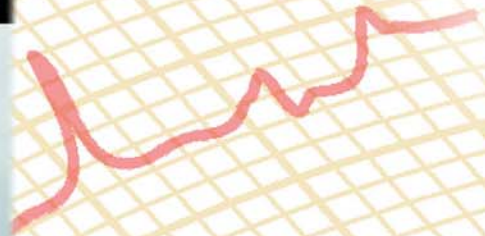
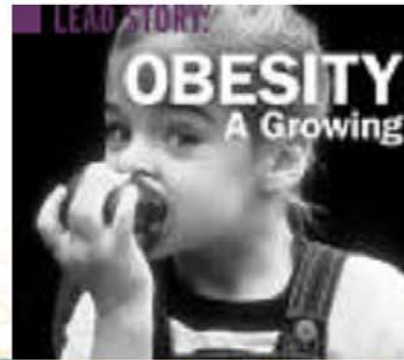




Master of Public Health Student Handbook

2004 - 2005



Questions ? Contact

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<http://depts.washington.edu/mphpract/overview.html>

Summary of Steps to Complete Your Practicum

School of Public Health and Community Medicine

(See Appendix B for Student Timeline)

PRIOR TO MPH PRACTICUM PLACEMENT

First Quarter:

- _____ Enroll in core courses in public health
- _____ Immunization review through Hall Health or sponsored by the department
- _____ Complete and turn in WA State Background Check and Self-Disclosure forms to department program student coordinator
- _____ Attend blood-borne pathogens training
- _____ Complete MPH Practicum Application – turn in to program student coordinator

After First Quarter:

- _____ Initiate potential field placement; meet with faculty advisor to discuss practicum site; negotiate practicum arrangements with site supervisor
- _____ Initiate Human Subjects Review if required
- _____ Complete MPH Practicum Agreement – turn in to MPH practicum coordinator
- _____ Complete Student Agreement for Practicum Placement in Foreign Country (if applicable)
- _____ Register for department practicum course

AFTER COMPLETION OF MPH PRACTICUM EXPERIENCE

- _____ Remind site supervisor to complete Site Supervisor Evaluation of MPH Practicum
- _____ Complete written assignment (including/PowerPoint poster), copies to faculty advisor & MPH practicum coordinator
- _____ Obtain required signatures on MPH Practicum Checklist – turn in to MPH practicum coordinator

WAIVERS – (if applicable)

- _____ Concurrent Graduate Students – Submit to MPH practicum coordinator last quarter of program
- _____ Occupational Medicine Residents – Submit to MPH practicum coordinator last quarter of program
- _____ Preventive Medicine Residents (Madigan) – Submit to MPH practicum coordinator last quarter of program
- _____ MPH General Practicum Waiver – Submit to MPH practicum coordinator anytime during the first academic year

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1. Which MPH practicum forms must be completed during the first quarter of entry into the MPH program?

You must turn in to the department/program student coordinator the following forms:

- Washington State Background Check & Self-Disclosure
- MPH practicum Application

2. What immunizations are required before beginning a practicum?

It is University policy that **ALL** students be immunized against measles (rubeola). In addition, each student should check with their department for its policy on immunizations. Also, some practicum sites with affiliation agreements require immunizations. See page 25.

3. When is blood-borne pathogens training?

In some affiliation agreements between the School and the agencies, students are required to receive blood-borne pathogen training before they begin their fieldwork. Students will receive blood-borne pathogens training through their department. Contact your department program coordinator.

4. What is the MPH Practicum Application used for?

The MPH practicum coordinator uses the information to set up student files in the MPH practicum database.

5. When can I start my MPH practicum?

A MPH practicum can be started anytime after the first completed quarter of enrollment in the MPH program.

6. How many credits/hours are required for the MPH practicum?

Students are required to complete a minimum of **120 hours/3 credits** (40 hours = 1 credit) of practical fieldwork in a public health practice setting. A maximum of 6 credits of practicum may be taken with faculty advisor's approval.

7. Do I have to start/complete the MPH practicum in a single block of time?

No, student's MPH practicum projects vary. Your project can be undertaken as a single block of time or spread out over one or more quarters.

8. When do I register for the MPH practicum course?

Students should register for the MPH practicum course in the quarter in which they intend to complete all the requirements (fieldwork, written assignment and poster) for their MPH practicum.

9. If I have already registered for the MPH practicum course and won't be able to complete my written assignment and/or poster in the quarter I registered in, what will happen?

You will receive an "Incomplete" grade for the MPH practicum course. When you do turn in your written assignment and poster, your department will change your "Incomplete" to a grade of "Credit."

10. How do I get an entry code to register for the MPH practicum course?

An entry code must be obtained from the department/program student coordinator. All students are required to have completed the following steps/forms listed below **BEFORE** being allowed to register for MPH practicum credit.

- Completed, up-to-date immunizations - *Report from Hall Health on file in department*
- Washington State Patrol Background Check & Self Disclosure – *on file in department*
- MPH Practicum Application – *on file in MPH Practicum Office*
- Blood-borne pathogens training – *provided by the department*
- MPH Practicum Agreement – *on file in MPH Practicum Office*

11. As an Extended Degree Program (EDP) student, do I follow the same requirements as the full-time students?

Yes, with the exception that **ALL** MPH practicum forms are turned in to the EDP office. The EDP office will forward copies of all forms and assignments to the MPH practicum office. Please note that although the requirements are the same, the process is somewhat different so EDP students should familiarize themselves with the EDP Program guidelines regarding the Practicum.

12. How do I find a MPH practicum?

First, talk with your faculty advisor. They are there to assist you in identifying professional and career objectives, clarifying learning objectives and identifying appropriate MPH practicum sites. The MPH practicum office also receives announcements of MPH practicum opportunities from agencies throughout the year. These will be emailed to the students and posted on the MPH practicum website - <http://depts.washington.edu/mphpract/overview.html>

13. What if I have no clue of what I want to do for a MPH practicum?

The MPH practicum coordinator can run a report for you from the MPH practicum database, which lists the various agencies and sites where students have completed their MPH practicums in the past. This report can include brief descriptions of student projects as well as agency contact information. Students can also view previous student PowerPoint posters on the MPH practicum website to get an idea of what can be done for a practicum.

14. I have identified a potential MPH practicum project and site, now what?

Talk with your faculty advisor who will ultimately approve your MPH practicum project. If the project is approved, complete the MPH Practicum Agreement form. You will need your signature, your site supervisor's and faculty advisor's signature on the form. The MPH Practicum Agreement form must be turned in to the MPH practicum office **BEFORE** you start your MPH practicum.

15. What is the MPH Practicum Agreement form used for?

The information in the MPH Practicum Agreement form is used to initiate an MPH Practicum Affiliation Agreement between the School and the agency. The MPH practicum coordinator will also send the student's site supervisor a Site Supervisor Handbook and an introductory letter.

16. What if my faculty advisor and I are unsure if my proposed MPH practicum project fits the objectives of the MPH practicum program?

Email the MPH practicum coordinator a description of your proposed MPH practicum project. This will be forwarded to the MPH Practicum Steering Committee for review. The committee will respond within one week with recommendations on how to improve the fit with the objectives of the MPH Practicum program.

