**Public Health Practicum Contract**

**Instructions:**

* Prior to completion of the Public Health Practicum Contract,

Complete the required training by OELCS.

Identify appropriate Practicum sites in consultation with OELCS and Faculty Advisor,

If you identify a Practicum site that is not approved by OELCS, please inform OELCS,

If you are an international student, consult with Office of Academic Affairs

* Complete the Public Health Practicum Contract in consultation with your Practicum coordinator and Faculty Advisor. It may require several attempts and time to obtain an approved Public Health Practicum Contract.
* You, your Practicum coordinator, and your Faculty Advisor must approve and sign the Public Health Practicum Contract.
* Submit the signed Public Health Practicum Contract to OELCS.
* The Public Health Practicum Contract will be reviewed by OELCS. You will receive a notification within 48-72 hours with next steps.
* Keep a copy of the completed Public Health Practicum Contract for your records.
* **The Public Health Practicum Contract MUST be typed.** OELCS will not accept hand-written agreements.

**Section I: Student Information**

1. Student Name: Click or tap here to enter text.
2. UC ID#: Click or tap here to enter text.
3. Program of Study: Choose an item.
4. Prerequisites:
   * Bachelor of Science in Public Health program,  by checking this box, I am confirming that
   * Master of Public Health program,  by checking this box, I am confirming that I Choose an item.a minimum of 18 credits toward your degree.

If you checked either of the above boxes, please indicate how many credits you have completed here:Click or tap here to enter text.

1. ISO Requirements: Are you an international student on an F-1 visa? Choose an item.

If you selected YES, by checking this box you are confirming that your Practicum meets the requirements of your F-1 visa.

**Section II: 1. Practicum Coordinator Information**

1. Practicum Coordinator Name: Click or tap here to enter text.
2. Practicum Coordinator Title: Click or tap here to enter text.
3. Practicum Coordinator Email Address: Click or tap here to enter text.
4. Practicum Coordinator Phone Number:Click or tap here to enter text.

**Section III: Practicum Information**

1. Practicum Site Name: Click or tap here to enter text.
2. Practicum Site Address:Click or tap here to enter text.
3. Practicum Start Date: Click or tap to enter a date.
4. Practicum End Date: Click or tap to enter a date.
5. Approximate # of hours per week: Click or tap here to enter text.
6. Please select the sector that describes your Practicum site:

Academia

Government (Local, State, Federal, Non-US, etc.)

For-profit (Insurance, Consulting Firm, etc.)

Nonprofit (Foundation, NGO, CBO, FBO, Advocacy, etc.)

Healthcare (Hospital, Managed Care, LTC, etc.)

Other: Click or tap here to enter text.

1. Modality: My Practicum will be Choose an item.
2. Schedule: If applicable, my schedule will be Click or tap here to enter text. to Click or tap here to enter text.; Click or tap here to enter text. - Click or tap here to enter text. (e.g Monday to Friday; 10 am – 1 pm)
3. Compensation: I Choose an item. receive compensation. If you receive compensation, please note the rate of pay:Click or tap here to enter text.
4. Employment: If applicable, my Practicum will take place at my place of employment. If so, describe the circumstances:Click or tap here to enter text.
5. Project Title: Click or tap here to enter text.
6. Describe the background and significance of the problem you intend to address through this Practicum (200-250 words). Click or tap here to enter text.
7. Describe the Practicum goal(s) and strategies (250-300 words). Click or tap here to enter text.
8. Describe the methodology and the skills to be employed or learned to achieve the Practicum goals and competencies (250- 300 words). Click or tap here to enter text.
9. Identify deliverable(s) or product(s) resulting from the Practicum. You are required to submit at least **two deliverables**, which demonstrate your attainment of the competencies you select in Section V: Competency Selection, by the end of your Practicum semester. Deliverables include databases, written program evaluation, surveys/interview protocols, data cleaning syntax, literature review, grant proposal, manuscript submission, or a preliminary data analysis report.
   * Deliverable 1:Click or tap here to enter text.
   * Deliverable 2:.Click or tap here to enter text.

**Section IV:** **Master’s Project Preparation**

Students are required to submit a satisfactory Master’s Project proposal to the Practicum Instructor during thePracticum semester. Edits may be requested before it is approved. Then, you will be given permission to register for the Master’s Project course.

1. The Practicum coordinator Choose an item. to provide the student with the data or other resources required for the Master’s Project.
   * If does not agree, explain below what data they plan to use for Master’s Project.Click or tap here to enter text.
   * If agrees, Describe how the Practicum will lead to a Master’s Project. Click or tap here to enter text.
2. The Practicum coordinator Choose an item. to allow the student to submit the abstract or manuscript resulting from the Master’s Project for conference presentation or peer review publication?

* If agreed, specify (1) any review requirements the student must follow before submission and (2) specify all those who the student would need to include as co-authors on any presentations or publications.Choose an item.

It is best to have an agreement in place regarding if and under what conditions the student will be allowed to publish abstracts or manuscripts that result from the Practicum and/or related Capstone to avoid any misunderstandings and plan accordingly.

**Section V: Competency Selection**

The Practicum must demonstrate attainment of at least five competencies (three foundational and two concentration). Use Appendix 1 to identify the foundational and program competencies you will demonstrate attainment of through your Practicum.

Foundational competencies

1. Click or tap here to enter text.
2. Click or tap here to enter text.
3. Click or tap here to enter text.

Concentration competencies

1. Click or tap here to enter text.
2. Click or tap here to enter text.

Note: Students with disabilities or disabling medical conditions should request workplace reasonable accommodations to be provided by the preceptor site. While University of Memphis cannot enforce workplace accommodations because we are not your employer, we encourage you to contact your Practicum coordinator and/or your site’s human resources departments or equivalents on workplace accommodations. For accommodation related to coursework, students should contact the Office of Accessibility Services.

