



APPLIED PRACTICE EXPERIENCE HANDBOOK

For MPH Degree Programs

UPDATED FALL 2020

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OBJECTIVE OF THE APPLIED PRACTICE EXPERIENCE

The purpose of the Applied Practice Experience (APE) is to provide students with an opportunity to apply the concepts, strategies, and tools acquired throughout the course of their classroom studies in a public health practice setting.

The practicum will provide students field placement experience in which they will work closely with a departmental faculty member and (an) appropriate field professional(s) applying skills and techniques acquired through coursework.

STUDENT EXPECTATIONS

Students are responsible for the arrangement of activities of their practicum experience and must be sure that curriculum objectives and competencies of the degree program are met. MPH core and affiliated faculty and the MPH Program Manager are available to assist students in defining their practicum experience objectives and to suggest host site contacts. Students may initiate contact, or contact may be made on the student's behalf by a faculty member or the MPH Program Manager. The practicum experience may not duplicate current or previous work experiences, but rather, should build on the student's background and expertise. Once a selection has been made, the practicum experience must be approved by the student's Faculty Advisor and the MPH Program Manager prior to approval by the on-site Practicum Preceptor.

Although students are responsible for this aspect of their curriculum, they must work closely with the MPH Program Manager to assure approvals are received. A complete electronic practicum experience work plan approved by the student, Practicum Preceptor (Site Supervisor), the student's Faculty Advisor, and the MPH Program Manager is required for all students to register for the practicum course. To receive academic credit for the practicum experience, additional deliverables are required from the student, including regular updates and reflections as well as products that result from the completion of the practicum.

All practicum experience arrangements and activities are ultimately the responsibility of the student but are subject to approval by the MPH program.

REQUIREMENTS

Students in the Master of Public Health (MPH) degree program (both concentrations) are required to complete approximately 200 hours of applied practice experience as part of their curriculum. To be eligible for their practicum experience, students must be in good academic standing; they cannot be on academic probation or facing any student conduct disciplinary actions.

Students pursuing the MPH are expected to gain supervised experience in a professional public health setting that will allow them to successfully demonstrate competency attainment through an Applied Practice Experience. While students may engage in a faculty-sponsored applied practice experience, this experience must involve significant interaction with a professional public health setting and/or a community setting. Each student must identify and demonstrate attainment of a **minimum of five (5) applied practice experience objectives** with an associated competency for each objective. Three (3) competencies must be MPH core competencies and the remaining two (2) competencies must be concentration-specific competencies. Please refer to the [Applied Practice Experience Objectives, Activities and Deliverables Worksheet](#) to assist with the development of your practicum objectives.

In addition, all students will be expected to complete the following minimum requirements:

1. Work Plan
2. Progress Memos/Reflections
3. Final Report
4. Final Presentation
5. Project Deliverables
6. Preceptor Evaluation Form

WORK PLAN

The work plan is the formal agreement between the student, Practicum Preceptor, and MPH Program. The work plan must identify the competencies that will be attained by the experience and must include specific and measurable objectives, proposed activities, and final products or materials that will demonstrate competency attainment. The student's Faculty Advisor, MPH Program Manager and Practicum Preceptor must approve all practicum experience objectives, activities, and products. Signing of the work plan by each party indicates approval and allows the student to be cleared to register for the associated practicum course and begin the practicum experience. All work plans must be submitted through the [College of Health Science REDCap](#) system using the **Practicum Form instrument**. Students will be set up with a REDCap user account through the MPH Program Manager.

IRB APPROVAL

As part of the practicum experience students may plan, or be asked, to conduct research for a host organization or agency. Students must be aware that before gathering or analyzing any data from human subjects for an organization, agency, or community within the context of the practicum experience, students should review the proposed research to determine whether or not Institutional Review Board (IRB) approval will be required prior to beginning the research. The University of Delaware

Research Office provides an [exempt determination tool](#) that can be used to help make a determination of the need for IRB approval. Once a determination is reached, the appropriate selection should be made on the work plan form.

Students are permitted to pursue research that may require a full IRB review when opportunities arise. However, the student should be aware that the IRB application for review and approval must be prepared the semester prior to beginning their study. As an alternative, faculty or the MPH Program Manager can guide students to comparable learning opportunities considered exempt, expedited, or covered by existing IRB review.

COURSE ASSESSMENTS

Progress Memos/Reflections

Throughout the practicum experience, students are required to submit at least 5 written progress memos or reflections to the APE Course Instructor and Practicum Preceptor. The purpose of the progress memo is to:

1. Provide the APE Course Instructor with information describing the progress of the practicum experience;
2. Allow the student to reflect and link work conducted as part of the Applied Practice Experience to classroom learning; and
3. Assist the student in preparation of a final report.

Progress memos are to be submitted via REDCap using the **Weekly Progress Memo instrument** as part of the student's e-portfolio; a copy must also be emailed to the Practicum Preceptor. Progress memos should, at minimum, address the following:

- a. *Activities - List the most important (enlightening) activities of the period. Include dates and times only as needed for clarity. Include meetings, either group meetings or with individuals, duties assigned, other organizations visited, training completed, projects worked on, and other significant activities.*
- b. *Key Learning Experience(s) - Briefly summarize the key learning experience(s) of the period. Reflect on how the experience(s) has added to your knowledge base and relate it to your responsibilities or to your coursework. Indicate how the key experience(s) relate to the objectives in the work plan.*

No client or host site individual names are to be used in written material without consent. Students must be aware of issues related to patient, client, and corporate confidentiality.

Presentation

Students will prepare a 15-20 minute presentation regarding their practicum experience. Should more than one student be assigned to a single practicum site,

separate presentations should be prepared, delivered, and submitted. It is highly preferable that the presentation be given on-site at the practicum organization. Presentations may be scheduled for the MPH program faculty and students if it is not possible to schedule a presentation at the practicum organization. A copy of the PowerPoint or other presentation materials must be submitted into REDCap through the **Applied Practice Presentation instrument** and will be part of the student's e-portfolio. A copy must also be emailed to the Practicum Preceptor.

Final Report

Students will submit a final report (5-10 typed pages double spaced, 12-point font) that summarizes practicum activities, accomplishments, lessons learned, and work products. Final reports will be submitted through REDCap into the student's e-portfolio using the **Final Report instrument**. A copy may also be emailed to the Practicum Preceptor.

