



### 1. Course Syllabus Information

- a. **Course Number and Title:** PH 791: Advance Public Health Practice-Spring 2016
- b. **Number of Credit hours:** 3 credit hours
- c. **Course Meeting Place and Time:** TBA—Placements with community organizations

### 2. Instructor Information:

- a. **Name:** Valerie Yontz, PHD
- b. **Phone:** 808-956-5771
- c. **Email:** vyontz@hawaii.edu
- d. **Office Location:** D202-BioMedical Sciences Building
- e. **Office Hours:** By appointment via email

### 3. Course Description:

The Advances in Public Health Practice or usually called “Practicum” is a **planned, approved, supervised and evaluated practical experience** that is intended to provide students an opportunity to synthesize, integrate, apply practical skills, knowledge, training learned through courses, to gain professional experience in a public health work environment and to work on public health practice projects that are of particular interest.

The Practicum is a three-way partnership between the student, student’s UH-Department of Public Health Sciences’ Practicum Coordinator and his/her advisor, and the sponsoring agencies/organizations in which the practicum takes place under the supervision of a site preceptor. The Practicum is a 3-credit requirement during which the student works 240 hours in the community under the supervision of a site or practicum preceptor. Students can complete these hours over the summer period or spread them over a long time period if necessary.

The Practicum is guided by a set of approved policies and procedures, which are based on the needs, and resources of all parties involved. A Practicum provides the opportunity to integrate and apply classroom learning in a public health work environment, enabling you to observe and learn from professionals in the field. If you are new to the field of public health, the practicum serves as an important first step in your career with public health practice, providing an introduction to the practical skills and experience necessary for a productive and fulfilling career. If you have had prior work experience, you will find that the practicum provides the opportunity to hone your skills or to gain new experience in a different area of specialization. The practicum experience could include study design, proposal writing, primary data collection & data analysis, needs assessment, program evaluation, project development, health education trainings, policy analysis, cost effectiveness, and others.

### 3a. Prerequisites (optional- delete if none)

#### 1. Academic Prerequisites:

Students need to have completed minimum of 15-24 credits of their MPH course requirement to be considered eligible for the Practicum. It is recommended that at least 20 hours (two semesters of course work) or more

credits are completed so that more public health knowledge and learning is brought into the practicum experience.

## 2. Additional Prerequisites:

Please refer to the Practicum Handbook for a review of the complete prerequisite list at <http://www.hawaii.edu/publichealth/students/students.html>

The primary prerequisites required for the program are as follows:

- Attendance to Practicum Orientation conducted by Practice Coordinator
- Pre-approval of the Practicum by the Practicum Coordinator and Faculty Advisor prior to initiation of Practicum hours
- Enrolled in UH-OPHS liability insurance by paying \$15.00 at the OPHSAS
- Development and submission of a completed Practicum Plan on Form 15
- All signatures obtained on Form 15 including Practicum preceptor, Faculty Advisor, Second Committee member, student and clearance by the Practicum Coordinator.

## 3. Forms

All students must fill out and submit the following forms found on Public Health Website at <https://www.hawaii.edu/publichealth/students/forms.html>

- Form 15-Student Practicum Plan (Appendix 1)
- Form 16-Final Site Preceptor Evaluation (Appendix 2)
- Memorandum of Agreement-Practicum Agreement for the Practicum Site (Appendix 3)
- Time Sheet for Tracking MPH Practicum Service Hours (Appendix 4)
- Request Form for Organizations seeking MPH students for practicum placement (Appendix 5)
- Student Practice Course commitment Form (Appendix 6)
- Student Profile (Appendix 7)

## 4. Student Learning Objectives: (for the Course):

### Course Overarching Learning Objectives

The practicum is an intensive period of supervised practicum training that is a key component of the MPH educational experience. It can be conceptualized in a variety of ways, each of which may be relevant to a particular set of needs, conditions, and purposes. A commonly accepted description of such programs focuses on the purpose of supplementing and extending the classroom academic program through practical opportunities with the following course overarching learning objectives:

1. Integrate theory with practice and application of knowledge;
2. Provide a place outside the classroom for clarifying values/beliefs and testing methods and techniques.
3. Address “real world” problems through research, problem solving, and service;
4. Identify potential public health problems and issues;
5. Stimulate or create areas for needed research, investigation and interventions; and
6. Assist in defining and solving health problems by using existing data or collecting new information.

## 5. Linking Department Approved Competencies Addressed:

Any of these competencies may be reinforced during the practicum and it is the student’s assignment to report which competencies got reinforced during the 240-hour practicum by documenting which and how specific competencies got attained and reinforced.

Code No.	<b>CORE PUBLIC HEALTH COMPETENCIES FOR MPH</b>
CPH1.	Apply the basic terminology and definitions of epidemiology (EPI).
CPH2.	Apply epidemiological methods to the identification and control of health problems (EPI).
CPH3.	Identify key sources of data for epidemiologic purposes (EPI).
CPH4.	Calculate basic epidemiological measures (EPI).
CPH5.	Explain the importance of epidemiology for informing scientific ethical, economic and political discussion of health issues (EPI).
CPH6.	Apply basic statistical methods for inference (BIOSTATS).
CPH7.	Apply descriptive techniques commonly used to summarize public health data (BIOSTATS).
CPH8.	Interpret results of statistical analyses found in public health studies (BIOSTATS).
CPH9.	Describe how environmental factors (biological, physical, and chemical) affect the health of a community (ENVIRON).
CPH10.	Identify the components and issues of the organization, financing and delivery of health services and PH systems in the U.S. (HPM).
CPH11.	Discuss the policy process for improving the health status of populations (HPM).
CPH12.	Identify and critique basic theories, concepts and models from a range of social and behavioral disciplines that are used in public health research and practice (SBHS).
CPH13.	Interpret the causes of social and behavioral factors that affect health of individuals and populations (SBHS).
CPH14.	Describe the roles of history, power, privilege and structural inequality in producing health disparities (DIVERSITY-CULTURE).
CPH15.	Demonstrate ability to interact respectfully and effectively in diverse groups (DIVERSITY-CULTURE).
CPH16.	Recognize system-level properties that result from dynamic interactions among human and social systems and how they affect the relationships among individuals, groups, organizations, communities, and environments (SYSTEM).
CPH17.	Communicate in writing and orally, in person, and through electronic means, with linguistic and cultural proficiency (COMMUNICATIONS-INFORMATICS)
CPH18.	Apply public health ethical standards of practice into all interactions with individuals, organizations, and communities (ETHICS-PROFESSIONALISM).
CPH19.	Demonstrate professionalism in public health research and practice based on principles of professional conduct and ethical practices of public health (available in the Practicum Handbook) (ETHNICS-PROFESSIONALISM).
Code No.	<b>SOCIAL AND BEHAVIORAL HEALTH SCIENCES</b>
SBHS1.	Apply evidence-based approaches in the development of social and behavioral science interventions.
SBHS2.	Assess individual, organizational and community concerns, assets, resources and limitations for social and behavioral science interventions.
SBHS3.	Apply multiple levels of intervention for social and behavioral science programs and/or policies.
SBHS4.	Select key stakeholders that will assist and support planning, implementation and evaluate public health programs, policies and interventions.
Code No.	<b>EPIDEMIOLGY</b>

EB1.	Identify public health practices for disease control including surveillance, screening and outbreak investigation, including the use of biomarkers and molecular biology.
EB2.	Demonstrate proficiency in computer-based data collection, management and analysis using major statistical software and fundamental strategies for bio-statistical analysis.
EB3.	Discuss how public health biology - the biological, ecological, and molecular context of public health - impacts public health practice.
Code No.	<b>HEALTH POLICY AND MANAGEMENT</b>
HPH1.	Apply the principles of program planning, development, budgeting, management and evaluation in organizational and community initiatives
HPH2.	Apply principles of strategic planning to public health
HPH3.	Apply quality and performance improvement concepts to improving health
HPH4.	Demonstrate leadership skills for building partnerships.
HPH5.	Analyze and translate the impact of current and proposed policy on public health.
Code No.	<b>NATIVE HAWAIIAN AND INDIGENOUS HEALTH</b>
NHIH1.	Describe indigenous peoples' health in a historical context including an analysis the impact of colonial processes on health outcomes.
NHIH2.	Analyze key comparative health indicators and social determinants of health for indigenous peoples.
NHIH3.	Critically evaluate indigenous public health policy and programs.
NHIH4.	Apply the principles of economic evaluation to indigenous programs with a particular focus on the allocation of resources relative to need.
NHIH5.	Demonstrate a reflexive public health practice for indigenous peoples' health contexts.
NHIH6.	Demonstrate a disease prevention strategy that values and incorporates indigenous peoples' traditional knowledge.