17. Can my faculty advisor also be my practicum site supervisor?

No, they must be two separate individuals.

18. I would like to do a MPH practicum at my place of employment. Is this possible?

Students may, with approval from their faculty advisor, conduct their practicum where they work but they may **not** do a practicum project that is part of their usual job within their **specific** work setting **or** under the direction of their **current supervisor**.

19. I would like to do a MPH practicum outside the state or out of the country. Are there any special requirements?

For outside of the state, usually not, but please contact the MPH practicum coordinator for verification.

For a practicum out of the country, contact the MPH practicum coordinator who will initiate the Student Agreement for MPH Practicum Placement in a Foreign Country. The student must sign this form before departing the country. If the student is a foreign national going back to their home country to do their MPH practicum, this form is not needed.

All students who are going out of the country for a practicum contact the MPH practicum coordinator to make sure all MPH practicum paperwork is been completed or to make arrangements for paperwork to be completed at the MPH practicum site.

20. How do I know if I need to complete a human subjects review?

The key factor is whether the student is doing “solely” public health practice versus doing “both” public health practice and research. If the latter is the case, the human subjects review is required. Your faculty advisor will help you determine if a human subjects review is needed or not. If it is needed your faculty advisor/department can direct you on the forms you need to submit. See page 14.

21. If during my MPH practicum, I use my car for MPH practicum business and am involved in an accident, will the University of Washington liability program cover me?

Your personal auto insurance is primary and the University liability program will cover any excess once your primary coverage is exhausted.

Please see the Car Insurance Coverage table at <http://www.washington.edu/admiin/travel/car/insurance.html> for more detailed information. See page 17.

22. I have completed the fieldwork for my MPH practicum project, now what?

You will complete a written assignment (including a PowerPoint poster) to receive credit for the practicum. The written assignment consists of 4 sections:

- Profile of the agency
- Project description
- Self-evaluation of MPH practicum experience
- PowerPoint poster on disk

Please see page 15 for more details

23. I read that I am supposed to complete a checklist. I can't find it in the handbook or on the MPH practicum website.

When a student registers for the MPH practicum course, the department/student coordinator will notify the MPH practicum coordinator. The MPH practicum coordinator will then initiate the checklist and send it to the student's department/program mailbox.

24. What is the purpose of the MPH practicum checklist?

The main purpose is to verify practicum completion. Upon receiving a student's written assignment (including PowerPoint poster), the faculty advisor assesses the project and annotates on the checklist that the assignment was received and that credit can be given. The checklist is then turned in to the MPH practicum coordinator along with a copy of the written assignment and poster. Once received, the MPH practicum coordinator notifies the department/program coordinator to record the grade of credit on the grade report.

25. What is a MPH practicum substitution?

If a student has extensive public health experience, they may be allowed to substitute approved coursework for the MPH practicum. Approval for MPH practicum substitution **will not** be common. Students must earn 3 substitution credits to substitute for the MPH practicum.

Please see page 18 for more details

26. Who can apply for a MPH practicum waiver?

Students enrolled in a concurrent graduate degree program, the Occupational Medicine Residency program or Preventive Medicine Residency fellows stationed at Madigan Army Hospital. In addition, students with 3 years experience in the application of basic public health concepts and/or of specialty knowledge in the solution of community health problems may request a general waiver.

Please see page 19 for more details

27. Where can I get the MPH practicum forms?

You can download the MPH practicum forms as Word documents from the MPH practicum website at:
<http://depts.washington.edu/mphpract/formbook.html>

28. How can I contact the MPH practicum coordinator?

You can contact her via phone, email or in person.

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Goal Statement

The goal of the MPH practicum is to provide students the opportunity to use knowledge and skills acquired in the academic program in a practice agency or environment, under the direction of a supervisor in the agency different from their academic advisor or their job supervisor. The practicum also affords an opportunity to develop and apply certain competencies (see Appendix A) that tend not to be well developed in academic coursework. Examples include the development of leadership ability and group process skills, political awareness and communication skills, understanding of public and private financing mechanisms, and understanding organizational behavior.

It is each student's responsibility to find, arrange, and complete a satisfactory field experience that fulfills program requirements. The faculty, departments and the school can and will assist you, but the student retains the final responsibility. Faculty advisors are not expected to find placements. One of the benefits of this process is that each student will learn to contact and communicate with professionals in their field.

Objectives

All students enrolled in the MPH program are expected to complete a practicum experience in an organization, agency, or community that provides planning or services relevant to public health. The objectives of the practicum are:

- to provide students with practical field experience in an organization, agency, or community that provides planning or services relevant to public health
- to help students further develop skills or competencies learned in the academic program by applying them in a public health practice setting
- to provide a means for acquiring practical skills that are useful to public health professions and are not available through academic instruction
- to link academic training to the core functions of public health practice as described in the Washington State Public Health Improvement Plan
- to understand the political, economic, social and organizational context within which public health activities are conducted
- to gain exposure to an organizational and/or community context for public health activities

A field experience could serve as the basis for both the practicum and a thesis. However, neither requirement should be diluted simply to allow them to be combined. Stated another way, a field setting could suggest a line of research that might lead to a thesis topic, or begin the process, but combining the practicum and a thesis is neither required nor expected.

At a minimum, students will be assisted by three individuals in their efforts to plan and execute their practicum experience. Specific activities and role responsibilities are summarized in Appendix B “Student Timeline.” Below is a brief summary of general expectations for each participant.

The Faculty Advisor

The faculty advisor will be the students’ primary contact as they prepare for the practicum. The faculty advisor assists the student in identifying professional and career objectives, clarifying learning objectives and identifying appropriate practicum sites. The faculty advisor also:

- ◆ Assures that the practicum field placement negotiated between the student and site is appropriate and meets departmental/program requirements
- ◆ Is responsible for assisting the student in developing the MPH Practicum Agreement and must approve and sign a finalized agreement **prior** to the student starting actual fieldwork and being allowed to register for practicum course credit
- ◆ Monitors the progress of the project and is available for student support if requested by the student or the site supervisor or at the discretion of the program/department
- ◆ Makes an assessment of the project and assigns academic credits upon completion

The Student

Overview

All practicum arrangements are ultimately the responsibility of the student and subject to departmental approval. The student is primarily responsible for sending out inquiries, setting up meetings, ensuring communication among those involved, and making preliminary arrangements. The student is encouraged to seek information and advice from former students, current students who have completed their practicum, their faculty advisor, other faculty and the MPH practicum coordinator. The faculty advisor has final approval of practicum placement, objectives and activities. The student is responsible for contacting the MPH practicum coordinator before beginning the practicum so that a Statement of Understanding between the site and the school may be initiated **before** the student starts their practicum.

Functions Professionally

Once placement has been made, the student shall:

- Be professional in appearance, both in dress and conduct
- Adhere to the schedule predetermined with the site supervisor
- Completing the specified tasks as outlined in the MPH Practicum Agreement form
- Maintaining contact with the faculty advisor on the progress of the project as agreed by the student and faculty advisor
- Be punctual. The student is required to notify the site supervisor as soon as there is a possibility of being late or absent
- Practice professional courtesy when communicating with clients and other health professionals
- Clearly identify him or herself as a student when interacting with the public or with other health professionals

Is Responsible to the Site Supervisor

The relationship between the student and the site supervisor should be one of student-teacher rather than employer-employee, or co-workers. The student-teacher relationship should be built on mutual respect, trust, communication and understanding.

