicate the extent of experience (substantial, some, minimal, none) you currently have working with or for:**

- \_\_\_\_\_ Committees
- \_\_\_\_\_ Ethnic Population Different from your own
- \_\_\_\_\_ A National/Regional/Local Organization
- \_\_\_\_\_ A Public Agency / A Private Agency
- \_\_\_\_\_ A Public Health System

List at least five skills you can offer your preceptor during field placement.

- 1.
- 2.
- 3.
- 4.
- 5.

**University of Kentucky College of Public Health  
MPH Program  
Field Practicum Placement Information**

Fill out and return this form to the Practice and Service Office.

TODAYS DATE: \_\_\_\_\_

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

HOME PHONE NUMBER: \_\_\_\_\_

OTHER PHONE NUMBER(S): \_\_\_\_\_

EMAIL ADDRESS(ES): \_\_\_\_\_

PRACTICUM SITE: \_\_\_\_\_

PRECEPTOR NAME: \_\_\_\_\_

PRECEPTOR PHONE NUMBER(S): \_\_\_\_\_

PRECEPTOR EMAIL: \_\_\_\_\_

PRACTICUM SITE ADDRESS: \_\_\_\_\_

WORK PHONE AT PRACTICUM SITE: \_\_\_\_\_

PRACTICUM START DATE: \_\_\_\_\_ SEMESTER REGISTERED: \_\_\_\_\_

ANTICIPATED END DATE: \_\_\_\_\_

**University of Kentucky College of Public Health  
MPH Program  
Student Activities/Learning Objectives/Competencies  
Intended Field Practicum Activities Agreement**

TODAYS DATE: \_\_\_\_\_

STUDENT NAME: \_\_\_\_\_

PRECEPTOR NAME: \_\_\_\_\_

PRACTICUM SITE ADDRESS: \_\_\_\_\_

List major projects and learning objectives:

List competencies for the student (i.e. The student will be able to ....)  
(See the Competencies Listings)

This statement of responsibilities is acceptable (signatures required):

_____ STUDENT SIGNATURE	_____ DATE
_____ PRECEPTOR SIGNATURE	_____ DATE
_____ FACULTY SIGNATURE	_____ DATE
_____ ASSISTANT DEAN FOR PRACTICE AND SERVICE SIGNATURE	_____ DATE

Return a copy to the Practice and Service Office

**University of Kentucky College of Public Health  
MPH Program  
Interim Field Practicum Report**

TODAYS DATE: \_\_\_\_\_

STUDENT NAME: \_\_\_\_\_

PRECEPTOR NAME: \_\_\_\_\_

THIS REPORT COVERS THE PERIOD: \_\_\_\_\_ TO \_\_\_\_\_

TOTAL HOURS WORKED: \_\_\_\_\_

**Part I: Activities Observed and/or Participated In:**

**A. Brief Description**

**B. List Projects/Objectives/Competencies Accomplished**

Please attach reports, presentations, projects, and charts as examples of the work you are completing.

# University of Kentucky College of Public Health

## MPH Program

### Student Final Field Practicum Report

TODAYS DATE: \_\_\_\_\_

STUDENT NAME: \_\_\_\_\_

ENROLLMENT: Spring Year \_\_\_\_\_ Summer Year \_\_\_\_\_ Fall Year \_\_\_\_\_

PRECEPTOR NAME: \_\_\_\_\_

PRECEPTOR SITE: \_\_\_\_\_

**Part I:**

This Final Field Practicum Summary Report must be submitted within **three weeks** of the completion of the field practicum. The report should NOT exceed **six** typed pages.

- A. Summary of agency functions and goals (what does the agency do?)
- B. Detailed description of duties and responsibilities.
- C. Brief description and results of one or more major projects completed.
- D. 10 Essential Public Health Services administrative and/or planning concepts applied.
- E. Describe plans; decisions participated in, communications, organizing, problems solved, etc. in which you participated.
- F. Describe major written projects that you have completed.
- G. Describe significant meetings attended.

**Part II:**

	Strongly Disagree	Disagree	Neutral	Agree	Strongly Agree
I gained useful public health experience	1	2	3	4	5
The practicum allowed me to apply new knowledge and skills	1	2	3	4	5
I was satisfied with the practicum	1	2	3	4	5
This experience provided me insight into career paths	1	2	3	4	5

**Part III: Activities Observed and/or Participated In:**

This is not part of the Final Practicum Report. It is to be completed and turned in at the same time as the final report but as a separate document. This should not exceed one typed page.

- A. List the strong points of the field practicum site/experience.
- B. List the weak points of this field practicum site/experience.
- C. Would you recommend the field practicum site/experience to other students?  
Why or why not?