PRACTICUM EXPERIENCE PRODUCTS AND DELIVERABLES

Students must submit copies of at least two products or deliverables from their practicum experience that demonstrate the attainment of competencies selected in the work plan. These materials are to be submitted into the student's e-portfolio. Products or deliverables are to be submitted into REDCap through the **Products & Deliverables instrument**. It is possible that some products and deliverables may not be allowed to be shared outside of the organization due to issues related to patient or client privacy, intellectual property, or for other reasons. The student should verify with their Practicum Preceptor what can and cannot be shared to meet the submission requirement. Students should discuss with the MPH Program Manager any concerns and identify alternatives to meet this requirement when actual products and deliverables cannot be shared outside of the organization.

STUDENT E-PORTFOLIO

Students are required to maintain an electronic portfolio (e-portfolio) as part of their applied practice experience. The e-portfolio is maintained in REDCap and serves as a compendium of the required applied practice experience course assessments, products, and deliverables (outlined above) that demonstrate accomplishments and attainment of competencies identified in the student's work plan. Student e-Portfolios are retained as part of the student's permanent academic files at the University of Delaware and are also used by the MPH program for ongoing program assessment and continuous quality improvement as part of program accreditation.

The required elements of the e-portfolio (and associated REDCap instruments to be used for uploading) are as follows:

REQUIRED E-PORTFOLIO ELEMENT	REDCap INSTRUMENT
Work Plan	Practicum Form
Progress Memos/Reflection (min. of 5)	Weekly Progress Memos
Applied Practice Experience Presentation	Applied Practice Presentation
Applied Practice Experience Final Report	Final Report
Applied Practice Experience Products and Deliverables (min. of 2)	Products & Deliverables

PRECEPTOR EVALUATION

Students will be evaluated by their Practicum Preceptor at the conclusion of the practicum. The Practicum Preceptor will complete their evaluation via a REDCap survey [a survey link will be sent by the MPH Program Manager to Preceptors using the email address included in the student's work plan]. The Practicum Preceptor's evaluation is a critical component of satisfactory completion of the practicum experience.

GRADING

Upon completion of the practicum experience, the Course Instructor will award a grade of either "Pass" or "Not Pass" based on satisfactory completion of the requirements outlined above. If a student defaults on the terms of the work plan, the student may receive a "Not Pass" grade and thus no academic credit for the practicum experience.

If, during the course of the practicum experience, the Practicum Preceptor or the Course Instructor determines a student is having difficulty functioning in a particular setting, the student may be reassigned or asked to withdraw and retake the practicum experience during a future semester. If the student's behavior is determined to be unprofessional, unethical, or outside the rules of the agency or university, the student may be given a "Not Pass" grade and thus no academic credit will be received for the practicum experience. Behavior that appears to violate the [University of Delaware Student Code of Conduct](#) will be subject to the graduate student conduct process and subsequent sanctions, up to and including potential dismissal from the degree program.

Likewise, if during the course of the practicum experience the student deems the activities as inappropriate or not contributing to the educational experience, the student may request a review by the Course Instructor or the MPH Program Manager. If

the practicum experience is determined to be inconsistent with the philosophy or guidelines for practicum experiences, the student will be permitted to affiliate with another agency to fulfill the practicum experience requirement. If necessary, the MPH Program Manager will assist the student with identifying an alternate practicum experience site.

Finally, if a student completes a practicum experience but is unable to successfully address all competencies selected in their work plan, they may still receive academic credit for work completed. However, they must work with the MPH Program Manager to identify and complete additional Applied Practice Experiences until the minimum requirements for competency attainment are met. Students will not be cleared for graduation until they have successfully met minimum competency requirements for the Applied Practice Experience.

QUESTIONS/SUPPORT

For questions or support related to the applied practice experience, please contact:

Lauren Camphausen
MPH Program Manager, Program in Epidemiology
campl@udel.edu

Jennifer Horney, PhD, MPH, CPH
Professor and Director, Program in Epidemiology
horney@udel.edu

Kimberley Isett, PhD, MPA
Professor, Biden School of Public Health and Administration
kri@udel.edu

APPENDIX I: WORK PLAN FORMS

Practicum Form – Health Policy & Management

Student Information

Student Name

Student Email

Host Organization Information

Organization Name

Organization Address

City

Organization State

Organization Zip

Organization Phone

Organization Fax

Site Preceptor (Supervisor)
Name

Site Preceptor Position

Site Preceptor Email

What category best describes
the organization hosting your
practicum?

- Business
- Education, K-12
- Education, Post-Secondary
- Foundation
- Government, Federal Department or Agency
- Government, International
- Government, Local Department or Agency
- Government, State Department or Agency
- Government, Tribal
- Health Care Delivery Organization/Health System
- Law Firm or Legal Services Organization
- Non-Profit, Advocacy Organization
- Non-Profit, Association or Professional Organization
- Non-Profit, Community-Based Organization

- Public Health Department
- Research/Policy Organization
- Other

Please briefly explain "Other" organization description.

Practicum Details

- Academic Term
- Winter
 - Spring
 - Summer
 - Fall

Term Year

Begin Date

Anticipated End Date

Average hours per week worked (*hours may vary and occasional evening and/or weekend work hours may be required*)

- Does this practicum provide any funding or support? *Select all that apply.*
- Unpaid
 - Salary/Wage
 - Stipend
 - Housing Provided/Allowance
 - Scholarship
 - Other

Please describe "other" funding or support provided.

- Is this practicum taking place outside the United States?
- No
 - Yes

Practicum Objectives

In this section, list your five applied practice experience objectives with an associated competency for each objective. Three competencies must be MPH foundational competencies and the remaining two competencies must be concentration-specific competencies.