6. **Course Schedule:** (Class dates, topics, and assignments)

**Practicum Process Checklist**



**Start steps to begin→**

- 1. Pay Liability Insurance**
  - Paid the \$15.00 liability insurance premium at Office of Graduate Student Academic Services (OGSAS) in Biomed D204--Only checks or money order are accepted; make payable to "University of Hawai'i"
- 2. Select Practicum Placement Site**
  - Find a site that meets your interest by utilizing a meeting with Practicum Coordinator
  - Discuss site with your faculty committee advisor/chair and get clearance
  - Confirm site offers the basic requirements for MPH specialization areas
- 3. Select Qualified Practicum Preceptor with masters' degree**
  - Selected qualified practicum preceptor that is willing to oversee your practicum activities
  - Determine if Practicum preceptor has at least a master's degree or higher
  - Assess if Practicum preceptor has at least 1-2 years' experience in the public health

- Verify if Practicum preceptor has enough time to meet regularly with the student
- Seek approval preceptor by Faculty advisor/chair and from Practicum Coordinator

**4. Make a Practicum Site Visit with Practicum Coordinator (or Advisor)**

- Determine that it is match between the student, preceptor, and site
- During the meeting, generate ideas for practicum objectives and deliverables

**5. Complete and Submit Form 15**

- Select second program committee member
- Complete by typing all sections of Form 15 for page 1 and page 2 (typed)
- Circulate draft Form 15 in one email to Practicum Coordinator, preceptor, advisor, and second faculty member.
- Obtain all signatures on Form 15
- Submit original Form 15 to Practice Coordinator

**6. Obtain Signed Memorandum of Agreement (MOA)—Practicum Agreement**

- Ensure practicum site has a signed Memorandum of Agreement (MOA) with OPHS
- Work with Practice Coordinator to complete signed practicum agreement with preceptor or designated person for organization.
- Practicum preceptor will email preceptor the certificate of appreciation and thank-you letter at the end of student's practicum with copy to faculty members and student.

**Do for 240 hours→**

**7. Complete Practicum**

- Log time spent at practicum site and complete objectives & deliverables
- Carry out 240 hours (total) completed by the end of the practicum period

**8. Post monthly blogs**

- Enter monthly reflective blogs on practicum site laulima (in Clog Tab) throughout the whole practicum to be completed by the 7<sup>th</sup> day of following month
- End blogs only when practicum report has been emailed/filed with Practicum Coordinator.

**Finish steps to end→**

**9. Write Practicum Report**

- Complete written practicum report about the experience at practicum site before seeking preceptor's evaluation.
- Document how each set of learning objectives and deliverables (as paired together) have been met and ensure comments about MPH competencies that became linked to the practicum activities.
- Email the practicum report in one joint email to practicum preceptor, advisor and second committee members and practicum coordinator together to explain how the practicum experience was completed.
- Ensure that enough data/experience for the final capstone paper and final oral.

**10. Obtain Preceptor's Form 16-- Evaluation of Practicum Student Activities**

- Ensure Practicum Preceptor completes by typing the Form 16: Practicum Preceptor Evaluation with original signature and returned it to the Practice Coordinator. (Then practicum coordinator will be emailed copies to the student's committee members (filed in OGSAS record).
- Ensure Form 16 is TYPED up and prepared in advanced with objectives/deliverables paired together on the page one and preceptor's information is filled on page three. Preceptor is requested to type the Form 16 and print to sign only.

**11. Enroll in PH 791: Advanced Public Health Practice**

- Register for PH 791: Advanced Public Health Practice with override clearance from the Practicum Coordinator and need to email UH ID number for override. MPH student can enroll in semester ending practicum or semester before graduation. Work needs to done by the checklist process and not based on enrollment.

**12. Finish Qualtrics survey as Public Health Practicum Feedback survey**

- Complete post-practicum feedback survey online (like eCafe) as link for survey will be emailed to you.

- ❑ Observe that practicum preceptor will email preceptor the certificate of appreciation and thank-you letter at the end of student's practicum with copy to faculty members and student.
- ❑ Encourage MPH students to email their own thank you acknowledgement to the preceptor

## 7. Description of Course Assignments:

Students conducting the Practicum will largely work independently. The course assignments are determined through the developed learning objectives and outcomes. To get credit for the Practicum, the following items must be submitted:

- **Form 15--A Completed Practicum plan**—this plan must include input from the site preceptor and Faculty Advisor beside the student. The Practicum plan must also be linked to the public health competencies listed below. The Practicum plan will identify: The Practicum site where the student will complete the Practicum, the person who will serve as the site preceptor and his/her qualifications, the learning objectives and deliverables of the Practicum, the scope and nature of the practicum project and activities the student will undertake and the outcomes/deliverables that complete in order to complete the course.
- **Practicum Reflection Blogs and Practicum Report**—The student will be asked to submit monthly reflective blogs and then a practicum report to track the impact of the practicum experience on the student's learning and to assess what impact the student's practicum project has on the "host" placement organization. The reflective blogs are submitted to practice coordinator in practicum laulima and the practicum report is emailed to the student's faculty advisor, second faculty member, and the Practice Coordinator.

The student's practicum report is a document that answers: "How have you met each one of your learning objectives and deliverables (outcomes) as listed on your Form 15? If for any reason you have not, explain why?" It is goal to have the student make critical thinking linkages between this practicum experience and the student's prior academic classroom learning particularly in connection to concepts, patterns, models, frameworks, and theories. Critical thinking and reflection approaches have historically are key aspects of service-learning projects.

Service learning is important aspect that can be incorporated in many or most practicum experience but not necessarily with all of the practica. When possible the students' practica will used the service learning principles to help strengthen and guide the service and learning exchange between the campus and community. By service learning is meant a structured learning experience that combines community service with higher levels of learning, professional preparation, and reflection. Through reflection, the public health profession student can better analyze the "community context" to their education, allowing them to connect their academic coursework to their roles as citizens and public health professionals. Service-learning can provide students with the opportunity to build community-based or cultural competencies, as well as interpersonal communication skills. In addition, service-learning can provide a foundation for students to play a role within the realm of patient and community advocacy.

- **Form 16-Practicum Preceptor Evaluation of the students.** This is form is pre-filled in by the student with the student's learning objectives & deliverables as paired and then emailed to the practicum preceptor to complete by typing evaluation after the student has met the objectives and deliverables/outcomes.

The student will receive a grade for the course once the Practicum Preceptor has completed and return Form 16 to OGSAS office with copies given to the student's faculty advisor and the Practice Coordinator. The Practice

Coordinator is the faculty of record on the PH 791 and the student’s faculty advisor is one who decided the grade based on the evaluation feedback and input from the practicum coordinator. The grade is finalized with the Practice Coordinator and will submit the grade online into the usual university grading system.

