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**Master of Public Health**

**Practicum Proposal**

**Colorado School of Public Health – CU Anschutz Campus**

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| --- |
| STUDENT NAME |
|  |
| CONCENTRATION/ADVISOR |
|  |
| HOST SITE |
|  |
| PRECEPTOR NAME |
|  |
| SEMESTER/YEAR |
|  |

**MPH Practicum Proposal Checklist**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Student Name and Email |  |  | Date |  |
| **IMPORTANT: Packet must be completed and submitted PRIOR to 1) registration for the course and** **2) documenting any hours at the host site.***\*All documents must be typed.* |
| ***TO BE ELIGIBLE FOR THE PRACTICUM COURSE YOU MUST:*** |
|  | Understand the practicum experience and requirements you may do this by attending a Practicum Information Session and/or meet with a Practicum Coordinator(s) **PRIOR** to meeting with host sites/preceptors  |
|  | Meet with Host Site and Preceptor to determine and define practicum experience (see practicum requirements on the next page) |
|  | Provide Preceptor a copy of your resume and completed Practicum Proposal |
|  | Complete Learning Plan (Sections 1-5) and included Placement Agreement section with your Preceptor |
|  | Obtain appropriate signatures (Faculty Advisor, Preceptor and Student) |
|  |  | Including Section 5 of the Learning Plan which requires your advisor/preceptor to sign off on the activities/products you plan to complete |
|  | Provide Preceptor and Faculty Advisor a final copy of this packet including signatures |
|  | Keep a copy of this packet including signatures |
|  | Complete online HIPAA and Human Subjects Research CITI courses (see page 14), save a copy of your certificates (or a screen shot of completion page) for submission with your final proposal |
|  | Include an updated copy of your resume with your final proposal |
|  | Upload completed Practicum Proposal, CITI certificates and resume in the ***PBL Primer Canvas Co-Curricular Course*** |
|  | Receive registration code from the Practicum Coordinator and register online for PUBH 6606 MPH Practicum Course (you will receive the code via email after your proposal has been reviewed and approved) |
|  | INTERNATIONAL STUDENTS: Work with International Student and Scholar Services (isss@ucdenver.edu) for the necessary approvals and revision to I-20 |
|  | INTERNATIONAL PRACTICUM: If the practicum experience will be completed internationally, the student must gain approval from the **Office of Global Education** and provide documentation of approval. There are additional requirements for completing a practicum abroad. Students should contact ColoradoSPH.Practicum@cuanschutz.edu for more information. |
| **OTHER REQUIREMENTS: Some host sites may require students to complete a background check, additional immunizations, drug testing, training, etc. Students are responsible for fulfilling the additional host site requirements and paying the associated costs.**  |

**MPH Practicum Learning Plan**

**Practicum Requirements**

* The MPH Practicum must take place in a governmental, non-governmental, non-profit, industrial, or for-profit setting. A practicum conducted in a university-affiliated setting will only be approved if the primary focus is on community engagement, typically with external partners. *University-affiliated settings will be approved on a case-by-case basis by the practicum director/coordinator.*
* The MPH Practicum must be mutually beneficial to both the student and the host site.
* The MPH Practicum must allow the student to demonstrate attainment of five competencies, three of which must be CEPH foundational competencies. The list of foundational and concentration competencies can be found here: [CoSPH Competencies.](https://coloradosph.cuanschutz.edu/docs/librariesprovider151/default-document-library/updated-2022-competencies_all_mph_graduates.pdf?sfvrsn=865a51bb_0) At the end of the practicum course, students will submit products that demonstrate all selected competencies.

* Competencies for the MPH Practicum should be selected in collaboration with your academic advisor.
* Each student must complete at least 120 hours of public health fieldwork during the practicum.

Students must complete the entire learning plan, including required signatures on the last page.

Section I: Student Information

Section II: Description of the MPH Practicum

Section III: Selected Competencies

Section IV: Learning Plan Table Example

Section V: Practicum Activities, Competencies Demonstrated & Related Products

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| --- |
| **Section I: Student Information** |
|  |  |  |  |
| [Last Name] | [First Name] | [Middle Name] | [Date] |
|  |  |  |
| [ColoradoSPH/UCDenver ID] | [Degree, Dual Degree or Program] | [Concentration(s)] |

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| **Section II: Description of the MPH Practicum** |
|  |  |  |  |
| [Site name] | [Preceptor name and title] | [Dates] | [Estimated number of hours] |
| [Briefly describe your practicum experience]  |
| Is the host site a governmental, non-governmental, non-profit, industrial, or for-profit setting? | Yes | No |
| Is the host site affiliated with ColoradoSPH, CU, CSU, UNC or some other university? *If yes, the practicum must be primarily focused on community engagement, with at least half of the time (≥ 60 hours) being spent on work completed for a community agency or community engagement. University-affiliated settings will be approved on a case-by-case basis by the practicum director/coordinator.*  | Yes | No |
| If yes, the host site is affiliated with a university, describe the community engagement focus of your practicum here. |  |