- Do the activities associated with this practicum serve or take place in rural areas?
- No
 - Yes

- Do activities associated with this practicum serve or benefit under-served populations?
- No
 - Yes

Objective I

Objective:

Competency:

- CORE-MPH-1: Apply epidemiological methods to the breadth of settings and situations in public health practice.
 - CORE-MPH-2: Select quantitative and qualitative data collection methods appropriate for a given public health context.
 - CORE-MPH-3: Analyze quantitative and qualitative data using biostatistics, informatics, computer-based programming and software, as appropriate.
 - CORE-MPH-4: Interpret results of data analysis for public health research, policy or practice.
 - CORE-MPH-5: Compare the organization, structure and function of health care, public health and regulatory systems across national and international settings.
 - CORE-MPH-6: Discuss the means by which structural bias, social inequities and racism undermine health and create challenges to achieving health equity at organizational, community and societal levels.
 - CORE-MPH-7: Assess population needs, assets and capacities that affect communities' health.
 - CORE-MPH-8: Apply awareness of cultural values and practices to the design or implementation of public health policies or programs.
 - CORE-MPH-9: Design a population-based policy, program, project or intervention.
 - CORE-MPH-10: Explain basic principles and tools of budget and resource management.
 - CORE-MPH-11: Select methods to evaluate public health programs.
 - CORE-MPH-12: Discuss multiple dimensions of the policy-making process, including the roles of ethics and evidence.
 - CORE-MPH-13: Propose strategies to identify stakeholders and build coalitions and partnerships for influencing public health outcomes.
 - CORE-MPH-14: Advocate for political, social or economic policies and programs that will improve health in diverse populations.
 - CORE-MPH-15: Evaluate policies for their impact on public health and health equity.
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- CORE-MPH-16: Apply principles of leadership, governance and management, which include creating a vision, empowering others, fostering collaboration and guiding decision making.
- CORE-MPH-17: Apply negotiation and mediation skills to address organizational or community challenges.
- CORE-MPH-18: Select communication strategies for different audiences and sectors.
- CORE-MPH-19: Communicate audience-appropriate public health content, both in writing and through oral presentation.
- CORE-MPH-20: Describe the importance of cultural competence in communicating public health content.
- CORE-MPH-21: Perform effectively on interprofessional teams.
- CORE-MPH-22: Apply systems thinking tools to a public health issue.

Concentration Competency:

- CONC-MPH-HPM-1: Use policy and management tools to evaluate implications of specific programs, policies, and interventions on organizations and populations.
- CONC-MPH-HPM-2: Develop and justify budgets that support programs and organizations in the public health and health care sectors.
- CONC-MPH-HPM-3: Communicate evidence-based options to address public health management and policy problems.
- CONC-MPH-HPM-4: Apply project management and strategic management tools to create public health program goals, strategies, and objectives.
- CONC-MPH-HPM-5: Recommend and justify policies or organizational initiatives for implementation after examining their feasibility and implications.

Activities to meet this objective:

Deliverable(s) for each activity:

What types of activities will you be involved with during your practicum? Select all that apply.

- Education
- Outreach
- Research
- Service
- Training
- Other

Please explain “other” activity involvement related to your practicum.

Objective II

Objective:

Competency:

- CORE-MPH-1: Apply epidemiological methods to the breadth of settings and situations in public health practice.
 - CORE-MPH-2: Select quantitative and qualitative data collection methods appropriate for a given public health context.
 - CORE-MPH-3: Analyze quantitative and qualitative data using biostatistics, informatics, computer-based programming and software, as appropriate.
 - CORE-MPH-4: Interpret results of data analysis for public health research, policy or practice.
 - CORE-MPH-5: Compare the organization, structure and function of health care, public health and regulatory systems across national and international settings.
 - CORE-MPH-6: Discuss the means by which structural bias, social inequities and racism undermine health and create challenges to achieving health equity at organizational, community and societal levels.
 - CORE-MPH-7: Assess population needs, assets and capacities that affect communities’ health.
 - CORE-MPH-8: Apply awareness of cultural values and practices to the design or implementation of public health policies or programs.
 - CORE-MPH-9: Design a population-based policy, program, project or intervention.
 - CORE-MPH-10: Explain basic principles and tools of budget and resource management.
 - CORE-MPH-11: Select methods to evaluate public health programs.
 - CORE-MPH-12: Discuss multiple dimensions of the policy-making process, including the roles of ethics and evidence.
 - CORE-MPH-13: Propose strategies to identify stakeholders and build coalitions and partnerships for influencing public health outcomes.
 - CORE-MPH-14: Advocate for political, social or economic policies and programs that will improve health in diverse populations.
-

- CORE-MPH-15: Evaluate policies for their impact on public health and health equity.
- CORE-MPH-16: Apply principles of leadership, governance and management, which include creating a vision, empowering others, fostering collaboration and guiding decision making.
- CORE-MPH-17: Apply negotiation and mediation skills to address organizational or community challenges.
- CORE-MPH-18: Select communication strategies for different audiences and sectors.
- CORE-MPH-19: Communicate audience-appropriate public health content, both in writing and through oral presentation.
- CORE-MPH-20: Describe the importance of cultural competence in communicating public health content.
- CORE-MPH-21: Perform effectively on interprofessional teams.
- CORE-MPH-22: Apply systems thinking tools to a public health issue.

Concentration Competency:

- CONC-MPH-HPM-1: Use policy and management tools to evaluate implications of specific programs, policies, and interventions on organizations and populations.
- CONC-MPH-HPM-2: Develop and justify budgets that support programs and organizations in the public health and health care sectors.
- CONC-MPH-HPM-3: Communicate evidence-based options to address public health management and policy problems.
- CONC-MPH-HPM-4: Apply project management and strategic management tools to create public health program goals, strategies, and objectives.
- CONC-MPH-HPM-5: Recommend and justify policies or organizational initiatives for implementation after examining their feasibility and implications.

Activities to meet this objective:

Deliverable(s) for each activity:

What types of activities will you be involved with during your practicum? Select all that apply.

- Education
- Outreach
- Research
- Service
- Training

Other

Please explain “other” activity involvement related to your practicum.