**MPH Practicum Reflective Blogs and Practicum Report Assignment for PH 791**  
**Instructions for MPH Practicum Students**

**I. Reflective Blogs**

**Instructions:** Throughout your practicum, please submit a series of monthly reflective blogs that may be written in the first person. These blogs will need to be posted monthly with one blog for every month that you are in your practicum. These blogs are due by the 7th day of each month and it is the student responsibility to remember to post these blogs in the practicum site laulima under the blog tab. Each blog does not have any maximum length so write as much as you want. Generally, expectation is to write a narrative at least one-two paragraphs with several sentences in each paragraph since this is an academic learning blog. Extra blogs are welcome. These blogs will be utilized to understand the progress of the MPH student’s practicum experience and are open to be seen by MPH student’s two committee members and practicum coordinator (but not necessarily for the preceptor unless the student desires). The basic reflective approach to each blog is to be guided by answering in each blog the following question as listed below in Table 1:

**Table 1: Reflective Blog Guide:**

Reflective Blogs Elements	Reflective Blog Question to Address:
<ul style="list-style-type: none"> <li>Self awareness and grounding in public health practice</li> </ul>	A. What is happening to you during your practicum and how do these experiences relate to the application and refinement of your project as well as public health knowledge, attitudes, and skills?

**II. Practicum Report**

**A. Instructions:** At the end of your practicum (at 220-240 hours) please submit a short practicum report in order to better be evaluated by your preceptor, advisor, and committee member. Please focus the paper on the question listed below in Table 2. The report should be doubled–spaced, ranges usually from 4-6 pages (no maximum limit), 11-12 size font for a total of at least 1200 words. Be sure to put your name, date, and **“Practicum Report”** on the top of the paper before you begin to write the paper (No title page). Please use APA or MLA style formatting. Please be sure to write your report in your good academic writing even though the report can be written in the first-person. The report should be organized into sections with a heading for each pair--of your learning objective and its deliverable. After you explain how you have met your objectives and accomplished your deliverables, and then add a short “critical thinking” statement for each section of your key learned element. Table 3 can be used as a guide for key elements that constitute “critical thinking” process. This paper is NOT a reflective piece of writing (only the blogs) but an academic summary report of your practicum efforts in public health practice as specified on your Form 15 with insights about the impact on you as an emerging public health professional.

**Table 2: Practicum Report Guide:**

PH Practice Elements	Evaluation Question to Address:
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<ul style="list-style-type: none"> <li>Public Health Practice Accomplishments</li> </ul>	How have you met each one of your learning objectives and deliverables (outcomes) as listed on your Form 15? If for any reason you have not, explain why?
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**B. Submission of Paper.** Submit by email your practicum report in electronic form to Valerie Yontz at [vyontz@hawaii.edu](mailto:vyontz@hawaii.edu) and included the practicum report all in the **same email** with your OPHS faculty advisor, second committee member, & preceptor’s email addresses at the same time. This paper is due as you completing the practicum during the last 220-240 hours. It is request to submit your practicum report before the preceptor writes the evaluation on Form 16 so the report can be used to help assess the student’s performance.

<b>Table 3: Critical Thinking Grid of Essential Skills and Processes</b>	
<b>Necessary but Not Sufficient for Critical Thinking</b>	<b>Critical Thinking Skills: Evidence and Meaning</b>
Be willing to engage in critical thinking.	Distinguish between previously known & new info.
Be open to alternative perspectives.	Identify unavailable info.
Respect others’ ideas.	Make objective interpretations of evidence.
Set goals/plan ahead.	Make subjective interpretations of evidence.
Manage time.	Make connections among different types & pieces of evidence.
Distinguish inferences from direct observation.	Clarify ambiguities.
Identify relevant but unavailable information.	Evaluate information for credibility.
Recognize the need to distinguish subjective v objective information	Evaluate information for relevance.
<b>Critical Thinking Skills: Problem-Solving</b>	Evaluate information for cause and effect. Draw conclusions.
Identify relevant strategy.	Formulate questions that lead to interpretation of meaning.
Use relevant strategy.	Revise subjective interpretations based on evidence.
Make inferences.	Distinguish literal from symbolic or metaphoric meaning.
Synthesize information gathered.	Discern themes/main ideas/thesis statements.
Consider consequences.	Recognize implicit meaning
Identify logical fallacies.	Identify an interrelationship between form and meaning
Generate logical alternatives.	Analyze interrelationship(s) between form and meaning
Develop & focus powers of imagination/intuition.	Recognize that the construction of meaning is collaborative
Evaluate problem-solving solution strategy.	Trace elements of collaboratively constructed meaning back to their origins.
Clearly communicate conclusions.	Recognize that the experience of discerning meaning is personally transforming.
Assist effectiveness of solution strategies.	Reflect on personal insight(s) gained through interpretation of meaning.
<b>Critical Thinking Skills: Scientific Method</b>	Discover underlying values, ideas, and moral implications
Describe a theory.	Identify moral implications of one’s actions
Using a theory as the basis, generate a hypothesis.	<b>Critical Thinking Skills: Perspective-taking</b>
Formulate questions that generate descriptive information	Reflect upon and evaluate one’s own perspective.
Formulate questions that generate explanatory information.	Distinguish subjective and objective information.
Interpret results according to statistical outcomes.	Describe another’s ideas, assumptions, and processes.
Clearly communicate the logic of the inquiry method.	Reflect upon and evaluate another’s perspective.
Clearly communicate conclusions.	Compare/contrast multiple perspectives. (Renner, 2009)

### III. Overall Practicum

**A. Time Management of the Whole Practicum.** There is a timesheet below in Table 4 (and other timesheet versions in practicum laulima site) to track your practicum hours. MPH students are on a honor system to track their own practicum hours. As a public health professional, it is important to demonstrate you can manage your objectives, deliverables, time sheet, reflective blogs, and practicum report. Your submission of the blogs and practicum report is expected to happen without needing to be reminded. If excessive delays occur, this will reduce the final grade given to you in your PH 791



practicum course. Please take the initiative to keep your advisor, second committee member, and the practicum coordinator informed and up-to-date with your practicum progress, assignments and outcomes.

**B. Completion of Practicum.** To fully finish the practicum, the following needs to happen: the 240 practicum hours are done, the all required blogs are posted, the practicum report is finished, and finally your preceptor has completed your evaluation on Form 16 and submitted it to the practicum coordinator. At this point, in consultation with your advisor, a grade can be posted for PH 791: Advances in Public Health Practice course. You enroll in this PH 791 course in the semester that you will be completing your practicum. To officially start your practicum, you must have completed Form 15 whether you have enrolled in PH 791 yet or not. Please utilize the resources in the practicum site laulima and any questions or needed guidance, email your advisor and/or Valerie Yontz at [vyontz@hawaii.edu](mailto:vyontz@hawaii.edu).

## 8. Grading Rubric: (for Class Assignments)

**Note:** The deadlines for each step, indicated by italics below, are determined between the student, practicum preceptor, advisor and the practicum coordinator. A delay of one week or more will result in a loss of 5 points, and any further delay will result in a more significant point reduction and affect the grade for PH 791.

