Tulane University
School of Public Health and Tropical Medicine

PRACTICUM HANDBOOK

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Practicum Handbook

INTRODUCTION

The practicum is an integral component of the MPH designed to provide a public health practice experience and allow you to integrate and apply core and programs knowledge and skills in a practice setting. The practicum may also be called an internship, field experience or practicum placement. The overarching goals for the practicum are:

1. Apply core and program concepts and skills to practice situations
2. Gain experience in working in a public health practice setting

This handbook provides guidance for planning, carrying out and evaluating your practicum in coordination with your faculty advisor. The Practicum Final Report is a professional document that summarizes your practicum activities and demonstrates the achievement of your program competencies. The report should be of value to your host practicum site. See Appendix I for Frequently Asked Questions.

Terra Dotta is a new electronic system that documents your progress through your practicum. Terra Dotta is student centric, so you enter your practicum information and trigger actions for approvals and evaluations by your advisor and preceptor. You access the system at https://sphfieldstudy.tulane.edu/index.cfm using your Tulane e-mail username and password. See detailed directions in Appendix II.

Practicum Framework:

The practicum is a planned supervised practice experience with the following requirements:

1. <u>All students must complete a practicum</u> to receive a MPH, MSPH, MPH&TM degree. (DrPH students complete a practicum that is designed for that program.)
2. Planned with your advisor with identified objectives and an assessment rubric.
3. Supervised by a qualified preceptor who is a public health practice professional.
4. Conducted in a public health practice setting.
5. Requires at least 200 hours (some departments require more) in a practice setting.
6. Has specific objectives that demonstrate attainment of the competencies of your program of study.
7. Register for SPHL 9980 in the semester the practicum is conducted.
8. Student keeps a journal or log of daily activities during the practicum
9. Practicum report submitted at time specified by each dept, but at least 3 weeks prior to the last day of class in the semester you intend to graduate. (Format in Appendix III.)
10. Meet with advisor to assess practicum (example of assessment rubric in Appendix IV)
11. Evaluations of the practicum completed by the student, advisor and preceptor (in Terra Dotta)

For mid-career students, the practicum may be structured to build upon prior experiences or designed to develop advanced leadership skills. For those without practice experience, the practicum is the opportunity to work in a practice setting and gain professionalism. The practicum may take place in a variety of settings and is often aligned with future career goals. Many practica have led to jobs.

The practicum is flexible and allows you to apply your knowledge and develop professionalism. The practicum may be a specific project or evaluation at an agency, working on a team in a public health agency or organization, service or volunteer opportunities, or a paid internship.

The practicum is started after completion of most of the core and required program courses. Consult with your advisor on the timing. **The Practicum is a separate requirement in addition to the culminating experience (See Culminating Experience Handbook).**

Planning is essential. It is *your responsibility* to know your options in advance and develop a practicum plan in conjunction with your advisor. The practicum may be carried out in one or more locations and may be done in a concentrated block of time or spread out. **You must track your hours in a log.**   The overall experience must fulfill your identified practicum objectives that demonstrate your MPH, MSPH or MPH&TM program competencies. A practicum conducted in more than one site must be carefully planned and coordinated with the advisor prior beginning any work. If the practicum is done in a place of employment, it must extend beyond the regular work duties and allow for the application of knowledge and skills obtained in the student's degree program.

<u>**Your practicum must be approved by your advisor before you begin.**</u> Work done prior to consultation with your advisor cannot be counted as a part of the practicum. Evaluation of the practicum must be completed prior to graduation. See Evaluation section for evaluation metrics and Appendix IV for assessment rubric.

Registration for the Practicum: Register for **SPHL 9980** in the semester you are working on your practicum.   The practicum carries 0 credits and is non-graded.   Registration in SPHL 9980 gives full time status. You may not register for SPHL 9980 more than twice.   You must be actively working on your practicum in the semester in which you are registered.

Terra Dotta: In addition to registering for SPHL 9980, you must enter the practicum information into Terra Dotta. https://sphfieldstudy.tulane.edu/index.cfm Terra Dotta is the electronic system that tracks the steps of practicum and is the repository for practicum documents and reports. Terra Dotta is student centric, so you must enter the information and trigger requests for approvals and evaluations from your advisor and preceptor. After completion of the practicum, you will upload your corrected final report and other documents.

ROLES AND RESPONSIBILITIES
The practicum is an individual practice experience that is planned and developed for each student. It is a collaborative effort among the student, faculty advisor, and preceptor.

Student roles and responsibilities
In collaboration with your advisor, students are responsible for the following:
- Identify potential practicum topics and setting aligned with your degree program, previous experience and career goals. Your department and faculty advisor will help you to identify opportunities, a prospective site, and preceptor.
- Develop a practicum/project plan that includes learning objectives, a timeline, milestones, deliverables and assessment rubric in conjunction with your advisor.
- Enter your practicum information into Terra Dotta; complete the questionnaires. See Appendix V for a list of program competencies.
- Trigger requests for approvals of your practicum by your preceptor and your faculty advisor.
- Conduct your practicum in a professional manner.
- Keep a journal of activities and your reflections with a log of the time worked.
- Keep your advisor informed on your progress in the practicum. Inform your advisor immediately if any problems arise.
- Compile the practicum final report that includes your activities, results, experiences and recommendations.   See Appendix III. Submit the final report and products to your Advisor.

- Meet with your advisor for a post-practicum assessment of achievement of objectives and program competencies.   See Appendix IV for assessment rubric.
- Upload the final report, other products and log of time into Terra Dotta.
- Complete department requirements such as poster, presentation, and/or seminar; verify all additional departmental requirements with your advisor.
- Complete the evaluation of your practicum experience in Terra Dotta

Advisor roles and responsibilities
The advisor provides general oversight of the practicum. In this role, the faculty advisor engages in the following activities:
- Provide practicum guidance to students and help develop a practicum plan.
- Help the student identify prospective sites and a preceptor. Review the preceptor qualifications.
- In conjunction with the student, guide the development of specific objectives, identify possible products and an assessment rubric to evaluate achievement of the program competencies.
- Insure the student has the preceptor's agreement to host practicum and there are clear expectations for the practicum.
- Review and provide written feedback on the practicum report. Insure that the practicum objectives are met and program competencies fulfilled using the assessment rubric.
- Meet with the student for a post-practicum assessment to discuss achievement of objectives and program competencies in the practicum activities. Indicate achievements and areas that need strengthening. (Example of assessment rubric in Appendix IV)
- Complete the Advisor evaluation form in Terra Dotta
- Complete documentation that all practicum requirements are completed for graduation. Place a copy of the report and preceptor comments in departmental files for documentation.