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| **Section III: Selected Competencies** |
| Select the competencies you will demonstrate during your practicum. These competencies must each be demonstrated in your final portfolio products. The first three competencies must be CEPH foundational competencies. The additional two competencies can be either foundational or from your concentration. A list of competencies can be found here: [CoSPH Competencies.](https://coloradosph.cuanschutz.edu/docs/librariesprovider151/default-document-library/updated-2022-competencies_all_mph_graduates.pdf?sfvrsn=865a51bb_0)  |
|  | **Foundational Competencies** |
| 1 |  |
| 2 |  |
| 3 |  |
|  |
|  | **Additional Competencies (Foundational or Concentration)** |
| 4 |  |
| 5 |  |

**Section IV: Learning Plan Table Example**

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| --- |
| **Foundational Competency: #19 - Communicate audience-appropriate public health content, both in writing and through oral presentation** |
|  |
| **Activity(ies)** | **Product(s)** | **Prep/Steps**(How am I prepared to do this work? Do I already possess the necessary skills? Will I be trained during my practicum?) | **Approval** (initials/sign off) |
| Develop an infographic on smoking and mental health and present information at a staff meeting | Infographic using the findings from my data analyses of community health survey data and focus group data to inform the contentCreation and dissemination of information during a monthly staff meeting. The infographic will be presented along with a summary of the findings of my data analyses during an all staff meeting | Review already developed infographics to familiarize myself with ways to organize and communicate information to the target audience. I have experience using online infographic tools such as Piktochart. Additionally, there several step-by-step videos that I can watch to familiarize myself with online tools if necessary.**EXAMPLE**I will also be working with the communications and marketing team who will have expertise and strategies to best display the information for the intended audience, they may already have a template or suggested tool I can use to create the infographic. | **Initial approval** (prior to practicum start)Preceptor \_\_\_\_\_Advisor \_\_\_\_\_ |
| Note: if materials generated for host site were insufficient to meet portfolio requirements, the advisor may assign additional products for the student to demonstrate competency attainment.  |

**Section V: Practicum Activities, Competencies Demonstrated & Related Products –** Students must complete the following five tables

|  |
| --- |
| **Foundational Competency 1:**  |
|  |
| **Activity(ies)** | **Product(s)** | **Prep/Steps**(How am I prepared to do this work? Do I already possess the necessary skills? Will I be trained during my practicum?) | **Approval** (initials/sign off) |
|  |  |  | **Initial approval** (prior to practicum start)Preceptor \_\_\_\_\_Advisor \_\_\_\_\_ |
| Note: if materials generated for host site were insufficient to meet portfolio requirements, the advisor may assign additional products for the student to demonstrate competency attainment.  |

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| **Foundational Competency 2:**  |
|  |
| **Activity(ies)** | **Product(s)** | **Prep/Steps**(How am I prepared to do this work? Do I already possess the necessary skills? Will I be trained during my practicum?) | **Approval** (initials/sign off) |
|  |  |  | **Initial approval** (prior to practicum start)Preceptor \_\_\_\_\_Advisor \_\_\_\_\_ |
| Note: if materials generated for host site were insufficient to meet portfolio requirements, the advisor may assign additional products for the student to demonstrate competency attainment.  |

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| **Foundational Competency 3:**  |
|  |
| **Activity(ies)** | **Product(s)** | **Prep/Steps**(How am I prepared to do this work? Do I already possess the necessary skills? Will I be trained during my practicum?) | **Approval** (initials/sign off) |
|  |  |  | **Initial approval** (prior to practicum start)Preceptor \_\_\_\_\_Advisor \_\_\_\_\_ |
| Note: if materials generated for host site were insufficient to meet portfolio requirements, the advisor may assign additional products for the student to demonstrate competency attainment.  |

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| **Competency 4:**  |
|  |
| **Activity(ies)** | **Product(s)** | **Prep/Steps**(How am I prepared to do this work? Do I already possess the necessary skills? Will I be trained during my practicum?) | **Approval** (initials/sign off) |
|  |  |  | **Initial approval** (prior to practicum start)Preceptor \_\_\_\_\_Advisor \_\_\_\_\_ |
| Note: if materials generated for host site were insufficient to meet portfolio requirements, the advisor may assign additional products for the student to demonstrate competency attainment.  |