Practicum Process Steps	Points
<b>Paid Liability Insurance</b> <ul style="list-style-type: none"> <li><i>Paid the \$15.00 premium at Office of Graduate Student Academic Services (OGSAS) in Biomed D204. (Only checks or money order are accepted; make payable to "University of Hawai'i"). Deadline: Prior to submission of Form 15</i></li> </ul>	5
<b>Met/communicated with Practicum Coordinator to Finalize the Following:</b> <b>a) Selected Practicum Placement Site</b> <ul style="list-style-type: none"> <li>Found a site that meets your interest</li> <li>Discussed the site with your faculty committee advisor/chair and get clearance</li> <li>Confirmed site offers the basic requirements for MPH specialization areas</li> <li>Met with Practicum Coordinator to complete Form 17 and file resume in OPHSAS file</li> </ul> <b>b) Selected Qualified Practicum Preceptor</b> <ul style="list-style-type: none"> <li>Selected qualified practicum preceptor that is willing to oversee your practicum activities</li> <li>Determined if practicum preceptor has at least a master's degree</li> <li>Assessed if Practicum preceptor has at least two years of experience in the field.</li> <li>Verified if Practicum preceptor has enough time to meet regularly with the student</li> <li>Sought approval preceptor by Faculty Advisor/chair and from practicum coordinator</li> </ul>	5
<b>Completed Form 15: Meet with preceptor and practicum coordinator (&amp; advisor)for practicum content</b> <ul style="list-style-type: none"> <li>Selected second committee member</li> <li>Completed all sections of Form 15 (typed)</li> <li>Obtained all signatures on Form 15</li> </ul> <i>Submit original Form 15 submitted to Practice Coordinator (Valerie Yontz)</i>	5
<b>Signed Memorandum of Agreement (MOA)—Practicum Agreement</b> <ul style="list-style-type: none"> <li>Ensured practicum site has a signed Memorandum of Agreement (MOA) with OPHS</li> <li>Worked with the Practice Coordinator to file MOA</li> </ul>	5
<b>Completed Practicum Objectives and Deliverables</b> <ul style="list-style-type: none"> <li>Logged time spent at practicum site and completed objectives &amp; deliverables</li> <li>Carried out 240 hours (total) by the end of the practicum period</li> </ul>	30
<b>Posted monthly reflective blogs throughout whole practicum on time (lateness will affect grade)</b> <ul style="list-style-type: none"> <li>Entered monthly reflective blogs on practicum site laulima throughout the whole practicum</li> </ul>	15
<b>Wrote Practicum Report</b> <ul style="list-style-type: none"> <li>Completed written practicum report about the experience at practicum site</li> <li>Document how each set of learning objectives and deliverables have been met</li> </ul>	10

<ul style="list-style-type: none"> <li>Ensured that enough data/experience for the final capstone paper and final oral</li> </ul>	
<b>Obtained Form 16: Preceptor Evaluation of Practicum Collected</b> <ul style="list-style-type: none"> <li>Ensured <i>Practicum Preceptor completes the Form 16: Practicum Preceptor Evaluation and returned it to the Practice Coordinator</i> (Then Practicum Coordinator will email copies to the student faculty committee and OGSAS for student file)</li> </ul>	5
<b>Demonstrate Good Practicum Management and Good Professional Communication</b> <ul style="list-style-type: none"> <li>Able to complete practicum with planned time (usually one summer-12 weeks)</li> <li>Communicate well with preceptor and keep practicum coordinator well informed of progress</li> </ul>	15
<b>Enrolled in PH 791: Advanced Public Health Practice</b> <ul style="list-style-type: none"> <li>Registered for PH 791: Advanced Public Health Practice</li> <li>Completed post-Practicum feedback survey (like eCafe)</li> </ul>	5
<b>Total Practicum Points—No grade will be given until all aspects are thoroughly completed.</b>	<b>100</b>

9. **Grading Scale: You must indicate whether or not you are using the “+ -“ grading system**

<b>This course will NOT use + and –grading system</b>	
A = 90-100	Excellent, distinctive work. Demonstrates sophisticated understanding: Nuanced and insightful account, powerful and effective application of concepts, frameworks and theories discussed in class and articulated in written work.
B = 80-89	Above average work. Demonstrates accomplished understanding: Thorough, well-documented account; adequate and apt application of concepts, frameworks and theories discussed in class and articulated in written work.
C = 70-79	Average work, sufficient, but not distinctive. Acceptable view with some misconceptions or oversight; not fully supported; acceptable but limited application of concepts, frameworks and theories discussed in class.
D = 60-69	Poor, insufficient work. Naïve or inadequate understanding: simplistic account and use of concepts, frameworks and theories discussed in class. Unable to articulate thoughts and ideas in written work.
F < 60	Unacceptable work

**10. Required Text or Readings:**

There are no required text books for the PH 791 course since this course is the important application and practice of public health knowledge and skills already learned in prior public health courses, textbooks, articles, and other academic sources.

**11. Course Policies:**

**I. Site Selection of Practice Placement**

- A. **Policy I. A:** The selection of a placement site is based on the ability of the site agency to provide an exemplary experience in public health practice. The student and the student’s program committee decide together whether the student’s learning and competency needs can be met at this site.

- B. **Policy I. B:** In order to graduate from UH-OPHS with a MPH, the practicum course (PH 791) must be completed since the practice placement/practicum cannot be waived for MPH students.
- C. **Policy 1. C:** Once a practicum site is select, then a practicum agreement also called Memorandum of Agreement (MOA) will be secured between UH-OPHS .and practicum site organization and their designed representatives.

## II. Practicum Preceptor Qualifications, Selection, and Approval Method

- A. **Policy II. A:** Qualified practicum preceptors will hold at least a master’s degree (or higher) and will have one or more years’ experience in the public health practicum.
- B. **Policy II. B:** The practicum preceptors will be identified and selected based on their years of service, their exemplary practice in epidemiology, social and behavioral health sciences, health policy and management, native Hawaiian and indigenous health or other public health areas. They are also based on the ability of preceptor’s site to provide a practicum training experience which best meets the student’s learning objectives and expected activity/research outcomes.
- C. **Policy II. C:** A selected few preceptors that only hold a bachelor’s degree have been allowed to precept MPH students especially preceptors like State legislative officials and Native Hawaiian leaders.
  - 1. **Procedure 1:** The process of review to allow this exception is guided by the student’s advisor and includes a review of the suggested preceptor’s resume or curriculum vitae by the faculty of the student’s specialization area. The faculty specialization group decides if the pending preceptor has enough experience, maturity, and professionalism to best support a MPH student’s practicum learning.
- D. **Policy II. D:** The practicum preceptor is the designated person to provide day-to-day supervision in the practicum while the student is engaged in the practice placement experience.

## III. Practicum Preceptor Orientation and Support

- A. **Policy III. A:** The Practicum Coordinator ensures that the selected preceptor acquires an overview and orientation to the OPHS’s Practicum system.
  - 1. **Procedure 1:** Two approaches are utilized including sharing/reviewing of the OPHS Practicum Handbook and convening of a “practicum meeting” among the student, preceptor, student’s MPH faculty committee members, and the Practicum Coordinator.
  - 2. **Procedure 2:** The Practicum Coordinator usually convenes the meeting and engages the preceptor to ensure the preceptor is familiar with practicum system and its process.
- B. **Policy III. B:** The Preceptor’s responsibility are reviewed and made available to the preceptor through three avenues—the Practicum Handbook, the Form 15 that preceptor signs to establish the approved practicum placement, and in the Memorandum of Agreement between the practicum site and OPHS..
  - 1. **Procedure 1:** Ongoing support is given to preceptor through email contact, any meetings and in-person exchanges with the preceptor as needed.
  - 2. **Procedure 2:** Once the practicum is completed, the preceptor is emailed a thank-you letter and certificate of appreciation. At the same time, the preceptor is emailed a MPH practicum request form if they would like to request another practicum student for any upcoming public health projects with that preceptor and the practicum organization.

## IV. Practicum Requirements and Approaches for Faculty Supervision of Students

- A. **Policy IV. A:** The practicum is required to be at least 240 hours in length.
- B. **Policy IV. B:** A contract for the placement is developed by completely filling out Form 15 (typed), to officially start the practicum. Practicum is can started once the MPH student has taken minimum number of 5 or more public health courses with at least 15-24 credit hours. Students can petition for an exception for fewer credits and the justification in writing to the practicum coordinator, their advisor, and their specialization faculty members.
- C. **Policy IV. C:** Under the supervision of the preceptor, students are encouraged to complete their practicum in the summer or over a single semester, but flexibility is allowed to accommodate part-time/working students’ schedules.