Preceptor roles and responsibilities
The preceptor's responsibility includes the following:
- Set up a project or scope of work for the practicum. The practicum and product should be useful to the agency/organization.
- Provide technical and administrative oversight to the student throughout the practicum.
- Orient the student to the host agency, personnel and community contacts.
- Mentor the student during the practicum to advance practical skills, gain an appreciation of public health practice and learn professionalism.
- Provide periodic feedback and guidance to the student in writing and/or through meetings.
- Review the student's progress through the final evaluation.
- Provide SPHTM feedback on student's strengths and weaknesses and overall performance

Preceptor Qualifications:
1. Graduate professional degree at the master's level or a baccalaureate degree plus a minimum of three year work experience in public health practice. Preceptors with significant public health experience who do not hold a baccalaureate degree may be approved on a case by case basis, but would require approval by the advisor and the department chair.
2. Has adequate decision making authority at the agency/site to provide students with a suitable project and oversight
3. Has time to provide oversight of the project and work performed
4. Willing to take on the preceptor roles and responsibilities define above

PLANNING THE PRACTICUM

The first step is to work with your advisor to create a practicum plan that furthers your degree program competencies and reflects your career goals. The plan includes the practicum objectives and operational details. You should begin planning your practicum at least 6 months prior to the time you plan to begin work at an agency. Discuss the practicum with your advisor early in your studies and review your program competencies (See Appendix V). <u>Do not wait until your last semester to begin planning – that too late.</u> When planning your practicum, allow sufficient time for writing the final practicum report and for assessment by your advisor.

<u>Finding a Practicum Placement:</u> It is your responsibility to seek out a site and to work with your advisor to find a placement site that fits with your program of study and career goals. Practicums must take place in a public health practice setting **(not the university).** Your advisor, departmental administrator and Career Services can give you a list of sites and examples of successful practicum projects. The New Orleans Health Department and the Louisiana Department of Health host many SPHTM students. Public health organizations such as the Louisiana Public Health Institute and non-profits provide great experiences.

Identify a preceptor at the site who will guide you through this practice experience. The preceptor will need to agree to host your and oversee your practicum. Obtain your advisor's approval of the site and preceptor. Send your resume to the preceptor.

Some practicum sites require a memorandum of understanding (MOU) with SPHTM. If your site has this requirement, please contact Dr. Stranova as soon as possible. Tulane has existing MOUs with many agencies and organizations.

If your practicum in not in the United States, you will need specific approval for study abroad and need to follow the SPHTM guidance on international study. If your practicum will take place outside of the USA, you will also have to fill out the Terra Dotta modules for international travel.

<u>Length of Practicum:</u> The practicum must consist of at least 200 hours (some depts. require more.) The practicum is flexible and the 200 hours may be done in a concentrated block of time or spread out. 200 hours is equal to approximately 25 eight-hour work days. If done in a concentrated block of full time work, this is approximately 5-6 weeks. If the hours are spread out, they must add up to a total of 200 hours. If it is in more than one location or spread out over time, it must be carefully coordinated to achieve the learning objectives. <u>Keep a log of activities and time spent working.</u> A practicum is not to be an assortment of unrelated activities (even if each is valuable), but a planned, supervised experience.

<u>Practicum Competencies/ Learning Objectives:</u> A well-structured practicum experiences builds upon the core and program competencies, identifies specific objectives for the practicum with well-defined (expected) outcomes. The schoolwide practicum competencies and program competencies are listed in Terra Dotta.

A. Schoolwide Practicum Competencies for all MPH, MSPH and MPH&TM students:
1. Demonstrate written and oral communication skills
2. Demonstrate professionalism and leadership skills in a practice setting.

B. Program competencies: Review your program competencies (See Appendix V) and select 2-3 competencies you will demonstrate in your practicum project. Your practicum will serve as a

venue for demonstrating the achievement of these competencies and integrating the knowledge / skills gained during your MPH studies.

C. Specific objectives for the practicum project: In consultation with your advisor, develop 3 specific learning objectives for your practicum project. These will provide the framework for your project and should flow from the practicum and programmatic competencies you selected. Developing the specific objectives for the practicum is an iterative process that will evolve as you identify a practicum site and develop your practicum project.

Determining the Practicum Project and/or Activities:
Once the placement site and preceptor are identified, determine the work or project and/or activities you will perform with both your preceptor and advisor. Get a clear understanding what is expected of you and what you expect from the practicum. The practicum activities should benefit both you and the preceptor/ site. You have flexibility in the types of activities you may do. Work with your advisor to identify a suitable project or activities prior to starting the practicum. Examples of work products include technical reports, presentations, journal entries, data analysis, evaluation of an activity, video, training materials, or other products.

Success depends on working out the details. Agree on when and where the practicum will be done and the times (days and hours) you will be at the practice site. Discuss expectations – what the agency expects from you and what you expect from the agency. It is essential that all know and agree on what you will do, when, what you will achieve and the products you will produce by the end of the practice experience.

Review your Practicum Objectives: Update the objectives based on your practicum site, project and tasks. For each objective, you should identify an expected activity or work product (outcome measure) that demonstrates you achieved a competency. The work products should be of use to the site after you complete the practicum. The work products can be incorporated into the final Practicum Report. Keep the objectives and outcomes focused and doable within 200 hours and your timeframe.

Finalize the practicum objectives so they accurately reflect the project, tasks and needs of the site. These serve as your roadmap through the project and guide the work products. Identifying what you want to achieve will make the practicum more meaningful in advancing practice skills and elevate the practicum experience. The products will demonstrate achievement of the learning objectives and provide evidence of the skills and knowledge attained during your MPH, MSPH or MPHTM.

Plan for the Practicum Assessment: Work with your advisor to develop an assessment rubric to use to evaluate your progress at the end of the practicum. (See Appendix IV)

TERRA DOTTA: GETTING STARTED https://sphfieldstudy.tulane.edu/index.cfm

After you have identified your practicum site and project, preceptor and specific objectives, you must enter this information into Terra Dotta before beginning work on your practicum. **NOTE: All planning and discussions/decisions with your advisor and preceptor must be complete before entering the information into Terra Dotta.**

Terra Dotta is designed for students, so you are responsible for entering your information and for triggering advisor and preceptor approvals.

See Appendix II for step-by-step instructions for using Terra Dotta.

in Terra Dotta you will:

1. Fill out the Getting Started form
2. Select the program competencies you will address in your practicum and enter your specific objectives and project description
3. Send a request for approval to your preceptor
4. Send a request for approval to your advisor

After completion of your Practicum, in Terra Dotta you will:
1. Send the request to your preceptor for his evaluation – this should be done the last day of your practicum.
2. After completing your final practicum report and meeting with your advisor,

Helpful hints:

➔ The Dashboard is your control center and allows you to enter info, request and track approvals evaluations. You will be directed back to the dashboard after you enter info into each section.