Objective III

Objective:

Competency:

- CORE-MPH-1: Apply epidemiological methods to the breadth of settings and situations in public health practice.
 - CORE-MPH-2: Select quantitative and qualitative data collection methods appropriate for a given public health context.
 - CORE-MPH-3: Analyze quantitative and qualitative data using biostatistics, informatics, computer-based programming and software, as appropriate.
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 - CORE-MPH-5: Compare the organization, structure and function of health care, public health and regulatory systems across national and international settings.
 - CORE-MPH-6: Discuss the means by which structural bias, social inequities and racism undermine health and create challenges to achieving health equity at organizational, community and societal levels.
 - CORE-MPH-7: Assess population needs, assets and capacities that affect communities’ health.
 - CORE-MPH-8: Apply awareness of cultural values and practices to the design or implementation of public health policies or programs.
 - CORE-MPH-9: Design a population-based policy, program, project or intervention.
 - CORE-MPH-10: Explain basic principles and tools of budget and resource management.
 - CORE-MPH-11: Select methods to evaluate public health programs.
 - CORE-MPH-12: Discuss multiple dimensions of the policy-making process, including the roles of ethics and evidence.
 - CORE-MPH-13: Propose strategies to identify stakeholders and build coalitions and partnerships for influencing public health outcomes.
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- CORE-MPH-14: Advocate for political, social or economic policies and programs that will improve health in diverse populations.
- CORE-MPH-15: Evaluate policies for their impact on public health and health equity.
- CORE-MPH-16: Apply principles of leadership, governance and management, which include creating a vision, empowering others, fostering collaboration and guiding decision making.
- CORE-MPH-17: Apply negotiation and mediation skills to address organizational or community challenges.
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- CORE-MPH-20: Describe the importance of cultural competence in communicating public health content.
- CORE-MPH-21: Perform effectively on interprofessional teams.
- CORE-MPH-22: Apply systems thinking tools to a public health issue.

Concentration Competency:

- CONC-MPH-HPM-1: Use policy and management tools to evaluate implications of specific programs, policies, and interventions on organizations and populations.
- CONC-MPH-HPM-2: Develop and justify budgets that support programs and organizations in the public health and health care sectors.
- CONC-MPH-HPM-3: Communicate evidence-based options to address public health management and policy problems.
- CONC-MPH-HPM-4: Apply project management and strategic management tools to create public health program goals, strategies, and objectives.
- CONC-MPH-HPM-5: Recommend and justify policies or organizational initiatives for implementation after examining their feasibility and implications.

Activities to meet this objective:

Deliverable(s) for each activity:

What types of activities will you be involved with during

- Education
- Outreach

your practicum? Select all that apply.

- Research
- Service
- Training
- Other

Please explain "other" activity involvement related to your practicum.

Objective IV

Objective:

Competency:

- CORE-MPH-1: Apply epidemiological methods to the breadth of settings and situations in public health practice.
 - CORE-MPH-2: Select quantitative and qualitative data collection methods appropriate for a given public health context.
 - CORE-MPH-3: Analyze quantitative and qualitative data using biostatistics, informatics, computer-based programming and software, as appropriate.
 - CORE-MPH-4: Interpret results of data analysis for public health research, policy or practice.
 - CORE-MPH-5: Compare the organization, structure and function of health care, public health and regulatory systems across national and international settings.
 - CORE-MPH-6: Discuss the means by which structural bias, social inequities and racism undermine health and create challenges to achieving health equity at organizational, community and societal levels.
 - CORE-MPH-7: Assess population needs, assets and capacities that affect communities' health.
 - CORE-MPH-8: Apply awareness of cultural values and practices to the design or implementation of public health policies or programs.
 - CORE-MPH-9: Design a population-based policy, program, project or intervention.
 - CORE-MPH-10: Explain basic principles and tools of budget and resource management.
 - CORE-MPH-11: Select methods to evaluate public health programs.
 - CORE-MPH-12: Discuss multiple dimensions of the policy-making process, including the roles of ethics and evidence.
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- CORE-MPH-13: Propose strategies to identify stakeholders and build coalitions and partnerships for influencing public health outcomes.
 - CORE-MPH-14: Advocate for political, social or economic policies and programs that will improve health in diverse populations.
 - CORE-MPH-15: Evaluate policies for their impact on public health and health equity.
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 - CORE-MPH-20: Describe the importance of cultural competence in communicating public health content.
 - CORE-MPH-21: Perform effectively on interprofessional teams.
 - CORE-MPH-22: Apply systems thinking tools to a public health issue.
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Concentration Competency:

- CONC-MPH-HPM-1: Use policy and management tools to evaluate implications of specific programs, policies, and interventions on organizations and populations.
 - CONC-MPH-HPM-2: Develop and justify budgets that support programs and organizations in the public health and health care sectors.
 - CONC-MPH-HPM-3: Communicate evidence-based options to address public health management and policy problems.
 - CONC-MPH-HPM-4: Apply project management and strategic management tools to create public health program goals, strategies, and objectives.
 - CONC-MPH-HPM-5: Recommend and justify policies or organizational initiatives for implementation after examining their feasibility and implications.
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Activities to meet this objective:

Deliverable(s) for each activity:

What types of activities will you be involved with during your practicum? Select all that apply.

- Education
 - Outreach
 - Research
 - Service
 - Training
 - Other
-

Please explain "other" activity involvement related to your practicum.

Objective V

Objective:

Competency:

- CORE-MPH-1: Apply epidemiological methods to the breadth of settings and situations in public health practice.
 - CORE-MPH-2: Select quantitative and qualitative data collection methods appropriate for a given public health context.
 - CORE-MPH-3: Analyze quantitative and qualitative data using biostatistics, informatics, computer-based programming and software, as appropriate.
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 - CORE-MPH-5: Compare the organization, structure and function of health care, public health and regulatory systems across national and international settings.
 - CORE-MPH-6: Discuss the means by which structural bias, social inequities and racism undermine health and create challenges to achieving health equity at organizational, community and societal levels.
 - CORE-MPH-7: Assess population needs, assets and capacities that affect communities' health.
 - CORE-MPH-8: Apply awareness of cultural values and practices to the design or implementation of public health policies or programs.
 - CORE-MPH-9: Design a population-based policy, program, project or intervention.
 - CORE-MPH-10: Explain basic principles and tools of budget and resource management.
 - CORE-MPH-11: Select methods to evaluate public health programs.
-

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- CORE-MPH-12: Discuss multiple dimensions of the policy-making process, including the roles of ethics and evidence.
 - CORE-MPH-13: Propose strategies to identify stakeholders and build coalitions and partnerships for influencing public health outcomes.
 - CORE-MPH-14: Advocate for political, social or economic policies and programs that will improve health in diverse populations.
 - CORE-MPH-15: Evaluate policies for their impact on public health and health equity.
 - CORE-MPH-16: Apply principles of leadership, governance and management, which include creating a vision, empowering others, fostering collaboration and guiding decision making.
 - CORE-MPH-17: Apply negotiation and mediation skills to address organizational or community challenges.
 - CORE-MPH-18: Select communication strategies for different audiences and sectors.
 - CORE-MPH-19: Communicate audience-appropriate public health content, both in writing and through oral presentation.
 - CORE-MPH-20: Describe the importance of cultural competence in communicating public health content.
 - CORE-MPH-21: Perform effectively on interprofessional teams.
 - CORE-MPH-22: Apply systems thinking tools to a public health issue.