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| **Competency 5:**  |
|  |
| **Activity(ies)** | **Product(s)** | **Prep/Steps**(How am I prepared to do this work? Do I already possess the necessary skills? Will I be trained during my practicum?) | **Approval** (initials/sign off) |
|  |  |  | **Initial approval** (prior to practicum start)Preceptor \_\_\_\_\_Advisor \_\_\_\_\_ |
| Note: if materials generated for host site were insufficient to meet portfolio requirements, the advisor may assign additional products for the student to demonstrate competency attainment.  |

**MPH Practicum Placement Agreement**

**(Completed by the Student)**

|  |  |
| --- | --- |
| **Student Information**  |  |
| Student Name |  |
| Student Address |  |
| Student Telephone |  |
| Student Email |  |
| MPH Concentration |  |
| Faculty Advisor |  |
| Emergency Contact |  |

|  |  |
| --- | --- |
| **Preceptor Information** |  |
| Preceptor Site |  |
| Preceptor Name & Title |  |
| Preceptor Site Address |  |
| Preceptor Telephone |  |
| Preceptor Email |  |
| Preceptor is a Colorado School of Public Health alum | Yes | No |

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| **Practicum Experience Description (Provide a brief summary to match the learning plan).** |
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|  |
| **Describe the student’s role and expectations** |
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|  |
| **How will the student be oriented to the organization and the project?** |
|  |
|  |
| **What is the plan for regular meetings between the student and preceptor to review progress on projects and provide feedback on the student’s performance?** |
|  |
|  |
| **What is the dress code for the student?** |
|  |

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| --- |
| **Period of Practicum experience:** |
| Beginning date |  | Completion date |  |
|  |  |  |  |
|  |  |  |  |
| **Schedule of work:** |
| Number of hours per week |  | Days per week |  |
|  |  |  |  |
| Number of total hours anticipated |  |
|  |  |
|  |  |
| **Describe resources to be made available to the student to support work on project** |
| * Work space
* Access to equipment
* Administrative support
 | * Access to data, if appropriate
* Other (ID Badge, Orientation, Special Training)
 |
|  |
|  |
| Compensation (if any) |  | Paid Employee |
|  |  | Experience only, no pay |
|  |  | Other (please describe) |
|  |  |  |
|  |  |  |

**MPH Practicum Additional Requirements**

**Online Certifications**

As a requirement of the MPH Practicum course and completion of this packet, you must complete the following:

1. Online HIPAA and Human Subjects Research Course (see instructions below)

**REGISTRATION for CITI Health Information Privacy and Security (HIPS) for Students and Instructors**

**Group 2 Social and Behavioral Research**

**\*Keep in mind, this online training could take over an hour to complete. Please plan accordingly.**

**\*\*When asked for a POI or Employer ID – you may use your student ID number; you do NOT need to apply for a POI.**

* Visit  [www.citiprogram.org](http://www.citiprogram.org/)
* On home page, click under Create an account  "**Register**”
* Under “Select your Organization Affiliation” type University of Colorado Denver
	+ Fill in the rest under step 2 (Personal Info) as it applies to you
* Under “Create your Username and Password,” register with a new username and new password. **Create your own: do not use the same ones you used for the CITI Basic Course (if you took it)**
* Country of Residence
* Information regarding Continuing Education Credits
* Proceed to fill out the personal information needed
* Human Subjects - Choose Group 2: Social and Behavioral Research
* HIPS – CITI Health Information Privacy and Security for Students and Instructors
* IRB Chair course – Not required
* Responsible Conduct of Research – Not required
* Conflict of Interest – Not required
* Research with Animals? - complete the questions
* US Export Controls – complete the questions
* Biosafety/Biosecurity – Not required
* Registration Complete
* Take the courses and take a screen shot of your completed certificate
* Complete both of the following CITI courses:
1. Health Information Privacy and Security (HIPS) for Students and Instructors
2. Group 2 Social and Behavioral Research

For both trainings, you should save a pdf of the certificate of completion. If you are not able to save the certificate of completion, please copy and paste a screen shot showing successful completion of the trainings. Know that we do not expect you to pay for a certificate.

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**APPROVAL SIGNATURES**

**(Multiple signature pages may be submitted)**

|  |
| --- |
| PRINT STUDENT NAME |
|  |
| STUDENT SIGNATURE |
|  |
| FACULTY ADVISOR SIGNATURE |
|  |
| PRECEPTOR SIGNATURE |
|  |

Upload this completed proposal, CITI certificates and resume in the ***PBL Primer Canvas Co-Curricular Course.***

The Practicum Coordinator/Instructor will review and approve all submitted materials.

Once approved, students will receive a permission code to enroll in the course.