➔ In Getting Started, help us with selecting a practicum classifications – this helps us classify practica for reporting to federal agencies. Note:
　　　　Much of Louisiana is a medically underserved area.
　　　　Only New Orleans East is a medically underserved area in Orleans Parish.

➔ Have your learning objectives and project description ready to cut and paste into Terra Dotta. You will have to enter these in three places. (Sorry, but that is how the system works.)

➔ Program specific competencies are in a drop down menu. Review the competencies prior to going into Terra Dotta and note the 2 competencies that align with your practicum There will be a drop down menu to select program competencies.

The complete list is in Appendix V – review before going into Terra Dotta. Please note: the competencies are abbreviated in Terra Dotta (there limits on character length). Refer to the full competency list in Appendix V. Note: keep a record of the competencies you select.

➔ Send the request for approvals to your preceptor and advisor. You will need to copy and paste your learning objectives and project description into the request.

➔ **YOU ARE NOW READY TO START THE PRACTICUM.**

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FIELD WORK – Working in the Practicum Setting

The practicum experience is a way to learn what cannot be taught in a classroom. Take advantage of every aspect of the practice experience including professionalism.
- Do your homework: Find out information on the agency/ organization before beginning the placement. Know their mission, goals and purpose, community served, organizational structure and what section/division/ area in which you will work.
- Be aware of all provisions of the practicum expectations and agreements (work hours, your responsibilities etc).
- Provide the agency with a current professional resume. (Career services can help you)
- Follow the rules and regulations of the agency/organization.
- Maintain complete client/patient confidentiality. Do not speak about specific cases or talk about any client, patient or situation outside of the agency.
- Prepare thoroughly for each task to be carried out related to the placement. Ask questions to clarify your tasks.
- Listen and observe. You can learn a lot by observing professionals at work.
- Exhibit professionalism in all aspects of the internship: show up each day during agreed work hours, be on time, follow directions, be courteous and respectful to all, participate in meetings, dress appropriately for the organization or task, use professional language, have a positive attitude, and engage in discussions with team members and supervisor.
- Consult with the agency preceptor when unsure of appropriate measures needed.
- Complete a minimum of 200 hours of contact time (or hours required by your program)
- Keep a log of times and activities performed.
- Complete all assignments and tasks on time and with attention to details
- Keep a positive attitude and be helpful to others
- If an issue arises with a co-worker or supervisor, address it directly with them. Do not complain about co-workers or your supervisor to others. Complaining and gossiping reflects poorly on you and shows lack of professionalism.
- You may want to keep a journal and reflect on experiences, how it relates to your program, your personal development, and record observations.

IMPORTANT: if something goes wrong, CONTACT YOUR ADVISOR IMMEDIATELY

If issues arise with the practicum site or your preceptor, if you have emergencies or problems that prevent you from fulfilling your practicum obligations, or if there are any other issues, contact your advisor immediately. The worst thing you can do is not show up at the practicum site without notice. If you need to withdraw from the practicum for any reason, this can be handled, but you must let your advisor and preceptor know.

AFTER THE FIELD WORK: COMPLETING THE PRACTICUM

After you have completed the practicum field work, you will:
1. Request preceptor evaluation in Terra Dotta on the final day of your practicum
2. Complete and submit the Final Practicum Report to your advisor (See info below)
3. Meet with your advisor to assess your practicum experience
4. Make any corrections to your Final Practicum Report
5. Update your resume with the practicum experience
6. Upload the abstract, final practicum report, resume, practicum log of hours/activities and any additional practicum documents into Terra Dotta
7. Complete the student practicum evaluation in Terra Dotta
8. Trigger the advisor evaluations in Terra Dotta

Practicum Final Report

The final report is the primary product for the practicum and is an important outcome measure for the MPH, MPSH and MPH&TM degrees and the assessment of professionalism. The practicum report describes your activities and experiences and compiles work products. The final report may incorporate all types of activities that demonstrate your ability to integrate knowledge and apply it to practice and demonstrate achievement of your practicum objectives and program competencies.   See Appendix III for format of the final report.

The final report also includes a self-assessment section where you reflect on the progress you feel you have made, your contributions to the agency, competencies gained, new approaches learned, positive and negative experiences, professionalism, and assessment of overall value of the practicum to you. Appendix IV contains the assessment rubric for the practicum final report.

You must prepare a 500 word abstract that describes the project goals, objectives, activities and products. The abstract will be openly available to others. The Final Report is a professional paper that documents achievement of your MPH program competencies and written communication skills. It should be thorough, complete, well organized and free of grammatical errors. Allow sufficient time to write and edit the final report.

Meet with your Advisor to Assess the Practicum

The practicum is not completed until the final report has been submitted to your advisor, you have met with your advisor to assess the practicum, and all of the evaluations are completed in Terra Dotta.

1. Submit the Final Practicum Report: Submit the practicum report and other work products to your Advisor.

   Deadline: All final reports should be submitted to your advisor at least **3 weeks prior to the last day of class in the semester in which you intend to graduate** to allow time for the advisor to assess the practicum and the department to process graduation requirements. Allow sufficient time for corrections to be made to your final report.

2. Meet with your advisor to assess your practicum experience and discuss your progress using the rubrics you developed prior to starting the practicum. The rubrics are tools to assess your strengths and weaknesses and determine if you have met departmental expectations for the practicum. The practicum is non-graded but will be assessed to identify strengths and areas for improvement. If the report does not meet minimal criteria outlined in the rubric, you will have to work with your advisor to bring the report or practicum activities up to expectations. The advisor will also review the preceptor evaluation of the practicum.

Terra Dotta: Completing the process

   a. Request Preceptor Evaluation – To be done the last day of your practicum – the preceptor evaluates professionalism in the field.
   b. After meeting with your advisor and making all corrections, upload the abstract, final practicum report, resume, practicum log, poster and presentation and other work completed during the practicum
   c. Request Advisor Evaluations – to be done after advisor has reviewed your abstract, final report and all corrections are completed and approved.   (Your advisor evaluation assesses the fulfillment of objectives and results of assessment rubric.
   d. Complete your self-evaluation of the practicum in Terra Dotta

PRACTICUM ASSESSMENT AND EVALUATION

The practicum experience is evaluated in several ways.

1.   Student self-evaluation of the practicum experience: *(This evaluation is in Terra Dotta)*

Student completes this evaluation in Terra Dotta. The student should have their practicum objectives developed during the planning of the practicum available for the evaluation.