Completes a Practicum Assignment

The purpose of the assignment is to have the student reflect on the practice experience. This is an opportunity for the student to describe what was done, what was learned, and to place the experiences within the context of the organization, the community and the MPH program. The student should think creatively about his/her contribution to the profession and the professional value of the placement. This documentation may be developed in collaboration with faculty and agency personnel, but its timely completion and submission are solely the responsibility of the student. The student is also required to create a PowerPoint poster.

This poster will be displayed at the annual Spring MPH Practicum Reception. The student is responsible for completing all assignments and components for the practicum in a timely manner.

The Site Supervisor

The site supervisor is responsible for overseeing the student's practicum. This is the person with the professional skills and knowledge to direct the on-site experience of the student. The site supervisor should have expertise in assigned project areas, experience and status within the organization, and an interest and competence in supervising and mentoring. The site supervisor also assists the student in the development of the MPH Practicum Agreement, and reviews and signs the Agreement prior to the field placement. The site supervisor completes a final evaluation of the practicum placement.

The Program Student Coordinator

The program student coordinator is responsible for reviewing student files to make sure all necessary administrative requirements are complete, and providing the MPH practicum coordinator with all necessary student information for data entry into the practicum database.

The MPH Practicum Coordinator

The MPH practicum coordinator, Dean's Office, is a resource for assisting the student in identifying possible practicum locations. The MPH practicum coordinator is responsible for all administrative aspects of the MPH practicum program including maintaining records associated with each student's practicum and monitoring the progress of all students during their practica experiences. The MPH practicum coordinator is also responsible for:

- ◆ Initiation, processing and tracking of affiliation agreements
- ◆ Coordinating the annual MPH Practicum Reception and MPH Practicum Panel
- ◆ Advertising new opportunities to students
- ◆ Management of practicum website
- ◆ Maintaining the practicum database

Components of the Field Practicum

Each field practicum placement should have the following components:

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

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

Field Practicum Sites

The School of Public Health and Community Medicine faculty believe that a wide range of organizations and agencies can provide a valuable field experience for the SPHCM student. In general, any organization that provides, plans for, coordinates, organizes, pays for, or regulates public health services is a valid training site. Some examples are listed below.

- Federal agencies: Department of Health and Human Services, Veterans Administration, Occupational Safety and Health Administration (OSHA)
- State, county or city health departments
- Other state and local health and social service agencies
- Managed care organizations
- Insurance companies
- Neighborhood health centers and community clinics
- Hospitals (public, not-for-profit, for-profit, psychiatric, rehabilitation)
- Community mental health centers
- Environmental health consulting companies
- Industrial settings
- Multi-specialty medical practices

All field practicum sites must meet the following selection criteria:

- The site enables the student to develop further and apply specific skills or competencies learned in the academic program (e.g., assessment, program planning, evaluation, management, data analysis, policy development, etc.)
- The site provides a supervisor who is willing and able to spend regularly scheduled time with the student and provide guidance. In addition, the site supervisor should have a population health perspective.
- The site should afford the student regular/daily contact with public health practitioners.
- The site supervisor exhibits a willingness to increase gradually student responsibility and independence over the duration of the practicum experience.
- The site exhibits a willingness to provide support, ranging from a desk and a phone, to stipends or salary, transportation and lodging.
- The site is a good match with the needs of the student.
- The site offers a uniquely valuable experience.

Desirable Supervisor Traits

- Approachable
- Interested in the student's academic career goals
- Gives assignments that balance grunt work with more substantive tasks
- Monitors the student's activities through regular meetings
- Provides feedback
- Helps the student meet student's goals and objectives for the practicum experience
- Provides adequate resources, materials to allow the student to complete assigned tasks
- Shows appreciation for student's efforts
- Give professional career path advice
- Tries to integrate student with regular staff
- Views mistakes as learning opportunities
- Introduces student to others who can assist with career opportunities
- Gives student a chance to learn new skills
- Allows the student to take part in projects from beginning to end

REQUIREMENTS

A summary of steps to complete the practicum is included in **Appendix B**.

The practicum may be taken at any time after the student's second quarter in the program. This allows the student to complete preliminary coursework in the understanding of the core functions of public health (assessment, policy development, and assurance) prior to beginning the fieldwork placement. The practicum project may be undertaken as a single block of time or may be spread over one or more quarters. Recognizing that this is practical experience as opposed to academic coursework, one 40-hour week (FTE) earns one course credit.

All MPH students, (Occupational Medicine, Preventive Medicine (Madigan) and Extended Degree Program students - see below) must complete a minimum of three (3) credits, BOST 595 (Master's Practicum), EPI 595 (Masters Practicum), ENVH 599 (Field Studies) or of HSERV 595 (Fieldwork in Community Health), NUTR 532 (Fieldwork in Public Health) and PHG 595 (Public Health Genetics Master's Practicum) to satisfy the MPH practicum requirement. Students must register for the minimum three (3) credits the first time they register for the practicum.

Immunizations

All MPH students are required to report to Hall Health, unless the student's department has arranged to have a special clinic in Health Sciences, to have an immunization review during the first quarter of enrollment. Hall Health will forward a report of immunization status directly to your department/program student coordinator.

Please note: In affiliation agreements between the school and some agencies, students are required to be immunized for measles, mumps, rubella (or have a positive history or titer), hepatitis B, diphtheria, tetanus, polio, varicella, plus TB testing. This agreement also directs the school to provide blood-borne pathogen training to students before they begin practica. Please check with the MPH practicum coordinator **before you start** your practicum to see if you will need the additional immunizations and blood-borne pathogen training. Also check **Appendix D** for a listing of agencies with this requirement.

Blood-borne Pathogens Training

As noted above, the affiliation agreements between the school and some agencies require students to receive blood-borne pathogen training before they begin their fieldwork. Students will receive blood-borne pathogen training through their departments. Contact your department program coordinator.

Entry Codes

An entry code is required to register for a practicum courses. The entry code is obtained from the department/program student coordinator. Students should register for the practicum during the registration period for the quarter in which they intend to **complete** the practicum.

Additional (one to three) practicum credits may be added if the field experience exceeds the minimum requirements and the student's faculty advisor approves. A maximum of six (6) credits may be applied toward the MPH degree.

All students are required to have completed the steps below before they will be allowed to register for practicum credit.

- Completed, up-to-date immunizations - *Report from Hall Health on file in department*
- Washington State Patrol Background Check & Self Disclosure – *on file in department*
- MPH Practicum Application – *on file in MPH Practicum Office*
- Blood-Borne Pathogens training – *provided by the department*
- MPH Practicum Agreement – *on file in MPH Practicum Office*

Occupational Medicine and Preventive Medicine (Madigan) Residents

Occupational Medicine residents and Preventive Medicine residents (Madigan) may waive the requirements for the general MPH practicum, as the requirements are met through the completion of their residency practica. Both Occupational Medicine residents and Preventive Medicine (Madigan) residents should verify practicum requirements with their residency program. Upon completion of the residency practica, residents will be asked to prepare and sign the MPH Waiver Application (**Appendix H or I**) for their practicum file.