Concentration
Competency:

- CONC-MPH-HPM-1: Use policy and management tools to evaluate implications of specific programs, policies, and interventions on organizations and populations.
 - CONC-MPH-HPM-2: Develop and justify budgets that support programs and organizations in the public health and health care sectors.
 - CONC-MPH-HPM-3: Communicate evidence-based options to address public health management and policy problems.
 - CONC-MPH-HPM-4: Apply project management and strategic management tools to create public health program goals, strategies, and objectives.
 - CONC-MPH-HPM-5: Recommend and justify policies or organizational initiatives for implementation after examining their feasibility and implications.
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Activities to meet this objective:

Deliverable(s) for each activity:

What types of activities will you be involved with during your practicum? Select all that apply.

- Education
- Outreach
- Research
- Service
- Training
- Other

Please explain "other" activity involvement related to your practicum.

Anticipated Observational Opportunities (Committee, department, or board meetings; clinics; conferences; shadowing; etc.)

Please list all:

IRB Approval

Upon review of the IPR exempt determination tool, it was determined that the proposed activities...

- ... do not require IRB approval
- ... require IRB approval

Disclaimer

It is understood that the student will be expected to complete periodic reports. To ensure confidentiality, no client or employee names will be used in the reports unless the Practicum Preceptor has granted explicit permission to do so. Additionally, copying any confidential information without the explicit consent of the Practicum Preceptor is not permitted.

The student agrees to the Practicum Preceptor's right to receive, review, and retain copies of any/all work prepared relative to the practicum experience assignments and activities whether for the University or for host site purposes.

If unusual circumstances or emergencies prevent the completion of any of the commitments, the appropriate parties signing this document must be consulted and give approval prior to deviations from its original agreement. If the student defaults on the terms of their work plan, all credits may be forfeited and the student may receive an unsatisfactory grade, thus receiving no credit for the practicum experience.

Practicum Form – Epidemiology

Student Information

Student Name

Student Email

Host Organization Information

Organization Name

Organization Address

City

Organization State

Organization Zip

Organization Phone

Organization Fax

Site Preceptor (Supervisor)
Name

Site Preceptor Position

Site Preceptor Email

What category best describes
the organization hosting your
practicum?

- Business
- Education, K-12
- Education, Post-Secondary
- Foundation
- Government, Federal Department or Agency
- Government, International
- Government, Local Department or Agency
- Government, State Department or Agency
- Government, Tribal
- Health Care Delivery Organization/Health System
- Law Firm or Legal Services Organization
- Non-Profit, Advocacy Organization
- Non-Profit, Association or Professional Organization
- Non-Profit, Community-Based Organization
- Public Health Department
- Research/Policy Organization
- Other

Please briefly explain "Other" organization description.

Practicum Details

Academic Term Winter
 Spring
 Summer
 Fall

Term Year

Begin Date

Anticipated End Date

Average hours per week worked (*hours may vary and occasional evening and/or weekend work hours may be required*)

Does this practicum provide any funding or support? *Select all that apply.* Unpaid
 Salary/Wage
 Stipend
 Housing Provided/Allowance
 Scholarship
 Other

Please describe "other" funding or support provided.

Is this practicum taking place outside the United States? No
 Yes

Practicum Objectives

In this section, list your five applied practice experience objectives with an associated competency for each objective. Three competencies must be MPH foundational competencies and the remaining two competencies must be concentration-specific competencies.

Do the activities associated with this practicum serve or take place in rural areas? No
 Yes

Do activities associated with this practicum serve or benefit under-served populations? No
 Yes

Objective I

Objective:

Competency:

- CORE-MPH-1: Apply epidemiological methods to the breadth of settings and situations in public health practice.
 - CORE-MPH-2: Select quantitative and qualitative data collection methods appropriate for a given public health context.
 - CORE-MPH-3: Analyze quantitative and qualitative data using biostatistics, informatics, computer-based programming and software, as appropriate.
 - CORE-MPH-4: Interpret results of data analysis for public health research, policy or practice.
 - CORE-MPH-5: Compare the organization, structure and function of health care, public health and regulatory systems across national and international settings.
 - CORE-MPH-6: Discuss the means by which structural bias, social inequities and racism undermine health and create challenges to achieving health equity at organizational, community and societal levels.
 - CORE-MPH-7: Assess population needs, assets and capacities that affect communities' health.
 - CORE-MPH-8: Apply awareness of cultural values and practices to the design or implementation of public health policies or programs.
 - CORE-MPH-9: Design a population-based policy, program, project or intervention.
 - CORE-MPH-10: Explain basic principles and tools of budget and resource management.
 - CORE-MPH-11: Select methods to evaluate public health programs.
 - CORE-MPH-12: Discuss multiple dimensions of the policy-making process, including the roles of ethics and evidence.
 - CORE-MPH-13: Propose strategies to identify stakeholders and build coalitions and partnerships for influencing public health outcomes.
 - CORE-MPH-14: Advocate for political, social or economic policies and programs that will improve health in diverse populations.
 - CORE-MPH-15: Evaluate policies for their impact on public health and health equity.
 - CORE-MPH-16: Apply principles of leadership, governance and management, which include creating
-

a vision, empowering others, fostering collaboration and guiding decision making.

CORE-MPH-17: Apply negotiation and mediation skills to address organizational or community challenges.

CORE-MPH-18: Select communication strategies for different audiences and sectors.

CORE-MPH-19: Communicate audience-appropriate public health content, both in writing and through oral presentation.

CORE-MPH-20: Describe the importance of cultural competence in communicating public health content.

CORE-MPH-21: Perform effectively on interprofessional teams.

CORE-MPH-22: Apply systems thinking tools to a public health issue.

Concentration Competency:

CONC-MPH-EPI-1: Select an epidemiologic method appropriate to address an epidemiologic research question.