1. **Procedure 1:** The student is expected to meet with the practicum preceptor regularly over the course of the placement. The student is also expected to meet with his or her program committee members to discuss progress on the practicum learning objectives and expected activity/research outcomes, which will be completed and signed off through use of Form 15.
  2. **Procedure 2:** The student is required to post monthly summary blogs on practicum laulima (online classroom management system) to describe their progress. The Practicum Coordinator (11-month faculty member appointment) reads the practicum blogs and gives written feedback throughout the summer time when most students carry out their practica.
  3. **Procedure 3:** The student's faculty committee members (9-month appointments) are update in August when the academic semester starts. Students are encouraged to complete their practicum in the summer or over a single semester, but flexibility is allowed to accommodate part-time/working students' schedules.
  4. **Procedure 4:** Upon completion, the student is required to prepare a final practicum report and provide an assessment of the practice placement experience to describe how the learning objectives and expected outcomes were met.
- B. **Policy IV. D:** The faculty advisor will make the final grade evaluation of the student's performance based on the practicum report summary of activities, preceptor's Form 16 evaluation, recommendation of Practicum Coordinator, and the professional communication by the student throughout the practicum.

#### V. Evaluation of Practice Placement Sites and Practicum Preceptors

- A. **Policy V. A:** The practice placement site and practicum preceptor are consistently evaluated by public health faculty especially based on the following: a) how well the site met the student's desired learning objectives, b) the practical experience, c) the education (master-level or higher) of the preceptor, d) how much time and guidance that the practicum preceptor was able to offer the student, e) stability of the practicum site/organization, and f) whether the expected activity outputs and deliverable (learning outcomes) were achieved.

#### VI. Evaluation of Students

- A. **Policy VI. A:** The practicum preceptor is responsible for the evaluation of the MPH student's progress and outcomes during the practice placement experience through use of Form 16.
- A. **Procedure 1:** The practicum preceptor must complete the Form 16: Evaluation Form provided by the program, which will include the student's pre-determined learning objectives and activity/research outcomes. The practicum preceptor is required to give a direct and honest report of the student's level of success in completing the learning objectives and the activity/research outcomes.
- B. **Policy VI. B:** The Practicum Coordinator posts all the PH 791 course grades based on all evidence of the practicum checklist including meeting the learning objectives/deliverables, completing the 240 hours, favorable evaluation by the preceptor, and good professional communication by the MPH student with faculty and preceptor about the student practicum progress throughout the process.

### Procedural Steps for Implementing and Completing the Practicum

#### First Semester:

1. The student becomes familiar with the practicum training purpose and the requirements of the department and meets with Practice Coordinator to discussion any practicum site suggestions or requests.
2. The student begins preliminary discussions with his or her faculty advisor to identify areas of interest and the MPH competencies to be strengthened.
3. The student drafts a possible practicum plan on Form 15 identifying the desired learning objectives and deliverables relative to the practicum and further mastery of the MPH competencies.
4. The student discusses potential placement sites with the Faculty Advisor and Practice Coordinator. Sites under consideration may include agencies or organizations that are currently seeking students or established sites that correspond with the student's practicum plan.

5. The student selects a permanent faculty advisor who will also serve as faculty chair of his or her MPH second program committee.

#### **Second Semester:**

6. The student and his or her faculty advisor select the second faculty member(s) of the program committee.
7. With the help of the faculty advisor/chair and/or Practice Coordinator, the student visits potential practice placement sites and interviews with prospective practicum preceptors. (Second and third semesters)
8. The student and the faculty chair/advisor screen, select, and accept a practice placement site.
9. The student and faculty chair/advisor meet with the practicum preceptor to determine if the preceptor meets OPHS requirements and is willing and able to direct the required practicum activities.
10. The practicum plan is discussed by the student, faculty chair/advisor, and preceptor, ideally in a joint meeting of the parties. A contract for the placement is developed by completely filling out Form 15 (typed), to officially start the practicum. Practicum is not started until the MPH student has taken minimum number of at least 5 or more public health courses with 15-24 credits hours. Actually enrollment in PH 791 Advanced Public Health Practice "course" can occur then or later.
11. The student, preceptor, faculty advisor/chair and faculty second committee member approve and sign Form 15. Form 15 includes the student learning objectives (and their relationship to the competencies), the scope and nature of the practicum training, and expected deliverables or outcome. The completed form is filed in the OGSAS office.
12. The student purchases liability insurance each year at the Office of Graduate Student Academic Services (OGSAS, Biomed D-204). This ensures that the student has liability insurance coverage for the duration of the practicum training and for any other service-learning experiences. With any research activities, the student also must obtain approval from the University's Committee on Human Studies through the Institutional Review Board (IRB) (applications available at [www.hawaii.edu/irb](http://www.hawaii.edu/irb).)

#### **Summer Session or Third Semester:**

13. The student enrolls in practicum training, PH 791 Advanced Public Health Practice for three credit hours. The student must receive override to enroll from the Practicum Coordinator since Form 15 must be on file to enroll.
14. As part of PH 791, the student completes the required practicum training which entails a minimum of 240 hours of practicum work.
15. Student must take responsibility to keep regular work hours, track the numbers of hours completed (see sample time sheet on page 20), make up missed hours, and meet regularly with practicum preceptor (weekly or every other week). The student keeps the faculty chair/advisor informed of ongoing practicum activities on a regular basis.
16. The student also must complete the monthly blogs throughout the whole practicum process and then submit one practicum report at the end practicum practice to the student's committee members, preceptor, and practice coordinator.
17. Student is expected to fulfill responsibilities and commitments in a professional manner by being accountable, practicing good ethics, maintaining confidentiality, good communication, and consulting faculty and other professionals when in doubt of appropriate actions to apply in certain situations.
18. The student completes the required practicum training which entails a minimum of 240 hours of practicum work.
19. Student normally is not paid for practicum training. He/she may be paid, but this must be pre-arranged with the practice placement site. Practicum placements at students' work places are not allowed due to conflict-of-interest. Exceptions can be made on a case-by-case consideration with the mutual agreement of student's boss, the student's program committee members and the practicum coordinator.
20. The student arranges a joint "wrap-up" meeting with faculty chair/advisor and practicum preceptor at the completion of the practicum training when feasible.
21. The student ensures that practicum preceptor completes the Form 16 (Practicum Preceptor Evaluation Form) and returns the completed form to the Practicum Coordinator for processing.
22. The student sends an email/letter/note of appreciation to the practicum preceptor and practice placement site. A follow-up certificate of appreciation and letter of thanks will be officially sent by the Practicum Coordinator on behalf of the Office of Public Health Studies.

23. The student provides a practicum report (oral and written) to the preceptor with copies to committee members and the Practicum Coordinator. The report should include how the outcomes were met as required by the practicum plan (Form 15). Comments and suggestions to improve and enhance the practicum training experience within the context of the department and program requirements will be provided to the Practice Coordinator by the student and/or the faculty chair/advisor.
24. The student must submit the required documentation, (Form 15, practicum report, and original preceptor's Form 16 received), preferably before the student can enroll in PH 789: Integrative Seminar.
25. Student is requested to complete an online practicum survey as to rate the practicum experience and to substitute for the eCAFE system since practicum indicators are not part of the eCAFE system.

**Fourth Semester:**

26. The student incorporates elements of the practicum training experiences into his or her final paper and final oral presentation as guided by the student's advisor.
27. The student will designate what MPH competencies were actually met, strengthen, and even mastered during the practicum experience on the PH 789 competency spreadsheet. <sup>1</sup>

<sup>1</sup> Revised Policies and Procedures were reviewed and approved by the OPHS faculty during November 5, 2014 Departmental Faculty Meeting.