**Section V: Agreement and Required Signatures**

Student agrees to the following:

* Comply with the instructions of the Practicum coordinator regarding assignments, expectations, and deadlines.
* Inform Practicum coordnator and/or OELCS in a timely manner of any issues or concerns that arise related to the placement or ability to carry out the project.
* Follow organization’s regulations regarding personnel expectations, arrival/departure times, absences, change in schedule, etc., unless otherwise agreed to by Preceptor.
* Carry out responsibilities in an ethical and professional manner.

Practicum coordinator agrees to the following:

* Provide the student guidance, training (as necessary), and supervision through the Practicum to facilitate completion of project. This includes:
  + orientation at the start of the placement.
  + regularly scheduled meetings with the student (bi-weekly preferred) or at such times when student needs assistance with project.
  + feedback on performance and progress toward achieving competencies and project goals.
  + communicates with the OELCS regarding questions, student issues, or any other matter and needs.
  + completion of an evaluation of the student’s performance at the conclusion of Practicum; and,
  + ensure that the student has a suitable workspace with a computer, and phone if the project entails contact with outside sectors.

By signing this document, each party is agreeing to meet the expectations and guidelines of the Practicum at the University of Memphis School of Public Health. (Electronic signatures are accepted, too)

**Student’s signature: Date:** Click or tap to enter a date.

**Practicum coordinator’s signature: Date:** Click or tap to enter a date.

**Faculty Advisor’s signature: Date:** Click or tap to enter a date.

**OELCS signature: Date:** Click or tap to enter a date.

**For questions, please contact the Office of Experiential Learning and Career Service at** [**oelcs@memphis.edu**](mailto:oelcs@memphis.edu)

**Appendix 1**

**Foundational competencies**

* Apply epidemiological methods to the breadth of settings and situations in public health practice.
* Select quantitative and qualitative data collection methods appropriate for a given public health context.
* Analyze quantitative and qualitative data using biostatistics, informatics, computer-based programming, and software, as appropriate.
* Interpret results of data analysis for public health research, policy, or practice
* Compare the organization, structure and function of health care, public health, and regulatory systems across national and international settings.
* 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.
* Assess population needs, assets and capacities that affect communities’ health.
* Apply awareness of cultural values and practices to the design or implementation of public health policies or programs
* Design a population-based policy, program, project, or intervention.
* Explain basic principles and tools of budget and resource management.
* Select methods to evaluate public health programs.
* Discuss multiple dimensions of the policy-making process, including the roles of ethics and evidence.
* Propose strategies to identify stakeholders and build coalitions and partnerships for influencing public health outcomes.
* Advocate for political, social, or economic policies and programs that will improve health in diverse populations.
* Evaluate policies for their impact on public health and health equity.
* Apply principles of leadership, governance, and management, which include creating a vision, empowering others, fostering collaboration, and guiding decision making.
* Apply negotiation and mediation skills to address organizational or community challenges.
* Select communication strategies for different audiences and sectors.
* Communicate audience-appropriate public health content, both in writing and through oral presentation
* Describe the importance of cultural competence in communicating public health content.
* Perform effectively on interprofessional teams.
* Apply systems thinking tools to a public health issue.

**Concentration competencies**

### **Biostatistics**

* Analyze public health data using linear and logistic regression models.
* Develop multivariable models by statistically assessing confounding and effect modification.
* Evaluate preferred methodological alternatives to commonly used statistical methods when assumptions are not met.
* Distinguish among the different measurement scales and select the appropriate statistical methods to be used based on these distinctions.
* Analyze time-to-event data using univariate and multi-variable statistical modeling.

### **Epidemiology**

* Analyze public health data using appropriate epidemiologic and statistical methods to draw valid inferences.
* Identify the advantages and disadvantages of various study designs in public health and etiologic research.
* Systematically examine a public health problem in terms of magnitude, person, time, and place to develop potential responses or interventions.
* Evaluate the strengths and limitations of epidemiologic reports.
* Apply and describe survey research methodology including assessing survey questions, designing surveys in professional software, and methods for testing reliability and validity.

### **Generalist**

* Discuss demographic challenges and policy issues associated with cost, access, and quality of care.
* Critically evaluate various leadership theories and apply strategic thinking tools to identify a personal leadership style.
* Recommend strategies for risk communication with underserved communities in situations of public health crisis requiring emergency response, such as disasters or outbreaks.
* Describe the principles of Community Based Participatory Research (CBPR) and analyze the benefits and limitations of this approach in promoting public health.
* Assess the direct and indirect human, ecological, and health effects of major environmental and occupational agents.

### **Social and Behavioral Sciences**

* Assess the role of social and community factors in both the onset and solution of public health problems.
* Apply evidence-based approaches in the development, implementation, and evaluation of social and behavioral science interventions in organizational and community settings.
* Utilize behavior change theory in addressing public health problems and designing social and behavioral science interventions.
* Plan and write a health program evaluation appropriate for implementation in a community setting.
* Apply communication strategies to enhance adoption of behavioral skills for a student-designed public health intervention.

### **Urban Health**

* Analyze the role of the built environment, socioeconomic status, and environmental exposures in determining the health status of urban populations.
* Integrate the knowledge and experience of multiple disciplines to develop solutions to health problems in urban communities.
* Apply the public health approach – problem identification, identify risk and protective factors, intervention, and implementation – to a specific urban health problem.
* Create and apply a logic model for an urban health program serving vulnerable populations.
* Apply appropriate qualitative and quantitative methods to evaluate an urban health program.