CONC-MPH-EPI-2: Analyze strengths and limitations of a study design for providing evidence for a causal association.

CONC-MPH-EPI-3: Apply an appropriate advanced data analysis and management technique to analyze epidemiologic data.

CONC-MPH-EPI-4: Compare at least two reporting formats used to communicate epidemiologic data to a variety of audiences.

CONC-MPH-EPI-5: Explain the role of epidemiology in developing public health policy.

Activities to meet this objective:

Deliverable(s) for each activity:

What types of activities will you be involved with during your practicum? Select all that apply.

- Education
- Outreach
- Research
- Service
- Training
- Other

Please explain "other" activity involvement related to your practicum.

Objective II

Objective:

Competency:

- CORE-MPH-1: Apply epidemiological methods to the breadth of settings and situations in public health practice.
 - CORE-MPH-2: Select quantitative and qualitative data collection methods appropriate for a given public health context.
 - CORE-MPH-3: Analyze quantitative and qualitative data using biostatistics, informatics, computer-based programming and software, as appropriate.
 - CORE-MPH-4: Interpret results of data analysis for public health research, policy or practice.
 - CORE-MPH-5: Compare the organization, structure and function of health care, public health and regulatory systems across national and international settings.
 - CORE-MPH-6: Discuss the means by which structural bias, social inequities and racism undermine health and create challenges to achieving health equity at organizational, community and societal levels.
 - CORE-MPH-7: Assess population needs, assets and capacities that affect communities' health.
 - CORE-MPH-8: Apply awareness of cultural values and practices to the design or implementation of public health policies or programs.
 - CORE-MPH-9: Design a population-based policy, program, project or intervention.
 - CORE-MPH-10: Explain basic principles and tools of budget and resource management.
 - CORE-MPH-11: Select methods to evaluate public health programs.
 - CORE-MPH-12: Discuss multiple dimensions of the policy-making process, including the roles of ethics and evidence.
 - CORE-MPH-13: Propose strategies to identify stakeholders and build coalitions and partnerships for influencing public health outcomes.
 - CORE-MPH-14: Advocate for political, social or economic policies and programs that will improve health in diverse populations.
 - CORE-MPH-15: Evaluate policies for their impact on public health and health equity.
 - CORE-MPH-16: Apply principles of leadership, governance and management, which include creating
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a vision, empowering others, fostering collaboration and guiding decision making.

CORE-MPH-17: Apply negotiation and mediation skills to address organizational or community challenges.

CORE-MPH-18: Select communication strategies for different audiences and sectors.

CORE-MPH-19: Communicate audience-appropriate public health content, both in writing and through oral presentation.

CORE-MPH-20: Describe the importance of cultural competence in communicating public health content.

CORE-MPH-21: Perform effectively on interprofessional teams.

CORE-MPH-22: Apply systems thinking tools to a public health issue.

Concentration
Competency:

CONC-MPH-EPI-1: Select an epidemiologic method appropriate to address an epidemiologic research question.

CONC-MPH-EPI-2: Analyze strengths and limitations of a study design for providing evidence for a causal association.

CONC-MPH-EPI-3: Apply an appropriate advanced data analysis and management technique to analyze epidemiologic data.

CONC-MPH-EPI-4: Compare at least two reporting formats used to communicate epidemiologic data to a variety of audiences.

CONC-MPH-EPI-5: Explain the role of epidemiology in developing public health policy.

Activities to meet this
objective:

Deliverable(s) for each
activity:

What types of activities will
you be involved with during
your practicum? Select all
that apply.

- Education
- Outreach
- Research
- Service
- Training
- Other

Please explain "other"
activity involvement related
to your practicum.

Objective III

Objective:

Competency:

- CORE-MPH-1: Apply epidemiological methods to the breadth of settings and situations in public health practice.
 - CORE-MPH-2: Select quantitative and qualitative data collection methods appropriate for a given public health context.
 - CORE-MPH-3: Analyze quantitative and qualitative data using biostatistics, informatics, computer-based programming and software, as appropriate.
 - CORE-MPH-4: Interpret results of data analysis for public health research, policy or practice.
 - CORE-MPH-5: Compare the organization, structure and function of health care, public health and regulatory systems across national and international settings.
 - CORE-MPH-6: Discuss the means by which structural bias, social inequities and racism undermine health and create challenges to achieving health equity at organizational, community and societal levels.
 - CORE-MPH-7: Assess population needs, assets and capacities that affect communities' health.
 - CORE-MPH-8: Apply awareness of cultural values and practices to the design or implementation of public health policies or programs.
 - CORE-MPH-9: Design a population-based policy, program, project or intervention.
 - CORE-MPH-10: Explain basic principles and tools of budget and resource management.
 - CORE-MPH-11: Select methods to evaluate public health programs.
 - CORE-MPH-12: Discuss multiple dimensions of the policy-making process, including the roles of ethics and evidence.
 - CORE-MPH-13: Propose strategies to identify stakeholders and build coalitions and partnerships for influencing public health outcomes.
 - CORE-MPH-14: Advocate for political, social or economic policies and programs that will improve health in diverse populations.
 - CORE-MPH-15: Evaluate policies for their impact on public health and health equity.
 - CORE-MPH-16: Apply principles of leadership, governance and management, which include creating
-

a vision, empowering others, fostering collaboration and guiding decision making.

CORE-MPH-17: Apply negotiation and mediation skills to address organizational or community challenges.

CORE-MPH-18: Select communication strategies for different audiences and sectors.

CORE-MPH-19: Communicate audience-appropriate public health content, both in writing and through oral presentation.

CORE-MPH-20: Describe the importance of cultural competence in communicating public health content.

CORE-MPH-21: Perform effectively on interprofessional teams.

CORE-MPH-22: Apply systems thinking tools to a public health issue.

Concentration Competency:

CONC-MPH-EPI-1: Select an epidemiologic method appropriate to address an epidemiologic research question.

CONC-MPH-EPI-2: Analyze strengths and limitations of a study design for providing evidence for a causal association.

CONC-MPH-EPI-3: Apply an appropriate advanced data analysis and management technique to analyze epidemiologic data.

CONC-MPH-EPI-4: Compare at least two reporting formats used to communicate epidemiologic data to a variety of audiences.

CONC-MPH-EPI-5: Explain the role of epidemiology in developing public health policy.