**12. University Policies for Opportunity and Accommodation:**

- **Equal Opportunity and Affirmative Policy**

The University of Hawai'i is an equal opportunity/affirmative action institution and is committed to a policy of nondiscrimination on the basis of race, sex, gender identity and expression, age, religion, color, national origin, ancestry, citizenship, disability, genetic information, marital status, breastfeeding, income assignment for child support, arrest and court record (except as permissible under State law), sexual orientation, national guard absence, status as a covered veteran, pregnancy, and domestic or sexual violence victim status. This policy covers admission and access to and participation, treatment, and employment in the University's programs and activities.

For more information on equal opportunity and affirmative action policies and complaint procedures for the UH Mānoa Campus, contact:

- a) Students: Lori Ideta, Assistant Vice Chancellor & Dean of Students, EEO/AA, Title IX & ADA Coordinator Ph.-956-3290 (V/T); Email [idgeta@hawaii.edu](mailto:idgeta@hawaii.edu)
- b) Employees: Mie Watanabe, EEO/AA Director, Title IX & ADA Coordinator Ph. 956-7077; Email [-eoo@hawaii.edu](mailto:-eoo@hawaii.edu)
- c) Students with Disabilities: Ann Ito, KOKUA Program Director Ph. 956-7511 (V/T); Email [kokua@hawaii.edu](mailto:kokua@hawaii.edu)

- **Accommodations**

A student who may need an accommodation based on the impact of a disability is invited to contact me privately within the first weeks of the course. I would be happy to work with you and the KOKUA Program (Office for Students with Disabilities) to ensure reasonable accommodations in my course. KOKUA can be reached at 808-956-7511 or 808-956-7612 (voice/text) in room 013 of the Queen Liliuokalani Center for Student Services.

- **Counseling Services and Mental Health**

From time to time, we all need help managing stress and life problems. At times, school can be overwhelming, especially when balancing other responsibilities such as family and work. University of Hawaii at Manoa has a Counseling & Student Development Center (CSDC) that is available to all students.

The phone number is (808) 956-7927.

The website is <http://manoa.hawaii.edu/counseling/>

- **Hawaii Student Conduct Code and Academic Dishonesty**

Academic dishonesty such as plagiarism, cheating and other forms of dishonesty will result in a failing ("F") grade for the assignment. More than one incident of academic dishonesty will result in failing ("F") grade for the course. Equally, more than one incident will also result in reporting the academic dishonesty to the UH Office of Judicial Affairs. Student should familiarize themselves with the University of Hawaii Student Conduct Code:

[http://studentaffairs.manoa.hawaii.edu/policies/conduct\\_code/](http://studentaffairs.manoa.hawaii.edu/policies/conduct_code/)

Accordingly: The university expects students to maintain standards of personal integrity that are in harmony with the educational goals of the institution; to respect the rights, privileges, and property of others; and to observe national, state, and local laws and University regulations.

## Appendix 1: Form 15: PH 791 Advanced Public Health Practice

SUBMIT A COMPLETED COPY OF THIS FORM TO PRACTICUM COORDINATOR'S MAILBOX, BIOMED D-204, AND EMAIL [vyontz@hawaii.edu](mailto:vyontz@hawaii.edu) IN ORDER TO GET CLEARED (Override) TO REGISTER FOR PH 791.

<b>Student Name:</b> <b>Area of Specialization:</b> <b>Faculty Advisor/Chair:</b> <b>Practicum Start Date (Month/Year):</b>	<b>Liability Insurance Paid Date:</b> <b>Semester/Year Entered MPH:</b> <b>Second Committee Member:</b> <b>Practicum Focus Area:</b>
--	---

**Practicum Site Organization:**  
**Preceptor Name and Degrees:**  
**Preceptor Job Title:**  
**Preceptor Mailing Address:**  
**Preceptor Email Address:**  
**Preceptor Phone:**

### DESCRIPTION OF PRACTICUM SITE, PROJECT & PRECEPTOR'S BIO:

(Describe these areas to the **specifics** of your practicum project)

- A. Practicum Site** (describe type organization, mission and specific hosting program):
  
- B. Practicum Project** (including focus, background, and summary of main duties/activities):
  
- C. Preceptor's Bio** (with educational degrees/institutions and type of professional work experiences-must have master's degree to be preceptor):

<b>STUDENT LEARNING OBJECTIVES:</b> (Be sure every objective is linked to an outcome)	<b>EXPECTED CONCRETE DELIVERABLES (outcome):</b> (Be sure there is an measurable outcome linked to every objective)
LO1. Review practicum experience throughout the process by the following means: meeting regularly with preceptor, posting at least monthly blogs to practicum coordinator, and writing summary practicum report distributed all on signature sheet.	D1. Accomplish good practicum management, post monthly blogs on time, and complete practicum report.
LO2.	D2.
LO3.	D3.
LO4.	D4.
LO5.	D5.
LO6.	D6.
LO7.	D7.



**APPROVAL—SIGNATURE SHEET**

**Faculty Advisor/Chair, Student MPH Degree Committee:**

■ Name:		Signature: _____	Date: _____
Address:	1960 East West Road Honolulu, HI 96822		
Phone No.:	E-Mail:		

**Second Faculty Committee Member, Student MPH Degree Committee:**

■ Name:		Signature: _____	Date: _____
Address:	1960 East West Road Honolulu, HI 96822		
Phone No.:	E-Mail:		

**Student:**

■ Name:		Signature: _____	Date: _____
Address:			
Phone No.:	E-Mail:		

• By signing below, I (preceptor) hereby certify that I have received and read the **\*\*Responsibilities of a Preceptor\*\*** and do attest that I am qualified and will uphold these responsibilities as practicum preceptor to the best of my ability. I agree to evaluate the student's performance on Form 16: Practicum Preceptor's Evaluation. For questions or concerns please contact Practicum Coordinator--Dr. Valerie Yontz at [vyontz@hawaii.edu](mailto:vyontz@hawaii.edu) or 956-5771.

**Preceptor:**

■ Name and Degrees:		Signature: _____	Date: _____
Job Title:			
Preceptor Organization:			
Address:			
Phone No.:	E-Mail:		

**2<sup>nd</sup> Preceptor (if applicable-optional):**

■ Name:		Signature: _____	Date: _____
Title:			
Address:			
Phone No.:	E-Mail:		

**Clearance by Practicum Coordinator:**

■ Name: Valerie Yontz, RN-BC, MPH, PHD		Signature: _____	Date: _____
Address:	1960 East West Road-D202 Honolulu, HI 96822		
Phone No.: 808-956-5771	E-Mail: <a href="mailto:vyontz@hawaii.edu">vyontz@hawaii.edu</a>		
Practicum Agreement Done (date):	Cleared for Practicum Start (date):		

## Form 15: Responsibility Information for Preceptors

### Responsibilities of the Preceptor and Practicum Site Agency:

1. Practicum Site Agency and their staff members will provide **orientation** for the practicum student about its agency, its employees, how the agency operates, and its relationships in the community.
2. Practicum Site Agency will provide ample **learning opportunities** for practicum student especially those occasions that help the student meet the learning objectives that are designated on Form 15, the Advanced Public Health Practice Form.
3. Practicum Site Agency will provide Field Preceptors who will assist in establishing the learning objectives/deliverables of the student and ensure that **a focused in-the-field training** is given to the practicum student.
4. Preceptors will be available to **meet regularly** (weekly and/or every other week) with the practicum student throughout the 240 hours of practicum experience and will take time to observe the student's work and progress.
5. Preceptors will complete and return the **Preceptor Evaluation Form** using the OPHS's form called "Field Preceptor Evaluation Form (Form 16)," given to the faculty program advisor/chair and the Office of Public Health Studies in a timely manner (within 30 days of the practicum's completion)
6. Preceptor will **review the evaluation results with the student** before submitting the completed evaluation form.