**University of Kentucky College of Public Health  
MPH Program  
Preceptor Final Report on Student**

TODAYS DATE: \_\_\_\_\_

PRECEPTOR NAME: \_\_\_\_\_

STUDENT NAME: \_\_\_\_\_

PRECEPTOR SITE: \_\_\_\_\_

DATE(S): \_\_\_\_\_

**Part I: Performance Evaluation on Subjective Parameters**

Rate each aspect of the student's performance using the scale below:

- 5. Outstanding: Performance consistently exceeds normally expected levels. Shows a high degree of proficiency in **ALL** aspects of performance.
- 4. High Average: Performance frequently exceeds normally expected level. Shows a high degree of proficiency in certain aspects of performance.
- 3. Average: Performance is consistently at normally expected, acceptable levels. No major areas of necessary improvement can be cited.
- 2. Weak: Performance is inconsistent, meets minimum standards only periodically and/or only in certain areas.
- 1. Poor: Performance is consistently below an acceptable level. Immediate improvement is required.
- N/A** Did Not Observe: The student's activities have not included an opportunity to practice a particular skill.

<b>Attitude, Initiative, Professional Disposition, Communication and Appearance</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
1. Dependability					
2. Self-Reliance					
3. Resourcefulness					
4. Flexibility					
5. Thoroughness					
6. Curiosity					
7. Personal Appearance					
8. Maturity					
9. Contributions at Meetings					
10. Oral Communications					
11. Written Communications					
12. Willingness to Accept Constructive Criticism					
13. Professional Disposition with Clients, Colleagues, Public and Management					

**Part II: Skill and Knowledge Development**

The student was able to effectively demonstrate the following Domains of Public Health Competency\*\*

	1	2	3	4	5
1. Analytic Assessment Skills					
2. Policy Development/Program Planning Skills					
3. Communication Skills					
4. Cultural Competency Skills					
5. Community Dimension of Practice					
6. Basic Public Health Sciences Skills					
7. Financial Planning & Management Skills					
8. Leadership and Systems Thinking Skills					

\*\*See Document from Council on Linkages Between Academia and Public Health Practice at <http://www.phf.org/competencies.htm>

**Part III: Performance and Knowledge Improvement Based on the 10 Essentials Public Health Services**

**10 Essential Public Health Services**

Indicate if student exhibited behaviors at an aware, knowledgeable or proficient level.  
Leave blank if not observed.

	Aware	Knowledgeable	Proficient
1. Monitor health status to identify community health problems			
2. Diagnosis and investigate health problems and health hazards in the community			
3. Inform, educate, and empower people about health issues			
4. Mobilize community partnerships to identify and solve health problems			
5. Develop policies and plans that support individual can 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 provisions of health care when otherwise unavailable			
8. Assure a competent public health care workforce			
9. Evaluate effectiveness, accessibility, and quality of personal and population-based health services			
10. Research for new insights and innovative solutions of health problems			

**Part IV: General Appraisal of Student**

Discuss strengths and weaknesses, level of achievement, willingness to devote time and energy, sense of purpose and commitment, etc.

Please describe any improvements you've noticed in the student's performance over the course of the internship.

Assuming you had a position available; would you hire the student or recommend this student to a colleague with an available position? (Check appropriate response)

- Highly Recommend
- Recommend without Reservations
- Recommend with Reservations (please explain)
- Would NOT Recommend (please explain)

Signature of Preceptor: \_\_\_\_\_ Date: \_\_\_\_\_

To The Student:

Your signature below indicates neither agreement nor disagreement with the evaluation, but it does indicate that you have read the evaluation and it has been discussed with you. If you wish, you may comment in the space below.

Signature of Student: \_\_\_\_\_ Date: \_\_\_\_\_

Student Comments:

**RETURN FORM TO:**

**PRACTICE AND SERVICE**

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# University of Kentucky College of Public Health

## Consent to External Background Inquiry

The University of Kentucky College of Public Health Master of Public Health and Doctor of Public Health curricula include public health practica to meet degree requirements. As a pre-requisite for participation in a practicum course at the University of Kentucky College of Public Health, students may be required by the practicum site to undergo a criminal background inquiry. This inquiry may include, but may not be not limited to, past criminal offenses, and registry information, such as child and dependent adult abuse information.

**All students must agree to submit to a criminal background inquiry, if required, and to complete and sign the form below:**

- I understand that my practicum site may require a criminal background inquiry, and I will consent to the procedure if required.
- Have you ever been convicted of any offense other than a minor (speeding, reckless driving, etc.) traffic violation? Yes [ ] No [ ] If yes, for each indicate:

What?

When?

Where?

Explain:

Final Disposition:

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**PRINT / TYPE NAME**

---

**DATE**

---

**SIGNATURE\***

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**ASSISTANT DEAN FOR  
PRACTICE AND SERVICE  
WITNESS**

\*The College of Public Health will offer access to this signed form to the practicum site and verify that the signature is that of the student named on the form.