Extended Degree Program

All students in the Extended Degree Program will complete all of the requirements for the MPH practicum including registering for the practicum course for credit. **ALL** MPH practicum forms are turned in to the EDP office. The EDP office will forward copies of all forms and assignments to the MPH practicum office. Please note that although the requirements are the same, the process is somewhat different so EDP students should familiarize themselves with the EDP Program guidelines regarding the practicum.

Suggested Timetable

First quarter of enrollment:

Washington State Background Check, Self-Disclosure Forms - To comply with Washington State law regarding the Child/Adult Abuse Information Act, all students must complete this form. If not received from the department/program student coordinator, the form can be found online at:
<http://depts.washington.edu/mphpract/formbook.html>

Immunization Requirements - All MPH students are required, as a condition of our MPH Practicum Affiliation Agreements with training sites, to report to Hall Health for an immunization review during the first quarter of enrollment. Hall Health will forward a report of immunization status directly to your department/program student coordinator. This is handled through your department/program.

Blood-borne Pathogens Training - Students will receive blood-borne pathogen training through their departments.

MPH Practicum Application Form - MPH students are required to complete a MPH Practicum Application (**Appendix C**) and return the completed form to the program student coordinator. The program student coordinator will verify that immunizations review, blood-borne pathogens training and background check requirements have been met. The program student coordinator will forward the form to the MPH practicum coordinator to enter student data in to the practicum database.

Prior to start of fieldwork:

PRACTICUM PLACEMENT

Students are required to complete a minimum of 120 hours of practical fieldwork in a public health practice setting. Students should complete a program assessment/evaluation or program planning/management project. Students are encouraged to view their practicum in a broad sense, and to negotiate a practicum placement that will allow them to be involved in as many aspects of the project as possible.

For an assessment/evaluation project, these areas would include: identifying a relevant issue to assess/evaluate, or understanding how the issue was identified as an important public health concern for the agency to address; reviewing the relevant literature; developing or understanding the study design; data collection, analysis and/or interpretation; planning/managing resources (human, financial) to complete the project; writing up the results/findings of the assessment/evaluation; determining the implications of the findings and developing recommendations; and presenting the results.

For a program planning/management project, it would include: assessing the need for an intervention or understanding how the need was identified; developing/understanding the goals and objectives for the project; a review of relevant literature; designing the project (or understanding the design of the project) including an implementation plan and a monitoring/evaluation plan; implementation of the project; project review/monitoring/evaluation; developing a final product for the project (e.g., training module, report, etc.).

Recognizing that all students may not be able to be involved in all aspects of a particular project, project descriptions on pages 15-16 can assist the student in expanding their fieldwork experience. However, if possible, the practicum placement should involve the development and application of skills in several areas. Public health practice involves the application of many skills that complement a student's main area of academic training.

MPH Practicum Agreement Form

The MPH Practicum Agreement serves as a proposal for the project and outlines work to be undertaken during the field placement. The student works with the site supervisor and with a faculty advisor in developing the MPH Practicum Agreement. The MPH Practicum Agreement **must be completed and returned to the MPH Practicum Coordinator before beginning the field placement**. The MPH Practicum Agreement form is found in Appendix E.

Affiliation Agreement/Statement of Understanding/Letter of Understanding

One of these agreements will be completed for all MPH practicum sites. This legal agreement between the University of Washington School of Public Health and Community Medicine and the Site, outlines expectations as to the conduct of all parties, the resources to be provided and the liability to be assumed. The agreements **must be initiated prior** to students beginning their field-based placement. The MPH practicum coordinator will initiate the correct agreement with sites with information from the MPH Practicum Agreement form.

Student Agreement for Practicum Placement in a Foreign Country

For students who intend to conduct a practicum in a foreign country, a Student Agreement for Practicum Placement in a Foreign Country is required and must be on file **before** the student begins their field placement. Upon receipt of the student's completed MPH Practicum Agreement form, the MPH practicum coordinator will generate the agreement and notify the student when it is ready to sign.

Site Supervisor Handbook and Evaluation Form

A Site Supervisor Handbook and evaluation form will be sent to student's site supervisor after the MPH Practicum Agreement form is received by the MPH practicum coordinator.

HUMAN SUBJECTS REVIEW – some practica will require completion for a Human Subjects Review.

When is a Human Subjects Review Required?

Many times clinicians, teachers, faculty or staff have duties that involve interviews, and yet projects are not research. For example, a department may want to evaluate a program. Or a faculty member may conduct evaluation procedures for an agency. However, the intent of the department of faculty member is not to collect data that will be published as research.

If a student is requested to conduct interviews or focus groups as part of their training, it is not necessarily research. However, some students conduct interviews or focus groups with dual purposes: to perform assigned tasks as part of a training program, and to use the data collected for the research component of their master's program. Then it is research. The intent of the student is to gather data for the purposes of research. Often the student/investigator will design study instruments or interview protocols to address their hypothesis. Participants should be informed about the research and consented, and the project should have Human Subjects review.

The critical factor is whether the student is doing "solely" public health practice versus doing "both" public health practice and research. If the latter is the case, then Human Subject review is required.

If students are uncertain as to whether their practicum will require review, it is recommended that they consult their faculty advisor.

After completion of practicum fieldwork

PRACTICUM ASSIGNMENT

The purpose of the assignment is to have the student reflect on the practice experience. This is an opportunity for the student to describe what was done, what was learned, and to place the experiences within the context of the organization, the community and the MPH program. The student should think creatively about his/her contribution to the profession and the professional value of the placement. The following outline is a guide.

The practicum assignment has four (4) sections:

1. Organization Profile & Analysis

The Organization Profile is intended to reflect the student's understanding of the site based on their experience. It will be made available to future students considering the organization as a potential practicum site. Information to be included:

- a. Name and location of the organization, division or department in which the student worked
- b. Site supervisor's name and title
- c. Project supervisor's name and title, if different
- d. Student's position in the organization with a brief explanation of why the student chose this agency and project
- e. Mission/purpose and goals of the practicum site/organization
- f. Organizational structure, e.g. organization chart, departments, qualification or background of key professionals, if appropriate
- g. Programs and services offered
- h. Population(s) served including pertinent demographic/census information
- i. Relationship of this organization to other regional, state or national organizations, if appropriate
- j. Factors determining policies and programs and the ability of the organization to fulfill its mission such as trends, recent changes Internally or externally that might enhance or hinder the ability to proceed as planned

2. Project Description

The practicum experience may focus on either an assessment/evaluation project or on a planning/management project. The option selected will depend on the student's interests and skills. Students choose either Option A or B (listed below).

It may be a plan for a project, or it may reflect the project as it was implemented. An appropriate substitution might be a completed document or report for the agency along with a very brief summary addressing the questions below. This assignment must be handed in before credit for the practicum is given.