The practicum:	Expectations not meet	Meets expectations	Exceeds expectation
The project and activities related to my program and skills			
I applied my degree skills to address an issue or project in public health practice			
I completed practicum objective 1			
I completed practicum objective 2			
I completed practicum objective 3			
I was able to fulfilled the program competencies identified for the practicum			
I was prepared to undertake the work in the practicum			
I improved my written and oral communication abilities			
I was able to integrate concepts across my program discipline and the core			
I better understand the impact of health disparities on health and the need for cultural competency			
The preceptor provided information about the site and project			
I gained a better understanding of professionalism			
My project provided value to the practicum site			
I would recommend this site to other students			
I would recommend this preceptor to other students			
Comments on the practicum			

2. <u>Preceptor Evaluation of Student's Performance during Practicum:</u> The preceptor will evaluate performance in the practicum in relation to the work done at the agency/ organization. The preceptor will evaluate professionalism and quality of performance.

Preceptors Assessment Rubric *(This evaluation is in Terra Dotta).*

Assessment of the student:	<u>Weak</u> Below expectation	<u>Satisfactory</u> Meets expectation	<u>Strong</u> Exceeds expectation
How do you rate the quality of the student's work ?			
Was work/ projects completed on time?			
Was the student collaborative and able to participate on teams?			
How do you rate the student's analytical skills?			
Did the student demonstrate disciplinary knowledge and skills?			
Did the student actively participated in activities?			
How do you rank the student's writing skills?			
How do you rant the student's oral communication skills?			
Did the student displayed professional behavior?			
Did the student display cultural competency and an awareness of health disparities?			
Was the project was of value to your organization?			
Would you take another Tulane SPHTM student again?			
Summary of Student's strengths and weaknesses.			
Comments:			

3. **Advisor evaluation of student achievement of program competencies and objectives**: Your advisor will review and discuss your practicum report and the products of your practicum.

Evaluation question: How well did the student's practicum experience demonstrate achievement of program competencies?

The advisor's assessment is to assess the student's strengths and weaknesses in demonstrating program knowledge and skills in a practice setting and is not intended to assess the performance at the practicum site (the preceptor does that). The practicum is not a graded like a course; the purpose of the assessment is evaluate how well the student applied what you learned in the classroom to public health practice. The rubrics established at the beginning of the practicum are the guide to evaluate the Final Report and determining how well the student achieved the program competencies. The assessment rubric will be uploaded into Terra Dotta.

In addition, the Advisor will also complete the summary evaluation in Terra Dotta. The advisor should have the practicum objectives the student developed in planning the practicum available for the evaluation.

Advisor Evaluation: *(This assessment is in Terra Dotta).*

	Weak Does not meet Expectation	Satisfactory Meets expectation	Strong Exceeds expectation
Did the student achieve Practicum Learning Objective 1			
Did the student achieve Practicum Learning Objective 2			
Did the student achieve Practicum Learning Objective 3			
Did the student apply program knowledge and skills in the practicum project			
Did the student demonstrate critical thinking			
Did the student demonstrate achievement of the program competencies			
How do you rate the student's written communication in terms of clearly summarizing practicum activities and the organization of written documents			
How do rate the student's written communication in terms of grammar and usage			
Did the students practicum address health disparities or the need for cultural competence			
How do you rate the student's oral presentation (if applicable)			
Did the student submit materials and documents on time			
Was the student prepared for advising meetings and showed professionalism during advising process			
Summary of strengths and weaknesses			
Comments			

In addition:

Advisor enters results of the assessment rubric into Terra Dotta. <u>See Appendix IV for Practicum Final Report Assessment Rubric.</u>

TIMELINE and CHECK SHEET:

Practicum planning should begin at least 6 months prior to the beginning of the practicum. Make sure you allow time to write your final practicum report and time for the advisor to assess the practicum prior to the last day of class in the semester you intend to graduate.

All practicum requirements (including final report, assessments and evaluations) must be fully completed in time for the advisor to review prior to the last day of class. Completion of the practicum includes the faculty review and comments on practicum reports, posters, presentations, and/or seminars, and final practicum sign-off by departmental advisors. The department and/or advisor will set the deadline for the practicum report to be turned in that allows completion of the assessment prior to the last day of class. If the practicum is not fully completed including assessments by the last day of classes, graduation may be delayed.

Time Frame	Action	Date
Matriculation into the MPH, MSPH, or MPH&TM	Review the Practicum Handbook and understand how the practicum integrates with your program	
1 year prior to start of practicum	Discuss the practicum with your advisor.	
6-12 months prior to start of practicum	Consider types of practicum sites that will further your program of study and career goals	
6 months prior to start of practicum	Identify possible practicum sites; set up interviews with preceptors	
3-6 months prior to start of practicum	Outline practicum objectives to fulfill program competencies	
2 months prior to start of the practicum	Finalize agreement with practicum site	
1 month prior to start of practicum	Finalize specific objectives and products with advisor	
1 month prior to start of practicum	Enter information on practicum site and objectives into Terra Dotta	
Prior to the start of practicum	Trigger advisor and preceptor approvals in Terra Dotta	
During practicum	Complete time and work requirements	
During practicum	Keep a log of time and activities. You may also want to keep a journal of experiences	
During practicum	Collect data and information needed for final products	
During practicum	Actively participate in all practicum activities and assignments	
At end of practicum: Allow sufficient time for writing the report and submitting prior to the departmental deadline. Some Depts may have other timelines, so check for program deadlines.		
At the end of the practicum:	Trigger the preceptor evaluation	
At end of practicum:	Write the final reports and compile all work products (e.g., presentations, fact sheets developed, etc.) Submit to Advisor and Preceptor	
At least 1 week prior to last day of class in final semester. (Set up an appointment ahead of time.)	Meet with your advisor to discuss your final report and assess achievement of program competencies during the practicum; make corrections to your final practicum report	
Prior to the last day of class in the final semester	Enter corrected practicum final reports into Terra Dotta; trigger the advisor final evaluation	
Prior to the last day of class in the final semester	Complete the your evaluation of the practicum	
Prior to the last day of class in final semester	Ensure that the department has submitted all of the practicum materials and evaluations	

Appendix I
Frequently Asked Questions

When do I start on the practicum?
The practicum is an integral component of your degree and you should become aware of the practicum options when you matriculate. Do not leave the practicum planning until your last semester. You should begin serious planning for the practicum no later than 6 months prior to the planned start of work. Planning and identification of a practicum site should not be left to the last semester. You may start a practicum after you have completed all of the core courses and a significant portion of programmatic requirements.

Do I register for the practicum?
Yes, register for SPHL 9980 for the semester during which you begin the practicum. You must register for the practicum at least once to graduate. If your practicum takes longer than a semester, you may register a second time for the practicum. Registration more than twice is not allowed.