Activities to meet this objective:

Deliverable(s) for each activity:

What types of activities will you be involved with during your practicum? Select all that apply.

- Education
- Outreach
- Research
- Service
- Training
- Other

Please explain "other" activity involvement related to your practicum.

Objective IV

Objective:

Competency:

- CORE-MPH-1: Apply epidemiological methods to the breadth of settings and situations in public health practice.
 - CORE-MPH-2: Select quantitative and qualitative data collection methods appropriate for a given public health context.
 - CORE-MPH-3: Analyze quantitative and qualitative data using biostatistics, informatics, computer-based programming and software, as appropriate.
 - CORE-MPH-4: Interpret results of data analysis for public health research, policy or practice.
 - CORE-MPH-5: Compare the organization, structure and function of health care, public health and regulatory systems across national and international settings.
 - CORE-MPH-6: Discuss the means by which structural bias, social inequities and racism undermine health and create challenges to achieving health equity at organizational, community and societal levels.
 - CORE-MPH-7: Assess population needs, assets and capacities that affect communities' health.
 - CORE-MPH-8: Apply awareness of cultural values and practices to the design or implementation of public health policies or programs.
 - CORE-MPH-9: Design a population-based policy, program, project or intervention.
 - CORE-MPH-10: Explain basic principles and tools of budget and resource management.
 - CORE-MPH-11: Select methods to evaluate public health programs.
 - CORE-MPH-12: Discuss multiple dimensions of the policy-making process, including the roles of ethics and evidence.
 - CORE-MPH-13: Propose strategies to identify stakeholders and build coalitions and partnerships for influencing public health outcomes.
 - CORE-MPH-14: Advocate for political, social or economic policies and programs that will improve health in diverse populations.
 - CORE-MPH-15: Evaluate policies for their impact on public health and health equity.
 - CORE-MPH-16: Apply principles of leadership, governance and management, which include creating
-

a vision, empowering others, fostering collaboration and guiding decision making.

CORE-MPH-17: Apply negotiation and mediation skills to address organizational or community challenges.

CORE-MPH-18: Select communication strategies for different audiences and sectors.

CORE-MPH-19: Communicate audience-appropriate public health content, both in writing and through oral presentation.

CORE-MPH-20: Describe the importance of cultural competence in communicating public health content.

CORE-MPH-21: Perform effectively on interprofessional teams.

CORE-MPH-22: Apply systems thinking tools to a public health issue.

Concentration Competency:

CONC-MPH-EPI-1: Select an epidemiologic method appropriate to address an epidemiologic research question.

CONC-MPH-EPI-2: Analyze strengths and limitations of a study design for providing evidence for a causal association.

CONC-MPH-EPI-3: Apply an appropriate advanced data analysis and management technique to analyze epidemiologic data.

CONC-MPH-EPI-4: Compare at least two reporting formats used to communicate epidemiologic data to a variety of audiences.

CONC-MPH-EPI-5: Explain the role of epidemiology in developing public health policy.

Activities to meet this objective:

Deliverable(s) for each activity:

What types of activities will you be involved with during your practicum? Select all that apply.

- Education
- Outreach
- Research
- Service
- Training
- Other

Please explain "other" activity involvement related to your practicum.

Objective V

Objective:

Competency:

- CORE-MPH-1: Apply epidemiological methods to the breadth of settings and situations in public health practice.
 - CORE-MPH-2: Select quantitative and qualitative data collection methods appropriate for a given public health context.
 - CORE-MPH-3: Analyze quantitative and qualitative data using biostatistics, informatics, computer-based programming and software, as appropriate.
 - CORE-MPH-4: Interpret results of data analysis for public health research, policy or practice.
 - CORE-MPH-5: Compare the organization, structure and function of health care, public health and regulatory systems across national and international settings.
 - CORE-MPH-6: Discuss the means by which structural bias, social inequities and racism undermine health and create challenges to achieving health equity at organizational, community and societal levels.
 - CORE-MPH-7: Assess population needs, assets and capacities that affect communities' health.
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 - CORE-MPH-11: Select methods to evaluate public health programs.
 - CORE-MPH-12: Discuss multiple dimensions of the policy-making process, including the roles of ethics and evidence.
 - CORE-MPH-13: Propose strategies to identify stakeholders and build coalitions and partnerships for influencing public health outcomes.
 - CORE-MPH-14: Advocate for political, social or economic policies and programs that will improve health in diverse populations.
 - CORE-MPH-15: Evaluate policies for their impact on public health and health equity.
 - CORE-MPH-16: Apply principles of leadership, governance and management, which include creating
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a vision, empowering others, fostering collaboration and guiding decision making.

CORE-MPH-17: Apply negotiation and mediation skills to address organizational or community challenges.

CORE-MPH-18: Select communication strategies for different audiences and sectors.

CORE-MPH-19: Communicate audience-appropriate public health content, both in writing and through oral presentation.

CORE-MPH-20: Describe the importance of cultural competence in communicating public health content.

CORE-MPH-21: Perform effectively on interprofessional teams.

CORE-MPH-22: Apply systems thinking tools to a public health issue.

Concentration
Competency:

CONC-MPH-EPI-1: Select an epidemiologic method appropriate to address an epidemiologic research question.

CONC-MPH-EPI-2: Analyze strengths and limitations of a study design for providing evidence for a causal association.

CONC-MPH-EPI-3: Apply an appropriate advanced data analysis and management technique to analyze epidemiologic data.

CONC-MPH-EPI-4: Compare at least two reporting formats used to communicate epidemiologic data to a variety of audiences.

CONC-MPH-EPI-5: Explain the role of epidemiology in developing public health policy.

Activities to meet this
objective:

Deliverable(s) for each
activity:

What types of activities will
you be involved with during
your practicum? Select all
that apply.

- Education
- Outreach
- Research
- Service
- Training
- Other

Please explain "other"
activity involvement related
to your practicum.

Anticipated Observational Opportunities (Committee, department, or board meetings; clinics; conferences; shadowing; etc.)

Please list all:

IRB Approval

Upon review of the IPR exempt determination tool, it was determined that the proposed activities... ... do not require IRB approval ... require IRB approval

Disclaimer

It is understood that the student will be expected to complete periodic reports. To ensure confidentiality, no client or employee names will be used in the reports unless the Practicum Preceptor has granted explicit permission to do so. Additionally, copying any confidential information without the explicit consent of the Practicum Preceptor is not permitted.

