

For HDSL distribution only

University of Hawaii--Office of Public Health Studies
Department of Public Health Sciences--Masters of Public Health (MPH)
1960 East West Road Biomed D202 Honolulu, Hawaii 96822
(Revised July 9, 2007)

Memorandum of Agreement of Practicum and Collaboration

This Agreement made by and between University of Hawaii's Office of Public Health Studies and Practicum Site Agency (called the Agency) as listed below on this 28th day of the month of August, 2007

- University of Hawaii, **Office of Public Health Studies**, Department of Public Health Sciences 1960 East West Road D202 Honolulu, Hawaii 96822-2319 Phone 808-956-5771

Practicum Site Agency: State of Hawaii Department of Health
1250 Punchbowl Street Honolulu, Hawaii 96813
Mailing address: P.O. Box 3378 Honolulu, Hawaii 96801

PURPOSE OF AGREEMENT

- The purpose of this agreement is to establish a practice placement site called Practicum Site Agency in order to offer Masters of Public Health (MPH) students at University of Hawaii opportunities to engage in service-learning experiences that facilitate the application of MPH students' knowledge, attitudes, perceptions, skills, and academic learning. It also offers the Practicum Site Agency the chance to utilize the services of students to assist the agency with projects and tasks that need more workforce assistance.

AGREEMENT

Responsibilities of Office of Public Health at the University of Hawaii:

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.
3. 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 (alpha): Advanced Public Health Practice, once the practicum is completed based on the input from the student and the field preceptor.
4. The faculty 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.
5. It is the responsibility of the Program Advisor/Chair to resolve any problems or answer any questions that arise between the Office of Public Health Studies and the practicum site.

Responsibility of Practicum Site Agency:

1. 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.
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 of the student and ensure that in-the-field training is given to the practicum student.
4. Field 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. Field Preceptors will complete and return the Field Preceptor Evaluation Form using the OPHS's form called "Field Preceptor Evaluation Form," 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. Field Preceptor will review the evaluation results with the student and obtain the student's signature on the evaluation before submitting the completed evaluation form.

In general, the Office of Public Health Studies and the 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. May be amended and/or terminated in writing at any time by mutual consent.
5. While this agreement is primarily about the practicum logistics, it is offered that this memorandum of agreement in general covers a collaboration between the two organizations to work together as partners in advancing public health and helping each other. These may include other ways such as service learning with trainings, presentations, research collaborations, sharing of knowledge, skills and technical assistance that may help each other to conduct better public health practice, education, research, and service.

APPROVED BY FOLLOWING SIGNATURES:

Jay Maddock, Director of Office of Public Health Studies
Department of Public Health Sciences, University of Hawaii
1960 East West Road Biomed D208E Honolulu, HI 96822-2319
Phone: 808-956-5771 Fax: 808- 956-5818

Date

Chiyome Fukino, MD Director of Health
State of Hawaii Department of Health
1250 Punchbowl Street
Honolulu, Hawaii 96813

Date