When do I register for the practicum?
You register for SPHL9980 the semester you start your practicum. Students who register for the practicum are considered full-time and may qualify for financial aid and deferment of student loans during that semester.

Is it necessary to get my advisor's approval to begin the practicum?
YES! It is absolutely necessary!

The practicum should be planned in conjunction with your advisor. The advisor must approve your practicum **BEFORE** you begin. You may use other resources in the school (other faculty, clinical consultants, the Career Service Center), however, your advisor *must* approve your plans and has final approval. Work done prior to approvals will not count toward the practicum hours.

How and where do I start?
Talk with your advisor about when you will be eligible to begin the practicum (*e.g.*, whether you have completed appropriate coursework). Discuss with your advisor what options are available to you early in your program of study.

The practicum is substantially different from traditional coursework where you register for established courses. The practicum provides you with practice experience and is individualized for you. You are responsible for initiating and following through the entire process including securing an appropriate placement site and project. You will develop goals and objectives for the practicum in consultation with your advisor and preceptor.

You are responsible for initiating and following through with the entire practicum process!

How do I find a practicum placement?
Finding a placement is much like finding a job. You are responsible for working with your advisor to identify a practicum placement. However, many people can help you. Talk with your faculty advisor, other faculty, research faculty, the Career Services Center, and students who have completed their field experience requirement.

In collaboration with your advisor, identify agencies that are working on health issues that are of interest to you. Don't limit yourself to the New Orleans area. Explore options throughout the state, region, country, and even the world. Call agencies and find out if they have student internship positions available, or if they may be open to exploring such a possibility. TUSPH&TM students have completed practicum experiences across the state and region, at federal agencies and private organizations in Washington, DC, and in other countries.

Remember to keep your faculty advisor informed throughout the process. Your preceptor must be an appropriate/qualified supervisor.

Can I still graduate if my practicum isn't completed?
NO! You cannot graduate or earn your degree until all aspects of the practicum and documentation are complete and all practicum requirements are met.

Is the practicum requirement ever waived?
No, the practicum cannot be waived. For mid-career students, the practicum may be structured to build upon your prior experiences or to develop advanced leadership skills.

Appendix II
Instructions for Using Terra Dotta

After you have completed the planning for the practicum (identified the practicum site, preceptor and project) and met with your advisor to develop learning objectives and the project description, you are ready to enter the practicum information into Terra Dotta. Terra Dotta will serve as a practicum management and tracking site, including student forms, approvals and evaluations from your advisor and preceptor, document uploads, etc.

➔ **Have your learning objectives and project description ready to cut and paste into Terra Dotta.**

Setting up your Practicum in Terra Dotta:

1. Go to the Terra Dotta URL: sphfieldstudy.tulane.edu
   a. You will be at the SPHTM Terra Dotta Practicum Home Page
   b. In the left sidebar you will find general information on the practicum. Please refer to the practicum handbook for more details.

➔ Note: If you have already created an account in Terra Dotta, click "Login" in the top bar and enter your Tulane username and password. This brings you to a homepage. Click programs in the top bar and then click your program to get to your dashboard.

2. If this is your <u>first time</u> entering the Terra Dotta system, you will need to enroll in your *program specific* practicum.
   a. To enroll, go to PROGRAMS in the top bar and click.
   b. Find your specific program of study (e.g., BIOS-MSPH; GCHB – MPH – Nutrition) and click.

Program Type: Outgoing ▾

Programs

Program Name ↑	City	Country	Region	Save/Share
BIOS - MSPH - Practicum	New Orleans	United States	North America	
EPID - MPH - Practicum Program	New Orleans	United States	North America	
GCHB - MPH - Community Health Sciences Practicum	New Orleans	United States	North America	
GCHB - MPH - Health Education and Communication Practicum	New Orleans	United States	North America	
GCHB - MPH - International Health and Development Practicum	New Orleans	United States	North America	
GCHB - MPH - Maternal and Child Health Practicum	New Orleans	United States	North America	🗐
GCHB - MPH - Nutrition Practicum	New Orleans	United States	North America	
GEHS - MPH - Disaster Management Practicum	New Orleans	United States	North America	🗐
GEHS - MSPH - Global Environmental Health Sciences Practicum	New Orleans	United States	North America	🗐
GEHS - MSPH - Industrial Hygiene Practicum	New Orleans	United States	North America	🗐
GHMP - MHA - Administrative Residency	New Orleans	United States	North America	
GHMP - MPH - Health Policy Practicum	New Orleans	United States	North America	🗐
GHMP - MPH - Health Systems Management Practicum	New Orleans	United States	North America	🗐
TRMD - MPHTM - Public Health and Tropical Medicine Practicum	New Orleans	United States	North America	🗐
TRMD - MSPH - Tropical Medicine Practicum	New Orleans	United States	North America	🗐

c. On the program specific practicum page, click on APPLY NOW to set up your account.

DEPT - DEGREE - PROGRAM PRACTICUM

New Orleans, United States (Outgoing Program)

Program Terms:	Fall, Spring, Summer		Apply Now	Print

Apply Now   Print

d. You are ready to log in:
As an SPHTM student, you will select "I have a Tulane email username and password" to log in; you will then be prompted to enter your Tulane email username and password.

Please indicate how you will be logging in:
- ○ I have a Tulane email username and password.
- ○ I have login credentials to this site that I received by email.
- ○ I do not have login credentials to this site.

Submit

e. Once you have successfully logged in, you will be taken to "Your Home Page: Available Program Terms"
f. Select the semester/year that you intend to begin your practicum experience (when you will actually go into the field or start at the practicum site; do not select the semester in which you are planning your practicum experience)

Your Home Page : Available Program Terms

To create your application, Select the term and year to which you are applying. When you are ready to create the application, click on the 'Apply' button at the bottom of the page. ✕

Available Terms

Terms   ◎ Fall, 2016

◎ Spring, 2017

◎ Fall, 2017

Update   Cancel

3. You will now be redirected you the "SPHTM Practicum Experience: Student Dashboard"
   a. The dashboard is the main page with the steps in your practicum.
   b. The Dashboard contains links to student forms, approvals and evaluations.
   c. The Dashboard also allows you to upload the abstract, final practicum report, presentations, and other work products (e.g. resume, abstract, final report, poster, other work products, practicum log).
   d. Documents required may vary by department, please be sure to reference your department specific requirements.

Please reference the **practicum handbook** for more details.

SPHTM
Tulane University

SPHTM Practicum Experience : Student Dashboard (All Materials)

This page shows current and required elements of your application in the pre-decision phase. Unless otherwise indicated, you should assume that all elements of the right-hand column (material submissions, signature documents, recommendations and questionnaires) are required for your application to be considered complete

Sarah Catherine Donahue

Program:	BIOS - MSPH - Practicum
Term/Year:	Fall, 2016
Deadline:	12/31/2016
Dates:	TBA

Announcements

Welcome!
to the new SPHTM site dedicated to field study. Students will use this site to report on their practicum experience.