The student agrees to the Practicum Preceptor's right to receive, review, and retain copies of any/all work prepared relative to the practicum experience assignments and activities whether for the University or for host site purposes.

If unusual circumstances or emergencies prevent the completion of any of the commitments, the appropriate parties signing this document must be consulted and give approval prior to deviations from its original agreement. If the student defaults on the terms of their work plan, all credits may be forfeited and the student may receive an unsatisfactory grade, thus receiving no credit for the practicum experience.

APPENDIX II: APPLIED PRACTICE EXPERIENCE OBJECTIVES, ACTIVITIES AND DELIVERABLES WORKSHEET

You must have ***at least five objectives*** with each linked to a competency as designated by your degree type. Three competencies must be **MPH foundational competencies** and the remaining two competencies must be **concentration-specific competencies**. (see full list of competencies at the end of this document).

Objective 1:	
Competency for Objective 1:	
Activities needed to complete Objective 1:	
Deliverable(s) for Objective 1:	

Objective 2:	
Competency for Objective 2:	
Activities needed to complete Objective 2:	

Deliverable(s) for Objective 2:	
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Objective 3:	
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Competency for Objective 3:	
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Activities needed to complete Objective 3:	
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Deliverable(s) for Objective 3:	
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Objective 4:	
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Competency for Objective 4:	
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Activities needed to complete Objective 4:	
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Deliverable(s) for Objective 4:	
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Objective 5:	
Competency for Objective 5:	
Activities needed to complete Objective 5:	
Deliverable(s) for Objective 5:	

Anticipated Observational Opportunities (committee, department, or board meetings; clinics; conferences; shadowing; etc.)

Must have at least one.

MPH COMPETENCY REFERENCE LIST

CORE COMPETENCIES FOR BOTH MPH CONCENTRATIONS

- CORE-MPH-1: Apply epidemiological methods to the breadth of settings and situations in public health practice.
- CORE-MPH-2: Select quantitative and qualitative data collection methods appropriate for a given public health context.
- CORE-MPH-3: Analyze quantitative and qualitative data using biostatistics, informatics, computer-based programming and software, as appropriate.
- CORE-MPH-4: Interpret results of data analysis for public health research, policy or practice.
- CORE-MPH-5: Compare the organization, structure and function of health care, public health and regulatory systems across national and international settings.
- CORE-MPH-6: Discuss the means by which structural bias, social inequities and racism undermine health and create challenges to achieving health equity at organizational, community and societal levels.
- CORE-MPH-7: Assess population needs, assets and capacities that affect communities' health.
- CORE-MPH-8: Apply awareness of cultural values and practices to the design or implementation of public health policies or programs.
- CORE-MPH-9: Design a population-based policy, program, project or intervention.
- CORE-MPH-10: Explain basic principles and tools of budget and resource management.
- CORE-MPH-11: Select methods to evaluate public health programs.
- CORE-MPH-12: Discuss multiple dimensions of the policy-making process, including the roles of ethics and evidence.
- CORE-MPH-13: Propose strategies to identify stakeholders and build coalitions and partnerships for influencing public health outcomes.
- CORE-MPH-14: Advocate for political, social or economic policies and programs that will improve health in diverse populations.
- CORE-MPH-15: Evaluate policies for their impact on public health and health equity.
- CORE-MPH-16: Apply principles of leadership, governance and management, which include creating a vision, empowering others, fostering collaboration and guiding decision making.
- CORE-MPH-17: Apply negotiation and mediation skills to address organizational or community challenges.
- CORE-MPH-18: Select communication strategies for different audiences and sectors.
- CORE-MPH-19: Communicate audience-appropriate public health content, both in writing and through oral presentation.
- CORE-MPH-20: Describe the importance of cultural competence in communicating public health content.
- CORE-MPH-21: Perform effectively on interprofessional teams.
- CORE-MPH-22: Apply systems thinking tools to a public health issue.

COMPETENCIES FOR HEALTH POLICY AND MANAGEMENT CONCENTRATION ONLY

- CONC-MPH-HPM-1: Use policy and management tools to evaluate implications of specific programs, policies, and interventions on organizations and populations.
- CONC-MPH-HPM-2: Develop and justify budgets that support programs and organizations in the public health and health care sectors.
- CONC-MPH-HPM-3: Communicate evidence-based options to address public health management and policy problems.
- CONC-MPH-HPM-4: Apply project management and strategic management tools to create public health program goals, strategies, and objectives.
- CONC-MPH-HPM-5: Recommend and justify policies or organizational initiatives for implementation after examining their feasibility and implications.

COMPETENCIES FOR EPIDEMIOLOGY CONCENTRATION ONLY

- CONC-MPH-EPI-1: Select an epidemiologic method appropriate to address an epidemiologic research question.
- CONC-MPH-EPI-2: Analyze strengths and limitations of a study design for providing evidence for a causal association.
- CONC-MPH-EPI-3: Apply an appropriate advanced data analysis and management technique to analyze epidemiologic data.
- CONC-MPH-EPI-4: Compare at least two reporting formats used to communicate epidemiologic data to a variety of audiences.
- CONC-MPH-EPI-5: Explain the role of epidemiology in developing public health policy.

APPENDIX III: PROGRESS MEMO/REFLECTION TEMPLATE

TO: [COURSE INSTRUCTOR]
FROM: [STUDENT NAME]
DATE: [SUBMISSION DATE]
REPORTING PERIOD: [START DATE] – [END DATE]

KEY ACTIVITIES

- List or describe the most important activities such as duties/tasks assigned and/or accomplishments.
- Include any noteworthy meetings (group or individual), events or other organizations visited (*include dates/times only as needed only for clarity*).

REFLECTIONS ON LEARNING EXPERIENCE(S)

- Describe key learning experiences or insights during this period.
- Explain how the experience(s) added to your knowledge base and relate to coursework.
- Connect your experience(s) to your work plan objectives and competencies.

ADDITIONAL INFORMATION

- Successes/Accomplishments not included above
- Barriers/Challenges encountered

Note: No client or host site individual names are to be used in written material without consent. Students must be aware of issues related to patient, client, and corporate confidentiality.