* Note: If the practicum project requires a significant departure from the format for assignment #1, the student must arrange an alternative assignment with the Faculty Advisor.

Option A: Assessment or evaluation project.

1. Problem/issue statement: What is the problem or issue to be addressed by the project? How and by whom was it identified? Why is it a problem? Why should it be addressed? What question(s) is the project expected to answer? Why is the agency/organization interested in doing this project?
2. Literature Review: A brief review of the relevant literature should be discussed. Complete citations of source materials must be included.
3. Method for investigation: What approach will be used to inform or resolve the problem: What research design will be employed? Why is the design appropriate to answer the question(s) posed for the project? What data will be generated, collected, analyzed, reported? What methods will be used for data collection? For analysis?

4. Plan of work: What resources will be required to complete the project (time, personnel, funds, computer, etc.)? What specific tasks must be completed: What is the expected time required for each task? What preliminary activities will be required (e.g. human subjects' review, acquiring permission for use of data, acquiring adequate sample of cases, etc.) and how will they be planned for in the time estimate? The plan of work should include a project milestone chart (i.e. describing when specific tasks will be completed), and task matrix (i.e. describing who will be responsible for completing each task).
5. Uses/application of project: How will the information generated by the project be used and by whom? What decisions will it inform?
6. Final product: What will the final product of the project consist of, e.g. a written or verbal report? For whom will it be presented? When will it be complete? If appropriate, the final product may be developed as a manuscript to submit for publication or as a thesis proposal. If a final product is completed it should be handed in to the faculty advisor. However, the final product does not supplant items 1-5 above.

Option B: Planning/management project

1. Problem/issue statement: What is the problem or issue to be addressed by the intervention? How and by whom was it identified (e.g. staff, board, community, clientele, etc.)? Why is it a need or problem? What data have been used to document the need?
2. Goals of the planned intervention: What does the agency/organization expect to accomplish by implementing the change? What evidence or rationale supports (or does not support) the goals or expected outcomes?
3. Literature review: Relevant literature should be critically reviewed and discussed. Complete citations or source materials must be included.
4. Method of intervention: How will the intervention be implemented? Who will be involved (e.g. board, staff clientele, a community advisory panel, etc.)? What data will be collected and by whom? What is the evidence/data that the method of intervention is appropriate to the goals specified?
5. Implementation plan: What resources will be required to implement the intervention (time, person power, funds, physical plant or equipment, etc.)? What is the expected time frame for implementation? What preliminary activities are required (e.g. organizational support, community support, licensing or accreditation requirements, funding, etc.)? How will these hurdles or issues be dealt with? The paper should include a project milestone chart, describing when specific tasks will be completed.
6. Impact of the intervention: What factors, internal and external to the agency, will be affected by the intervention (e.g. staff, the community, clientele, competitors, etc.): How are they likely to respond? What impact will these responses have on the intervention?
7. Monitoring and evaluating the intervention: How will the success or failure of the intervention be judged? What is the plan for monitoring the progress (e.g. data to be collected, reporting process, etc.)?
8. Final product: What will the final product consist of, e.g. written or verbal report? To who will it be directed/presented? When will it be completed? Students are encouraged to develop the final product as a manuscript to submit for publication if appropriate.

If the student prepares a written implementation plan, evaluation document, or other materials as part of the practicum, those items should be handed in to the faculty advisor. But this item does not supplant items 1-8 above.

3. Self Evaluation of the Practicum Experience

The evaluation is a reflection by the student on the practicum experience itself. The evaluation may be made available with permission, to students, to students considering a practicum at the site in the future. Areas to be addressed include:

- a. How successful the student was in achieving the learning objectives and scope of work
- b. How could this practicum experience have been made better?
- c. Key competencies and skills the student developed
- d. Any unexpected accomplishments
- e. Impact of the experience on the student's personal and professional development
- f. Resources and contacts the student developed for future use
- g. Recommendations to future students preparing for a practicum: What would the student do differently? What was the student glad s/he did?

4. Poster Presentation

Completion of a PowerPoint poster presentation is required. The poster is to be **designed as a completed poster on one (1) slide**. The poster presentation can be submitted on a 3.5 IBM formatted micro disk, zip disk or via email. The following components are to be included in the poster:

1. Heading: the name of the organization, project, or public health issue
2. Student's name and contact information
3. Text:
 - Name and location of the organization
 - Mission, goals and objectives of the project
 - Description of the population served or program participants
 - Quotes from directors, staff or participants
 - Description of the internship project, including results or findings
 - Critical analysis of or reflection on how practice and theory are integrated

Please note: Design your posters in PowerPoint, Page Setup, Slides Sized For – choose 35mm slides.

All posters will be made available to students, faculty and community agencies. They will also be displayed at the annual Spring Practicum Reception.

For complete instructions on how to create a poster using MS PowerPoint, see the following website:
<http://depts.washington.edu/mphpract/ppposter.html>

MPH PRACTICUM CHECKLIST

After the student has registered for the practicum course, the MPH Practicum Checklist will be sent to the student's department mailbox. Upon practicum completion, the student will submit the checklist along with a copy of the written assignment and poster to their faculty advisor. The faculty advisor then assesses the project and annotates on the checklist that the assignment was received and credit was given. The student will forward the signed checklist with a copy of the written assignment and poster to the MPH practicum coordinator. Once received, the MPH practicum coordinator notifies the department to record the grade of credit on the grade report.

FOR YOUR INFORMATION -

CAR INSURANCE COVERAGE FOR UW STUDENTS – Office of Risk Management

Your personal insurance is your primary source of liability coverage, and the UW would cover you only if your personal policy is exhausted. You should contact your personal auto liability carrier. Your personal insurance is your only source of coverage for damage to your vehicle. As for rental cars, unless coverage is provided under the State Automobile Rental Agreement, whoever rents the vehicle must accept the CDW offered by the rental company. See UW Operations Manual D14.1, Section 3 for full details. Also, see the Car Insurance Coverage chart - <http://www.washington.edu/admin/travel/car.insurance.html>

MPH Practicum Substitution

It is recognized that the occasional student, already possessing extensive public health experiences, may better benefit from an alternative public health experience. Students who request to substitute the practicum requirement must complete a MPH Practicum Substitution Plan (**Appendix F**) that must be signed by the Faculty Advisor, and Track Director or Graduate Advisor, and received by the Practicum Advisory Committee for their review and approval. Students must earn three substitution credits for the practicum. It should be noted that approval for practicum substitution **would not** be common.

All products of the substitution must be reviewed by the faculty advisor and graded as credit/no credit. The student must inform the practicum office of the dates, times and locations of any scheduled presentations for practicum substitution credit. The student must turn in copies of written products to the practicum office.

Examples of practicum substitutions for students with significant public health experience are listed below.

1. The student may provide a formal presentation of previous public health work to students, faculty or public health professionals. The presentation should include a critical analysis of ways professional practice can be improved as a result of integrating theories, principles and concepts into public health programs. One presentation earns one course credit.
2. The student may complete assignment #1 based on a public health practice experience (e.g. planning, management, policy development, evaluation, etc.). Additionally, assignment #1 should address how the student would change the project undertaken based on what s/he has learned through academic training in public health, additional practical experience, and advances in the field of public health practice.