View All Announcements

Attached Documents

The following files have been attached to your application. Click the filename to download the attached document.

No documents have been attached.

You can attach documents to this application by choosing the file from your drive, selecting the type of document you are attaching, and clicking on the 'Upload' button.

[Browse...] No file selected.   - select document type -   [Upload]

Highlighted elements must be submitted _prior to beginning your practicum_. Students are expected to meet with their advisor and preceptor to discuss learning objectives, competencies and the overall planned practicum experience prior to entering the information into Terra Dotta and triggering the Advisor and Preceptor Approvals.

Student Forms

Form "2. Competencies and Objectives" is program specific.

Click the following to view and complete the following student forms: Getting Started, program specific competencies and learning objectives, and the student self-evaluation. You may begin a form and save it for later completion, but note that you must click Submit in order for the form to be logged as complete and ready for review.

Title	Received
1. Getting Started	☐
2. BIOS - MSPH Competencies & Objectives	☐
3. Student Self-Evaluation	☐

Approval & Evaluation Requests

Requests	Received
Approval - Advisor (1 required) - Request Electronic Approval/Evaluation	
1 or more required approvals/evaluations have not yet been requested.	☐
Approval - Preceptor (1 required) - Request Electronic Approval/Evaluation	
1 or more required approvals/evaluations have not yet been requested.	☐
Evaluation - Advisor (1 required) - Request Electronic Approval/Evaluation	
1 or more required approvals/evaluations have not yet been requested.	☐
Evaluation - Preceptor (1 required) - Request Electronic Approval/Evaluation	
1 or more required approvals/evaluations have not yet been requested.	☐

The successful submission of Student Forms and the receipt of Approvals & Evaluations will be indicated by a "check mark".

Getting Started:

1. Enter the practicum information into Terra Dotta _prior to beginning your practicum_
   a. Click on Getting Started which will bring you to the initial practicum forms.

➔ Have your learning objectives and project description ready to cut and paste into Terra Dotta. You will have to enter these in three places. (Sorry, but that is how the system works.)

Student Forms

Click the following to view and complete the following student forms: Getting Started, program specific competencies and learning objectives, and the student self-evaluation. You may begin a form and save it for later completion, but note that you must click Submit in order for the form to be logged as complete and ready for review.

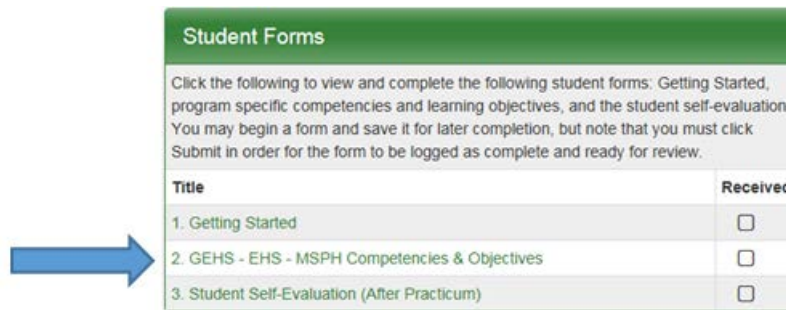| Title	Received
1. Getting Started	☐
2. GEHS - EHS - MSPH Competencies & Objectives	☐
3. Student Self-Evaluation (After Practicum)	☐

   b. Fill out the "1. Getting Started" student form (note: save often)

- o The form has your name, student ID number, and drop down menus for your degree program.
- o Select practicum classifications from the drop down menus
- o Select the setting for your future job goals
- o After you have completed this form, press submit.

You will be redirected back to your Dashboard; if the form has been successfully received by the system, there will be a check mark in the "received" column.

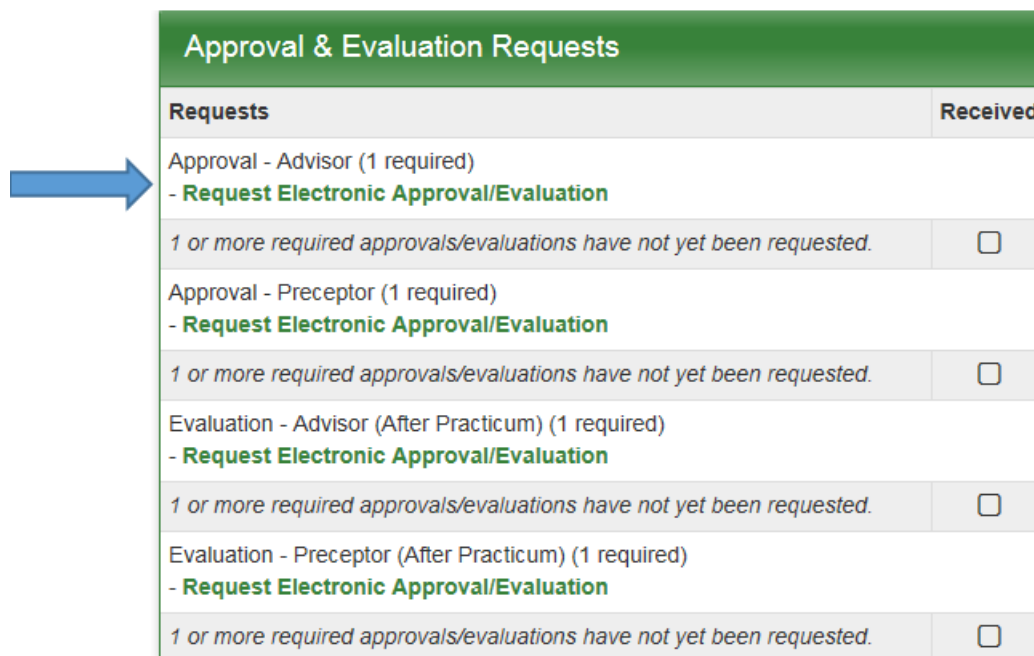2. Complete the "2. Competencies and Objectives" student form

➔ Note: this lists has your program specific competencies; be sure to keep a record of the information that you enter in this form)

Student Forms

Click the following to view and complete the following student forms: Getting Started, program specific competencies and learning objectives, and the student self-evaluation. You may begin a form and save it for later completion, but note that you must click Submit in order for the form to be logged as complete and ready for review.

Title	Received
1. Getting Started	☐
2. GEHS - EHS - MSPH Competencies & Objectives	☐
3. Student Self-Evaluation (After Practicum)	☐

Once you have completed this form, press Submit and you will return to your dashboard. You will see a check mark in the "received" column.