### Responsibilities of the Office of Public Health Studies at the University of Hawai'i:

1. Office of Public Health Studies will provide liability insurance for all classified MPH students who pay the \$15.00 enrollment fee.
2. Office of Public Health Studies will provide the faculty member who serves as MPH student's program advisor and chair. The Faculty Program Advisor/Chair will be responsible for monitoring the student's academic progress and maintaining the liaison between the Office of Public Health Studies and the Practicum Site Agency. The Practicum Coordinator is assigned to assist all Faculty Program Advisor/Chair with monitoring, grading, communicating and deal with any inquires or problems.
3. The Practicum Coordinator is responsible for assigning the final grade for the student enrolled in the course called PH 791: Advanced Public Health Practice, once the practicum is completed based on the input from the student's faculty advisor and the practicum preceptor.
4. The Practicum Coordinator Faculty will be available for meetings and communication in order to monitor and receive updates on the practicum student's progress.
5. It is the responsibility of the Practicum Coordinator and/or Faculty Advisor to help resolve any problems or answer any questions that arise between the Office of Public Health Studies and the practicum site.

## Appendix 2.

University of Hawai'i ♦ Office of Public Health Studies ♦ Department of Public Health Sciences

### FORM 16: PRACTICUM PRECEPTOR'S EVALUATION FORM

Evaluation of MPH Student Performance during the Practicum Experience

**Student Name:** \_\_\_\_\_ **Specialization:** \_\_\_\_\_

#### I. STUDENT LEARNING OBJECTIVES AND OUTCOMES

**Students:** Input your learning objectives and deliverable outcomes into Column A below as recorded on your Form 15. Insert additional rows if needed.

**Preceptors:** Indicate by **X** or **√** your assessment level as achieved by the student during his/her practicum (Columns B-E).

A	B	C	D	E
Learning Objective and Deliverable Outcome as a Pair item • Cut and paste <u>pair</u> items here from Form 15	Exceeds Expectation	Meets Expectation	Needs Improvement	N/A or Did Not Observe
1.				
2.				
3.				
4.				
5.				
6.				

## II. EVALUATION INDICATORS FOR PERFORMANCE AND PROFESSIONALISM

**Preceptors:** Evaluate the student’s practicum performance and professional conduct below. Please provide examples in the narrative portion on page 3 to support these rankings, especially if the student exceeded or did not meet expectations. Thank you.

Practicum Performance Indicators	Exceeds Expectation	Meets Expectation	Needs Improvement	N/A or Did Not Observe
1. <b>Practicum Knowledge.</b> The student had the aptitude and knowledge to understand the duties for the assigned project.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. <b>Responsibility to Practicum.</b> The student carried out the assigned practicum duties and completed the practicum assignments within an acceptable time limit.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. <b>Quality of Work.</b> The student’s final work was at an acceptable professional level.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. <b>Cultural Competency.</b> When relevant, the student behaved appropriately with those of different cultural groups resulting in interactions that were sensitive and respectful of that groups’ cultural customs.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Practicum Performance Indicators	Exceeds Expectation	Meets Expectation	Needs Improvement	N/A or Did Not Observe
1. <b>Confidentiality.</b> The student kept all documentation of study subjects confidential and, if necessary, discussed confidential information only with the appropriate supervisor.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. <b>Communication Skills.</b> The student had ability to convey ideas and information effectively and courteously to others.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. <b>Compliance with Regulations.</b> The student adhered to your agency’s policies, procedures, rules, and regulations.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. <b>Professionalism.</b> The student displayed professional behavior at all times at the work site.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. <b>Appearance.</b> The student dressed appropriately for their activities.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

## III. SUMMARY

Overall Ratings	Exceeds Expectation	Meets Expectation	Needs Improvement
1. Please rate the student’s overall practicum performance.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Please rate the overall practicum experience for your agency.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Please rate this student’s competency in applying public health knowledge and skills.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**IV. NARRATIVE**

Please take a few moments to write about the student’s performance during the public health practicum placement and if you found the student’s work to be useful for your organization. What recommendations (if any) do you suggest for the student’s future professional growth?

**Did you find the MPH practicum student’s work to be of service to your organization?**

Yes       No      If yes, what service did it provide? \_\_\_\_\_

**Are you willing to be a practicum preceptor and practicum site for other MPH students in the future?**

Yes       No       Depends on Situation and Need

---

**Practicum Preceptor:**

Signature \_\_\_\_\_ Date \_\_\_\_\_

Name \_\_\_\_\_ Title \_\_\_\_\_  
(Please print)

Placement Site \_\_\_\_\_

Address \_\_\_\_\_

E-Mail Address \_\_\_\_\_ Phone No. \_\_\_\_\_

**Second Practicum Preceptor (if applicable):**

Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_  
(please print)

## Appendix 3.

University of Hawai'i ♦ Office of Public Health Studies ♦ Department of Public Health Sciences

### Practicum Memorandum of Agreement

This Agreement made by and between the University of Hawai'i's Office of Public Health Studies (OPHS) and the Practicum Site Agency (Agency) as listed below on this \_\_\_\_\_ day of the month of \_\_\_\_\_, 20 \_\_\_\_.

- University of Hawai'i, **Office of Public Health Studies**, Department of Public Health Sciences, 1960 East West Road, Biomed D202 Honolulu, Hawaii 96822-2319 Phone 808-956-5771
  - **Practicum Site Agency:** \_\_\_\_\_  
(Name, Address, Phone)
- 

#### PURPOSE OF AGREEMENT

- The purpose of this agreement is to establish a practice placement site called Practicum Site Agency in order to offer Master of Public Health (MPH) students at the University of Hawai'i the opportunity to engage in service-learning experiences. These practice experiences are meant to facilitate the application of the MPH students' knowledge, attitudes, perceptions, skills, and academic learning. In return, the Practicum Site Agency may utilize the services of students to assist the Agency with projects and tasks that require workforce assistance.

#### AGREEMENT

##### Responsibilities of the Office of Public Health Studies at the University of Hawai'i:

6. Office of Public Health Studies will provide access to liability insurance for all classified MPH students who pay the \$15.00 premium.
7. Office of Public Health Studies will provide the faculty member who serves as MPH student's MPH program advisor and chair. The student's Faculty Program Advisor/Chair will be responsible for monitoring the student's academic progress and maintaining the liaison between the Office of Public Health Studies and the Practicum Site Agency.
8. The faculty program chair of the practicum student is responsible for assigning the final grade for the student enrolled in the course called PH 791: Advanced Public Health Practice, once the practicum is completed based on the evaluation input from the practicum preceptor and the student.
9. The student's MPH program chair (and/or the Practice Coordinator Faculty) will be available for meetings and communication in order to monitor and receive updates on the practicum student's progress.
10. It is the responsibility of the student's program chair to resolve any problems or answer any questions that arise between the Office of Public Health Studies and the practicum site agency.

*Continued on next page*

**Responsibilities of the Practicum Site Agency:**

- 7. Practicum Preceptor at the practicum site agency will provide orientation for the practicum student about its agency, its employees, how the Agency operates, and its relationships in the community.
- 8. The Agency will provide ample learning opportunities for the practicum student especially those occasions that help the student meet the learning objectives that are designated on the Form 15, the Advanced Public Health Practice Form.
- 9. The Agency will provide Practicum Preceptors who will assist in establishing the learning objectives of the student and ensure that in-the-field training is given to the practicum student.
- 10. Practicum Preceptors will be available to meet regularly (weekly and/or every other week) with the practicum student throughout the 240 hours of practicum experience and will take time to observe the student’s work and progress.
- 11. Practicum Preceptors will complete “OPHS Form 16: Practicum Preceptor Evaluation” Form and review the evaluation results with the student before returning the form.
- 12. Practicum Preceptor will return the Form 16 to the student’s program chair and/or the Office of Public Health Studies through the Practice Coordinator in a timely manner (within 30 days of the practicum’s completion).