Materials from the project undertaken such as training materials developed, final reports, or publications, as well as any evidence of the subsequent impact of the project to date on clients, public health practitioners, agencies, or communities (media reports, evaluation reports, etc.) should be included. This substitution would earn one course credit. The student may earn additional credit by completing this assignment for up to three different project experiences (which may have taken place in the same agency) for a maximum of three credits.

3. Other options developed by the student will be considered on a case-by-case basis.

MPH Practicum Waivers

Concurrent students, Occupational Medicine Residents or Preventive Medicine Residents (Madigan)

Students who are enrolled in a concurrent graduate degree program where a practicum is required may apply to waive the practicum requirement for the MPH. Occupational Medicine residents and Preventive Medicine residents (Madigan) may waive the requirements for the general MPH practicum, as the requirements are met through the completion of the residency practica.

Eligible students should complete the MPH Practicum Waiver form for Concurrent Students (**Appendix G**), Occupational Medicine Residents (**Appendix H**) or Preventive Medicine Residents (**Appendix I**) and should attach a brief description of their supervised field placement. This summary should include the name of the agency/agencies in which the student undertook practical fieldwork, the nature of the experience, the approximate number of hours of field-based training, and the name(s) and position(s) of the site based field supervisor(s).

General Waiver

Students requesting a general waiver should have a minimum of 3 years experience which meets *criterion V.B.b). Students should have had “experience in application of basic public health concepts and of specialty knowledge to the solution of community health problems.” Public health knowledge includes the concepts of the core functions of assessment, policy development, and assurance, of the population approach to health problems and their prevention, of working with community partners, and similar concepts. Specialty knowledge is what students learn in their department MPH programs and bring to their field experiences. A practicum has value because it provides an opportunity for students to apply public health concepts and discover the inherent limitations of specialty knowledge in the field. Students gain this experience at a site apart from their customary workplace, under a site supervisor whose responsibilities include a population approach to health. **If a student can show that the specialty knowledge acquired in their departmental program has been applied previously in a supervised field context using a population approach to health problems, a waiver will be considered.**

Note: Physicians and other MPH students with prior clinical experience, but with no supervised experience in an agency taking a population approach to a community would not usually have met this criterion. Also, department MPH programs may deem the practicum as an essential experience and may require its students to complete a practicum.

***CEPH Criterion from which the practicum derives its rationale and as listed in SPHCM’s accreditation documents. Criterion V.B**

Each professional degree program identified in V.A, as a minimum, shall assure that a) each student develops and understands the areas of knowledge which are basic to public health. b) acquires skills and experience in the application of basic public health concepts and of specialty knowledge to the solution of community health problems, and c) demonstrates integration of knowledge through a culminating experience.

Eligible students should submit the MPH Practicum Waiver Form (**Appendix J**) with an attached description of their experience. This summary should include the name of the agency/agencies in which the student undertook practical fieldwork, the nature of the experience, the approximate number of hours of field-based training, and the name(s) and position(s) of the site based field supervisor(s).

General practicum waivers should be submitted to the MPH Practicum Office anytime during the student’s first academic year.

Appendix A

Universal Competencies

Members of the academic and practice communities developed the following universal competencies for public health professionals educated at the master's degree level:

Analytic skills

- defining a problem
- determining appropriate use of data and statistical methods for problem identification and resolution, and program planning, implementation and evaluation
- selecting and defining variables relevant to defined public health problems
- evaluating the integrity and comparability of data and identifying gaps in data sources
- understanding how the data illuminate ethical, political, scientific, economic, and overall public health issues
- understanding basic research designs used in public health
- making relevant inferences from the data

Communication skills

- communicating effectively both in writing and orally (unless a handicap precludes oral communication)
- presenting accurately and effectively demographic, statistical, programmatic, and scientific information for professional and lay audiences
- soliciting input from individuals and organizations
- advocating for public health programs and resources
- leading and participating in groups to address specific issues
- using the media to communicate important public health information

Policy development/program planning skills

- collecting and summarizing data relevant to an issue
- stating policy options
- articulating the health, fiscal, administrative, legal, social, and political implications of each policy option
- stating the feasibility and expected outcomes of each policy option
- deciding on the appropriate course of action
- writing a clear and concise policy statement
- developing a plan to implement the policy, including goals, outcome and process objectives, and implementation steps
- translating policy into organizational plans, structures, and programs
- identifying public health laws, regulations, and policies related to specific programs
- developing mechanisms to monitor and evaluate programs for their effectiveness and quality

Cultural skills

- understanding the dynamic forces contributing to cultural diversity
- interacting sensitively, effectively, and professionally with persons from diverse cultural, socioeconomic, educational, and professional backgrounds, and with persons of all ages and lifestyle preferences
- identifying the role of cultural, social, and behavioral factors in determining disease prevention, health promoting behavior, and medical services organization and delivery
- developing and adapting approaches to problems that take into account cultural differences

Basic public health sciences skills

- defining, assessing, and understanding the health status of populations, determinants of health and illness, factors contributing to health promotion and disease prevention, and factors influencing the use of health services
- understanding research methods in all basic public health sciences
- applying the basic public health sciences including behavioral and social sciences, biostatistics, epidemiology, environmental public health and prevention of chronic and infectious diseases and injuries
- understanding the historical development and structure of state, local, and federal public health agencies

Financial planning and management skills

- developing and presenting a budget
- managing problems within budgetary constraints
- developing strategies for determining budget priorities
- monitoring program performance
- preparing proposals for funding from external sources
- applying basic human relations skills to the management of organizations and the resolution of conflicts
- managing personnel
- understanding the theory of organizational structure and its relation to professional practice

Source: The Public Health Faculty/Agency Forum: Linking Graduate Education and Practice, Final Report, Sorensen, A.A. and Bialek, R.G. (eds.).