3. Request Approvals

Approval & Evaluation Requests

Requests	Received
Approval - Advisor (1 required) - **Request Electronic Approval/Evaluation**	
1 or more required approvals/evaluations have not yet been requested.	☐
Approval - Preceptor (1 required) - **Request Electronic Approval/Evaluation**	
1 or more required approvals/evaluations have not yet been requested.	☐
Evaluation - Advisor (After Practicum) (1 required) - **Request Electronic Approval/Evaluation**	
1 or more required approvals/evaluations have not yet been requested.	☐
Evaluation - Preceptor (After Practicum) (1 required) - **Request Electronic Approval/Evaluation**	
1 or more required approvals/evaluations have not yet been requested.	☐

a. **Advisor Approval**: Request an electronic approval from your advisor, click "Request Electronic Approval/Evaluation"
   i. Enter the First Name, Last Name and Email Address of your advisor, then click "Add User"

Application : New Approval/Evaluation Request

Request a recommendation from a faculty member with this form. If you cannot find the faculty member's email address with this search form, use the printable recommendation form available through the link on your Program Application Page.

User Search

Directory Lookup:
To request a recommendation from an individual at your institution, enter the first/last name or email address of the person in this field and click on the 'Search' button.

Keywords:

[   ]

[Search >]

Manual Entry:
To request a recommendation from an individual not at this institution, enter the first/last name, email address, and phone number of the person in the fields below and click the 'Add user' button.

First Name:	Last Name:	Email:
[ ]	[ ]	[ ]

Phone:
[   ]

[Add User]

i. Enter your learning objectives and project description (easiest to copy and paste)
ii. Submit which will return you to the Dashboard

Applications : Approval & Evaluation Information

Please fill out the form provided below.   ×

Advisor/Preceptor Information:

Advisor/Preceptor Information:

First Name: Sarah

Last Name: Donahue

Email: sdonahue@tulane.edu

Phone: [   ]

Type: Approval - Advisor

Learning Objectives

Please enter the learning objectives which you plan to fulfill throughout your practicum experience. Please limit your response to three learning objectives.

[   ]

1000 characters left

Description of Planned Practicum Experience/Report Abstract

If requesting an approval, please provide a brief description of your planned practicum experience. If you have completed your practicum and are requesting an evaluation, please enter the abstract from your final report into this text box.

[   ]

4000 characters left

I waive any right I may have to read or obtain copies of the recommendation which I am requesting ⦿ Yes ◯ No

[Save] Cancel

When you submit, an automated email will be sent to your advisor from Terra Dotta (sphfieldstudy@tulane.edu). Your advisor can then approve your practicum in the system. Check with your advisor to make sure they enter their approval
The learning objectives and description that you entered into the text boxes on the request form will be displayed in the body of the email that your advisor receives. When completed, the Dashboard will reflect so by checking the request. You will be able to see if approvals have/have not been completed.
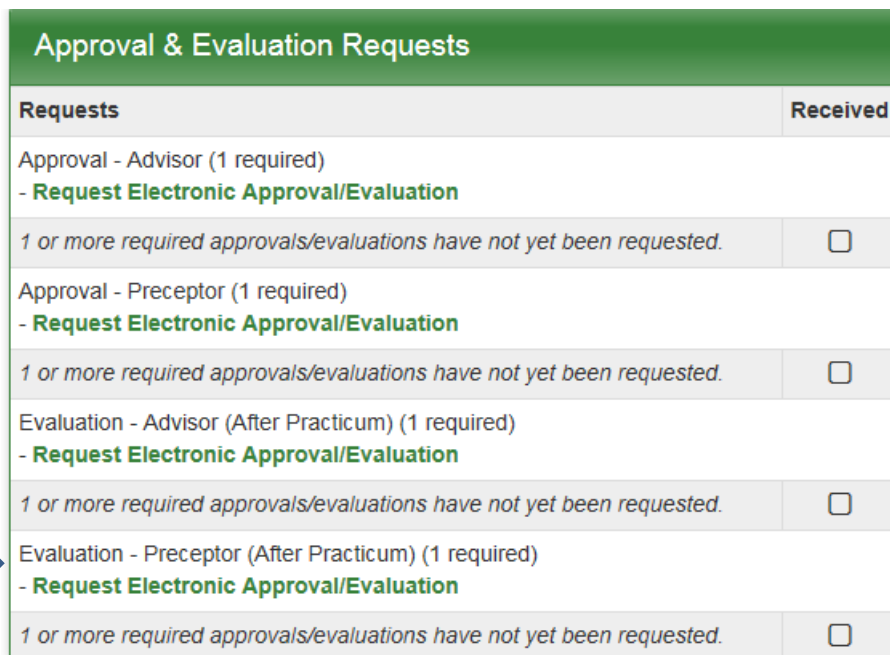
b. **Preceptor Approval:** Request an electronic approval from your preceptor, click "Request Electronic Approval/Evaluation" Repeat the process described above.
   i.   Enter the First Name, Last Name and Email Address of your preceptor, then click "Add User"
   ii. Enter the learning objectives that you developed with your advisor and preceptor
   iii. Enter your project description
   iv. Press "Save"

This will trigger an automated email from Terra Dotta (sphfieldstudy@tulane.edu) to your preceptor which will prompt him/her to click a link, enter your last name and the provided access code. The preceptor will complete a brief approval form.
The learning objectives and description that you entered into the text boxes on the request form will be displayed in the body of the email that your advisor receives. When completed, the Dashboard will reflect so by checking the request. You will be able to see if approvals have/have not been completed.

You may now begin your practicum! You will come back to Terra Dotta after you have completed your practicum experience.

Terra Dotta actions after Completing your Practicum:

1. **Preceptor Evaluation**: Immediately upon completing the practicum, request the preceptor evaluation
    - i. Go to your Dashboard in Terra Dotta and click on preceptor evaluation request (You will follow the same process outlined in the instructions for the approvals and include the project abstract.)
    - ii. Enter the learning objectives that you developed with your advisor and preceptor
    - iii. Enter the abstract from your final report. Submit

Note: wait to trigger your advisor evaluation until after meeting with your advisor and making all corrections to your report and abstract (See Practicum Handbook for details). After completing all of the practicum steps, you will then do the following in Terra Dotta to complete the practicum:

2. **Advisor Evaluations:** After meeting with your advisor, trigger the Advisor evaluation request in Terra Dotta. (you will follow the same process outlined in the instructions for the approvals)
    - i. From your Dashboard, click on advisor evaluation
    - ii. Enter the learning objectives that you developed with your advisor and preceptor
    - iii. Enter the abstract from your final report.