**The Office of Public Health Studies and the Practicum Site Agency Agree:**

- 1. This agreement remains in full force, effective as of the date signed, indefinitely until amended or terminated in writing.
- 2. Neither party shall in connection with any aspect of this agreement, discriminate against any person by reason of race, color, gender, religion, sexual preference/orientation, disability, national, and/or ethnic origin as stated in the titles and acts of the State of Hawaii (Amended Title VI of the Civil Rights Act of 1964, Age Discrimination Act of 1975, Amended Titles VII and VIII of the Public Health Service Act, Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973 and those laws relating to non-discrimination).
- 3. This agreement does not involve any financial obligation on the part of either institution to the other.
- 4. This agreement may be amended and/or terminated in writing at any time by mutual consent.
- 5. While this agreement primarily concerns about the practicum logistics, it is offered that OPHS and the Agency work and collaborate together as partners in advancing public health practice, education, research, and service through means such as service learning with trainings, presentations, research collaborations, and the sharing of knowledge, skills and technical assistance.

**APPROVED BY FOLLOWING SIGNATURES:**

\_\_\_\_\_  
Jay Maddock, Director, Office of Public Health Studies

\_\_\_\_\_  
Date

\_\_\_\_\_  
Practicum Preceptor and/or Administrator of Practicum Site Agency

\_\_\_\_\_  
Date

## Appendix 4.

University of Hawai'i ♦ Office of Public Health Studies ♦ Department of Public Health Sciences

### Time Sheet for Tracking MPH Practicum Service Hours

Student's Name \_\_\_\_\_ Time Range of Practicum \_\_\_\_\_

Day of the Week →	Sundays	Mondays	Tuesdays	Wednesdays	Thursdays	Fridays	Saturdays
	Number of Hours ↓	Number of Hours ↓	Number of Hours ↓	Number of Hours ↓	Number of Hours ↓	Number of Hours ↓	Number of Hours ↓
Week 1							
Week 2							
Week3							
Week 4							
Week 5							
Week 6							
Week 7							
Week 8							
Week 9							
Week 10							
Week11							
Week 12							
Week13							
Week 14							
Week 15							
Week 16							
Week 17							
Week 18							
Week 19							
Week 20							
Week21							
Week 22							
Week23							
Week 24							



## Appendix 5. (Use Online Form –Fillable)

University of Hawai'i ♦ Office of Public Health Studies ♦ Department of Public Health Sciences

### Organizations Requesting MPH Students for Practicum Placement or Community Service

To be completed by the intended practicum preceptor.

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Degree(s) held: \_\_\_\_\_ (Note: Preceptors must have a master's degree or higher and 2+ years of experience in the field.)

Placement Site: \_\_\_\_\_

Address: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_ Phone No.: \_\_\_\_\_

Description of the project the student would be working on during the practicum: \_\_\_\_\_

Duties to be assigned to the student:

Service(s) the student's practicum will provide for the placement site:

List possible learning objectives to focus the student's practicum training:

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

Desired start date: \_\_\_\_\_

DPHS specialization which best matches this request:  Social and Behavioral Health Sciences (SBHS)   
Epidemiology (EPI)  Health Policy and Management (HPM)  Native Hawaiian and indigenous Health

Contact person for student(s) interested in this practicum placement: \_\_\_\_\_

Additional comments or information: \_\_\_\_\_

Return to: Valerie Yontz at [vyontz@hawaii.edu](mailto:vyontz@hawaii.edu) / fax: 956-5818 / UH-OPHS 1960 East West Rd., Room D202, Honolulu, HI 96822

## Appendix 6.

## Student Practicum Course (PH 791) Commitment Form

By signing below, I, \_\_\_\_\_, do hereby certify that I am aware of the following student's responsibilities in regards to the practicum process. It will be my sole responsibility to meet the deadlines as determined by myself, my practicum preceptor, my advisor and the practicum coordinator/PH 791 Instructor, Dr. Valerie Yontz.

*As a student, I am responsible for:*

1. Paying the \$15.00 liability insurance premium at the Office of Graduate Student Academic Services (OGSAS) in Biomed D204
2. Meeting with the practicum coordinator to arrange for a practicum site and preceptor
3. Completing Form 15 appropriately:
  - a. Select second committee member to sign off on Form 15 and practicum
  - b. Submitting draft typed Form 15 to the practicum coordinator first then to faculty permanent advisor, second committee member and preceptor for approval
  - c. After approved revision on Form 15, collecting all the appropriate signatures
  - d. Submitting the final form, with signatures, to the practicum coordinator and posting a copy in your drop box on the Practicum Laulima site
4. Completing the full 240 hours at my practicum site
5. Tracking time sheet on monthly basis to practicum coordinator and advisor
6. Writing a monthly reflective blogs in practicum laulima until my practicum is completed and that a final practicum report and deliverables have been submitted it to the practicum coordinator, student advisor, second committee member, and preceptor.
7. Collecting Form 16 from my preceptor and submitting it to the practicum coordinator
8. Enrolling in PH 791: Advanced Public Health Practice
9. Completing post-practicum feedback survey online (like eCafe).

I am also aware of the availability of assistance available through the University of Hawai'i Laulima site. I have checked the website and I do have access to the Practicum Public Health Laulima Site. And I give permission to share my documents with other students and within the UH system such as Scholar Space to enhance their learning as students before me have shared.

Signed by: \_\_\_\_\_ Date: \_\_\_\_\_

Witnessed by: \_\_\_\_\_ Date: \_\_\_\_\_

**Appendix 7. (Use Online Form –Fillable)**

**Form 17: MPH Practicum Student Profile and Career Advising**

1. Name \_\_\_\_\_ Nickname \_\_\_\_\_
2. Local Address \_\_\_\_\_
3. Languages spoken other than English \_\_\_\_\_
4. Ethnic Background (Optional): \_\_\_\_\_
5. Email Addresses: \_\_\_\_\_
6. Phones: \_\_\_\_\_ Cell \_\_\_\_\_ Other \_\_\_\_\_
7. Contact person/phone in case of an emergency: \_\_\_\_\_
8. What is your specialization area?  
 Epidemiology or  Native Hawaiian and Indigenous health  
 Social & Behavioral Health Sciences or  Other \_\_\_\_\_  
 Health Policy and Management or  DrPH or PhD
9. Who is your Faculty Advisor: \_\_\_\_\_ Permanent or Temporary? \_\_\_\_\_
10. Who would you consider as your second committee member: \_\_\_\_\_
11. What public health area(s) are of interest to you to be the focus of your practicum (just list some):  
1. \_\_\_\_\_ 2. \_\_\_\_\_ 3. \_\_\_\_\_
12. Name any practicum site (dream) where you would like to be placed: \_\_\_\_\_
13. Name any preceptor with masters' level or higher (as dream person) you would like to work with:  
\_\_\_\_\_
14. What dates/months would like to carry out your practicum? Start \_\_\_\_\_ End \_\_\_\_\_
15. Will you be working while you do you practicum? Yes or No How many hours/week? \_\_\_\_\_
16. Do you have your own transportation? Yes or No, What? \_Car \_\_\_ Bus \_\_\_ Bike \_\_\_ Walk \_\_\_\_\_
17. Do you have health insurance? Yes or No, Which one? \_\_\_\_\_
18. Do you have a job? What and where \_\_\_\_\_
19. How do you pay for tuition and your educational cost? \_\_\_\_\_
20. Are you looking for GTA or GRA? \_\_\_\_\_
21. What type of job do you hope for after graduation? \_\_\_\_\_
22. Have you submitted current resume or CV for practicum site visit and OPHSAS folder? Yes or No

**Completed By:**

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Practicum Coordinator's Signature

\_\_\_\_\_  
Date