Appendix B
Student Timeline

	WHAT	WHEN	HOW	SUBMIT FORM TO:	HELP
1	Enrollment in core courses in public health: epidemiology, biostatistics, assessment, etc.	First two quarters at SPHCM		NA	Faculty Advisor
2.	MPH Practicum Waiver (general) (form), if appropriate	Submitted during student's first academic year	Complete & sign form. Attach a description of employment/experience. Submit form to faculty advisor for signature and then forward to MPH practicum coordinator for review and approval.	Faculty Advisor MPH Practicum Coordinator	Appendix J Faculty Advisor
3	MPH Practicum Waiver – Concurrent Graduate Degree Students (form)	Submitted after practicum in other degree program	Complete & sign form. Attach a description of employment/experience. Submit form to faculty advisor in both degree programs for signature and then forward to MPH practicum coordinator	Faculty Advisor (s) MPH Practicum Coordinator	Appendix G Faculty Advisor(s)
4	MPH Practicum Waiver – Occupational Medicine Residents (form)	Submitted after completion of residency practica	Complete & sign form. Attach a description of employment/experience. Submit form to faculty advisor & residency director for signature and then forward to MPH practicum coordinator	Faculty Advisor MPH Practicum Coordinator	Appendix H Faculty Advisor(s)
5	MPH Practicum Waiver – Preventive Medicine Residents (Madigan) (form)	Submitted after completion of residency practica	Complete & sign form. Attach a description of employment/experience. Submit form to faculty advisor & residency director for signature and then forward to MPH practicum coordinator	Faculty Advisor MPH Practicum Coordinator	Appendix I Faculty Advisor(s)
6	MPH Practicum Application (form)	First quarter of enrollment	Complete & sign the MPH Practicum Application form after you have completed the immunization review, self-disclosure & background check & blood-borne pathogens training. Submit forms to your program student coordinator.	Program Student Coordinator	Appendix C. Program Student Coordinator
7	Initiate practicum placement	Any time after the first quarter and at least one quarter before intending to start the practicum	Students can initiate a practicum two ways: 1. Browse the practicum website 2. Independently seek a practicum placement.	NA	Faculty Advisor MPH Practicum Coordinator
8	Meet with faculty advisor	After identifying a potential practicum site.	Meet with faculty advisor to determine if the potential placement would meet the needs of the program and/or how the practicum could be arranged.	NA	Faculty Advisor
9	Negotiate practicum arrangements.	After identifying a potential practicum site.	Meet with the site supervisor to negotiate the details of your field placement.	NA	Site Supervisor, Faculty Advisor
10	MPH Practicum Agreement (form)	After meeting with site supervisor and faculty advisor	Complete the MPH Practicum Agreement, based on your meetings with the site supervisor and your faculty advisor. Forms signed by student, site supervisor & faculty advisor.	MPH Practicum Coordinator	Appendix E. Faculty Advisor, MPH Practicum Coordinator

Appendix B Student Timeline

	WHAT	WHEN	HOW	SUBMIT FORM TO:	HELP
11	Affiliation Agreement/Statement of Understanding/ or Letter of Understanding (form)	Prior to start of field placement	The MPH practicum coordinator will initiate an agreement, if one is not already in place from information found on the student's MPH Practicum Agreement form.	NA	MPH Practicum Coordinator
12	Student Agreement for Practicum Placement in a Foreign Country (form)	Before student leaves to begin practicum in foreign country	Contact the MPH practicum coordinator who will generate a student specific agreement. Form signed by student and faculty advisor.	MPH Practicum Coordinator	MPH Practicum Coordinator
13	Register for Practicum Course	In the quarter in which you intend to complete your practicum	Students are required to register for the practicum). Registration codes must be obtained from your program student coordinator.	Program Student Coordinator	Program Student Coordinator
14	Practicum Field Placement	Anytime after your first quarter of enrollment	Complete 120 hours of practical fieldwork, and any other products as agreed upon with your site supervisor and faculty advisor. Meet with site supervisor and faculty advisor as arranged	NA	Site Supervisor, Faculty Advisor
15	Site Supervisor Evaluation of MPH Practicum (form)	At the end of the practicum placement	Toward the end of the field experience, remind your site supervisor of the evaluation form s/he is required to complete. Site supervisors and students are strongly encouraged to review the completed form together as closure for the practicum placement.	Site Supervisor reviews form w/student. Signed form forwarded to MPH Practicum Coordinator	Site Supervisor, Faculty Advisor, MPH Practicum Coordinator
16	Practicum Written Assignment w/PowerPoint poster	During/after practicum placement	Complete Practicum Written Assignment & PowerPoint poster as outlined in this handbook	Faculty Advisor, MPH Practicum Coordinator	Faculty Advisor MPH Practicum Coordinator
17	MPH Practicum Checklist (Sent to you upon registering for practicum course) (form)	Turn in w/practicum assignment & evaluation form to faculty advisor & then forward to MPH practicum coordinator	Obtain the required signatures for verification of practicum completion.	MPH Practicum Coordinator	Faculty Advisor, Program Student Coordinator, MPH Practicum Coordinator
18	Academic Credit	After completing all requirements.	Upon completion of all of the requirements, the faculty advisor makes an assessment of the project, & assigns a grade (Credit/No credit). Checklist forwarded to MPH practicum coordinator who will sign checklist, verify all forms on file, & notify department/program to record the grade of credit.	Faculty Advisor	Faculty Advisor



University of Washington

School of Public Health

and Community Medicine

MPH Practicum Application

Please complete this form and **turn it in to your Program Student Coordinator during your first quarter**. *Note: Your Program Student Coordinator must verify that your immunization record, Washington State Patrol and self-disclosure forms are in your student file by completing and signing the bottom of this form.*

_____ First Name	_____ MI	_____ Last Name (please print)	_____ Student Number
_____ Address		_____ City	_____ State
_____ Home Phone		_____ Zip Code	
_____ E-mail Address		_____ Work Phone	
_____ MPH Department		_____ Date of Entry into Program (Quarter/Year)	
_____ Faculty (academic) Advisor		_____ Program/Track	
_____ Faculty (academic) Advisor		_____ Practicum Advisor, if different than Faculty Advisor	

Acknowledgment of Risk and Consent for Treatment for Students

I acknowledge there are certain risks inherent in volunteering in the community, including but not limited to physical injury and death. I acknowledge that all risks cannot be prevented and I assume those beyond the control of the University faculty and staff. I represent that I am physically able, with or without accommodation, to participate in the MPH Practicum Program, and that I am able to use the equipment and/or supplies described in the job descriptions for the MPH Practicum Program, and that I have obtained the required immunizations.

Should I require emergency medical treatment as a result of accident or illness arising during volunteer work, I consent to such treatment. I acknowledge that the University of Washington does not provide health and accident insurance for practicum participants and I agree to be financially responsible for any medical bills incurred as a result of emergency medical treatment. I acknowledge that I have been given the option to purchase student insurance through the University. I will notify the my home department and faculty advisor and staff at my practicum site in writing if I have medical conditions about which emergency medical personnel should be informed.

Student Signature

Date

Your program student coordinator must complete this section. (Circle one)

Blood-borne Pathogens Training Completed:	Yes	No
Immunization Record in file:	Yes	No
WA State Patrol Form in file:	Yes	No
Self-Disclosure Form in file:	Yes	No

Program Student Coordinator signature

Date

Submit form to: Department Program Student Coordinator

Note: This form is not required for students eligible to waive the MPH practicum requirement

**AGENCIES WITH AGREEMENTS IN PLACE THAT REQUIRE
FULL IMMUNIZATIONS AND BLOOD-BORNE PATHOGEN TRAINING**
(As of 7/28/04)

Aloha Inn
Bastyr University
Children's Alliance
Cowlitz County Health Department
Fred Hutchinson Cancer Research Center
Group Health Cooperative
Kitsap County Health Department
Kittitas County Health Department
March of Dimes
Mason County Department of Health Services
Pacific County Health Department
Public Health-Seattle & King County
Puget Sound Neighborhood Clinics
Seattle Indian Health Board
Seattle Midwifery School
SIDS Foundation of Washington
Snohomish Health District
Tacoma Pierce County Health Department
Urgent Africa
VA of Puget Sound
Washington State Department of Health