3. **Upload all practicum documents into Terra Dotta**
    i.   Documents are uploaded in the Attach Documents section of your Dashboard.
    ii.   Click Browse and attach the following (best if documents are in a PDF format.)
         i.   Abstract
         ii.   Practicum report
         iii. Updated Resume
         iv. Practicum log of hours worked (see practicum handbook for format)
         v.   Other work products such as presentations, data set analyzed, trainings conducted.

4. Complete the Student self-evaluation
    i.   Under student forms, click the Student self-evaluation
    ii.   Fill out the form and submit

Student Forms	
Click the following to view and complete the following student forms: Getting Started, program specific competencies and learning objectives, and the student self-evaluation. You may begin a form and save it for later completion, but note that you must click Submit in order for the form to be logged as complete and ready for review.	
Title	**Received**
1. Getting Started	☐
2. GEHS - EHS - MSPH Competencies & Objectives	☐
3. Student Self-Evaluation (After Practicum)	☐

Note: monitor your student dashboard to make sure the preceptor and advisor evaluations are complete.
Verify completion of requirements with your departmental program manager or advisor to make sure all requirements are recorded.

Congratulations   ! You have completed your practicum*.*

Format for the Practicum Final Report

The Practicum Final Report is a professionally written report that is the primary product for the practicum. It serves as an outcome measure for your achievement of your program competencies for the MPH, MSPH and MPH&TM degrees; it is also a measure for professionalism. The practicum report describes your activities and experiences and compiles work products.

The Contents of the Practicum Final Report should include:

Abstract: In 500 words or less, provide a concise summary of the practicum, practicum site, practicum objectives, practicum activities, work products and outcomes. The abstract should be carefully written and accurately describe your practicum. The abstract will be available for others to see in compiling examples of practica.

List the Core and program competencies addressed in the practicum: List core and 2-3 program competencies addressed in the practicum.

State Practicum objectives: State the specific objectives accomplished in the practicum.

Practicum site: Agency or organization, division, section; location: type of agency or organization; public health activities performed; community or target population served.

Practicum Project: Describe the practicum project and responsibilities undertaken at the agency or organization. Include work on teams, tasks, special activities or events.

Practicum products (outcomes): Describe work products (outcomes) produced during the practicum. These may include reports produced, evaluations conducted, collaboration on teams, summary of activities performed for the agency/organization and many others. The products will vary widely with the type of practicum, but should demonstrate how objectives are met and show how MPH program competencies fulfilled. Show examples of health disparities or cultural competency addressed during your practicum. Discuss how your activities or project contributed to the agency or organization.

Achievement of Program Competencies: Discuss how the products demonstrate achievement of program competencies. Assess how well you have achieved your program competencies and how the core areas were integrated in the practicum activities.

Self-Assessment: The self-assessment should discuss accomplishments in the practicum, progress in developing professional skills, new approaches learned and skills gained. Relate what you learned from both positive and negative experiences. Reflect on the progress you made in transiting to the work environment and developing professional skills. Discuss your observations of the impact of health disparities and the need for cultural competency gained during your practicum. Assess the overall value of the practicum.

 Appendices: As needed and may include work products as reports, evaluations, trainings or other products.

Appendix IV

Example of an assessment rubric for the Practicum Final Report

	Needs improvement Below Expectations	Good Meets Expectations	Excellent Exceeds Expectations
Practicum objectives **Core and Program Competencies** Up to 5 points	Unclear objectives; the paper does not list the program competencies addressed	Objectives clearly stated; the paper lists the program competencies addressed.	Clearly stated and measurable objectives; List of the program competencies addressed.
Description of Practicum Site and Project Up to 5 points	Practicum described in general terms without detailed description of agency/organization or community served	Practicum project is clearly described including agency description and location. Type of organization and community served	Practicum project is clearly described with information on agency or organization and site; Description of agency purpose and community served
Summary of Practicum Activities Performed Up to 20 points	The summary of activities is not organized and not linked to objectives.	The summary of activities is organized with details of types of tasks and events. Examples of teamwork and interaction with practice professionals and the community served are given.	The summary is well organized and shows mastery of skills used in the practicum. Provides examples of teamwork and professional interaction and community impact
Describe Practicum Outcomes Up to 20 points	The outcome description is general and does not show the application of program skills. Did not discuss health disparities or cultural competence.	Outcomes are linked to objectives and specific examples of work demonstrate application of knowledge and skills. Provided examples of health disparities and cultural competence	Links outcomes to objectives through shows specific work activities: analyzes how objectives fulfilled and knowledge and skills applied. Health disparities and cultural competence was imbedded throughout the practicum.
Achievement of Program Competencies. **Up to 15 points**	Does not show how program competencies fulfilled in the practicum	Demonstrates achievement of competencies	Demonstrates competencies fulfilled and synthesizes outcomes and applies to competencies
Discussion of the Practicum: **Up to 15 points**	Discussion is minimal With little relationship between the project activities and objectives.	Shows how activities helped the site and community; activities integrate program skills and how activities relate to competencies and professionalism.	Appraises the usefulness of the project to the agency and/or community; analyzes the how the activities are related to competencies and professionalism. .
Self-Assessment **Up to 10 points**	Minimal assessment of advancement of skills in a professional setting; OR over-assessment of activities to agency. No reflection on health	Reflects on experience for advancement of skills, professional development and professionalism. Provided observations	Self-analysis of how additional skills were developed, professional development; reflection on professionalism in the work setting.

	disparities or cultural competence	of health disparities or cultural competency	Reflected on the impact of heath disparities and cultural competency on their project.
Written Communication Up to 5 points	The abstract is not organized or descriptive of the project. The paper is not well organized and is difficulty to see the flow from the objectives to the conclusions. It has grammatical and spelling errors.	The abstract is concise and accurately describes the project. The paper is well organized and shows consistency and flow from the goals/objectives through the conclusions. It is free of grammatical and spelling errors.	The abstract is concise and succinctly describes the project. The paper is well organized, flows well from for the objectives through the conclusion and makes a compelling argument for the problem. It is free of grammatical and spelling errors.
Oral Communication * If applicable (Combine with written communication points)	Presentation was disorganized and visual materials not clear	Presentation organized and provided clear description of the practicum and outcomes; visual materials were clear; professionalism discussed.	Presentation was well organized and showed impact of the activities and outcomes; visual materials effective; professionalism integrated into presentation.
Professionalism: Up to 5 points	Did not communicate with advisor; Missed appointments; Paper is turned in late or corrections not made.	Communicated with advisor, scheduled appointments to discuss project; Paper turned in on time and corrections made.	Communicated regularly with advisor and preceptor; well prepared for meetings; Paper turned in early and corrections made quickly.

*Oral presentation may be associated with the practicum or the culminating experience.