AGENCIES WITH AGREEMENTS IN PLACE THAT REQUIRE FULL IMMUNIZATIONS

Agency for Toxic Substances & Disease Registry, Region 10 (ATSDR)
AIDS Impact
American Cancer Society
American Lung Association of Washington
Aradia Women's Health Center
Benton-Franklin Health District
Central Area Health Care Center
Children's Hospital & Regional Medical Center
Clallam County Health & Human Services
Community Health Centers of King County
Cross Cultural Health Care Program
DHHS, Health Resources & Services Administration (HRSA)
Foundation for Health Care Quality
Health Alliance International
International Community Health Services
Lifelong AIDS Alliance
Neighborhood House
North & South Whidbey Island Community Clinic
Northwest Indian College
Northwest Kidney Center
PATH
Planned Parenthood of Western Washington
San Juan County Health & Community Services Department
Seattle Cancer Care Alliance
Seattle Children's Home
Senior Services of King County
Skagit County Health Department

AGENCIES WITH AGREEMENTS IN PLACE THAT REQUIRE FULL IMMUNIZATIONS, cont:

Spokane Regional Health District
Swedish Medical Center
Thurston County Public Health & Social Services Department
Verbena
Washington State Department of Labor & Industry
Washington State Department of Social & Health Services
Washington State Public Health Association
Wesley Foundation of the United Methodist Church



MPH PRACTICUM AGREEMENT

Student Name:	
Agency or Organization:	
Agency's Physical Address: Mailing address (if different): Name, degree & title of person responsible for signing Affiliation Agreement for Agency if not the Site Supervisor:	
Site Supervisor Name, Degrees & Title: Phone number: Fax number: E-mail address:	
Faculty Advisor Name & Degrees: Phone number: Fax number: Email address:	

Practicum Proposed for:

Quarter/Year:	<input type="radio"/> Summer <input type="radio"/> Autumn <input type="radio"/> Winter <input type="radio"/> Spring <i>(check all that apply)</i>
Number of credits to be earned:	
Specific Immunizations Required:	

Project Description

Nature and scope of the proposed project:

Timeline:

State the expected dates for involvement in and completion of the activities. Include dates of conference with site supervisor.

Project Work Site and Resources:

Specify arrangements for student workspace, student access to information, personnel, data, data processing, and other materials necessary for completion of the project. If special permission is required for access to data, records or clients, how will such permission be arranged?

Final Product:

Student Responsibilities in carrying out the project:

1. Maintaining a work schedule agreed upon with the site supervisor
2. Completing the specified tasks of the project, including written assignments
3. Meeting with the site supervisor in regularly scheduled supervisory sessions to discuss the progress of the project
4. Maintaining contact with SPHCM faculty adviser regarding progress of the project, as agreed with the faculty advisor
5. Completing project tasks
6. Other (specify):

Site Supervisor Responsibilities in supervising the project:

1. Orienting the student to the agency/organization
2. Assisting the student in gaining access to information, personnel, and data required for the project
3. Providing a final report on the student's performance
4. Meeting with the student in regularly scheduled supervisory sessions
5. Other (specify):

AGREEMENT

I have participated in the development of the practicum proposal and agree to conditions specified above. If it is necessary to change any of the specified conditions, I agree to make the changes known to each of the persons whose signatures appear below.

<i>Student</i>	<i>Date</i>
<i>Site Supervisor</i>	<i>Date</i>
<i>SPHCM Faculty Adviser</i>	<i>Date</i>

Submit form to: MPH Practicum Coordinator



MPH Practicum Substitution Plan

I request substitution of the supervised MPH practicum placement. I have outlined my work experience, professional competencies gained, and substitution plan below.

Work Experience

Dates (from/to)	Name and Description of Organization	Position and Description of Responsibilities

(Attach additional sheets if needed and a curriculum vitae if appropriate)

Please describe at least four competencies/skills you gained from your experience in public health practice using the following framework:

Competency Area	Specific Competency	Activities in which you participated in order to achieve competencies in this area
Assessment	1. 2.	
Policy Development	1. 2.	
Assurance	1. 2.	

(Additional pages may be added)

Please describe how you propose to meet the practicum requirement through substitution and your time frame for doing so (options for substitution are described on page 18 of the MPH Practicum Handbook). Also note the number of credits you intend to earn through practicum substitution.

Substitution Plan:

Student _____
Name signature date

I have reviewed this substitution plan and agree that it meets the practicum requirements of the student's department, track and/or program.

Faculty Advisor _____
name signature date

Track Director/
Graduate Advisor _____
name signature date

This substitution plan has been reviewed by the MPH Practicum Steering Committee.
The substitution plan is: approved disapproved

MPH Practicum Coordinator _____
name signature date

The student has satisfactorily completed the substitution.

Faculty Advisor _____
name signature date

Students must undertake all work proposed in this substitution plan. Product(s) must be handed in to the faculty advisor and a copy handed in to the MPH Practicum Office before credit for the practicum can be granted.



MPH Practicum Waiver Application – Concurrent Graduate Degree Students

Eligible students must complete the section below **and** attach a brief description of their employment/experience. This summary should include the name of the agency/agencies in which the students work, the job title and list of responsibilities, the approximate number of hours of field-based experience, and the name(s) and position(s) of the site-based field supervisor(s).

Complete and forward to the MPH Practicum Office, Box 357230.

Concurrent graduate degree students:

I request a waiver of the supervised MPH practicum placement. I am currently enrolled in a concurrent graduate degree program and have completed a supervised field-based practicum in the School/Department of _____.

Student			
	name	signature	date

SPHCM Faculty Advisor			
	name	signature	date

Other Faculty Advisor			
	name	signature	date

Original to: MPH Practicum Coordinator
Copy to: Department/Program Student Coordinator

(6/26/01)



MPH Practicum Waiver Application – Occupational Medicine Residents

Eligible students must complete the section below **and** attach a brief description of their employment/experience. This summary should include the name of the agency/agencies in which the students work, the job title and list of responsibilities, the approximate number of hours of field-based experience, and the name(s) and position(s) of the site-based field supervisor(s).

Complete and forward to the MPH Practicum Office, Box 357230.

I request a waiver of the supervised MPH practicum placement. I have completed the practicum requirements for the Occupational Medicine Residency.

Student _____	_____	_____
name	signature	date
SPHCM Faculty Advisor _____	_____	_____
name	signature	date
Residency Program Director _____	_____	_____
name	signature	date

Original to: MPH Practicum Coordinator
Copy to: Department/Program Student Coordinator

(6/26/01)



MPH Practicum Waiver Application – Preventive Medicine Residents (Madigan)

Eligible students must complete the section below **and** attach a brief description of their employment/experience. This summary should include the name of the agency/agencies in which the students work, the job title and list of responsibilities, the approximate number of hours of field-based experience, and the name(s) and position(s) of the site-based field supervisor(s).

Complete and forward to the MPH Practicum Office, Box 357230.

I request a waiver of the supervised MPH practicum placement. I have completed the practicum requirements for the Preventive Medicine Residency.

Student	_____	_____	_____
	name	signature	date
Residency Program Director	_____	_____	_____
	name	signature	date
SPHCM Faculty Advisor	_____	_____	_____
	name	signature	date

Original to: MPH Practicum Coordinator
Copy to: Department/Program Student Coordinator

(09/06/01)

