

PM596: Practicum in Public Health

Frequently Asked Questions

1. When am I eligible to start my practicum?
 - a. You are eligible to begin your practicum upon completion of 2 of the 5 following core MPH courses: PM 501 (Foundations in Health Education and Promotion), PM 508 (Health Service Delivery), PM 510 (Biostatistics), PM 512 (Epidemiology), PM 564 (Leadership); AND at least one MPH concentration course. One of the three courses may be taken concurrently with Practicum. In addition, you must have a GPA of 3.0 or higher in order to begin your practicum.
2. When should I start searching for a practicum site?
 - a. You should start actively searching for a practicum site the semester before you want to begin. Give yourself 3-6 months to conduct a thorough search and meet with potential practicum supervisors at the organizations and agencies you wish to complete your practicum.
3. Do you place students in a practicum experience?
 - a. Practicum Coordinator does not place students in a practicum experience. The purpose of practicum is to gain specific training in an area of public health that is directly related to your professional interests and career aspirations. Therefore, you are the best person suited to create the most meaningful and worthwhile experience to fulfill the practicum requirements.
4. How do I find a practicum site?
 - a. Tap into your network.
 - i. Reach out to your professors, previous employers, or anyone else you know who is in the public health field. Let them know that you are looking to fulfill your practicum requirements and tell them about what you are interested in doing.
 - b. Expand your network.
 - i. Conduct informational interviews with specific people within the organizations/agencies you are most interested in. It is highly recommended that you conduct informational interviews on a regular basis so you can expand your network, which will help you in the future when you are ready to look for a job!
 - c. Open and read emails containing practicum opportunities

- i. Whenever the Practicum Coordinator receives practicum announcements from organizations/agencies, they will be emailed to all the students, so make sure emails from the Practicum Coordinator do not go into your Spam folder!
- d. Google search!
 - i. Searching using key words can make a big difference when looking for a practicum site. There is a lot of information out there, so make sure you take advantage of it to find opportunities that will enrich your resume and built your skillsets!
- 5. How do I know if a particular experience and/or site will meet the practicum requirements?
 - a. You should be able to answer “Yes” to the following questions:
 - i. Are you able to address at least TWO general public health competencies and TWO track-specific competencies?
 - ii. Does your supervisor have at least a master’s level degree or higher?
 - iii. Is your supervisor willing to approve your hours, sign-off on your scope of work, and complete the supervisor evaluation form at the end of your hours?
- 6. What do I do once I find a practicum?
 - a. Once you find a site and an appropriate supervisor, you need to complete the MPH Practicum Approval Form and email it to the Practicum Coordinator.
- 7. Which documents do I complete and what is the timeline for submitting them before starting my hours?
 - a. PRIOR to finding a site
 - i. Practicum Interest Form – completed and emailed to the Practicum Supervisor prior to finding a site. This form gives the Practicum Coordinator an idea of what you are interested in in case you would like to meet to discuss your interests.
 - b. ONCE YOU FIND a site
 - i. If the organization/agency you are working with is not on the list of Practicum Sites, your supervisor will need to submit the Agency



Application and Affiliation Agreement before you can start your hours.

- ii. MPH Practicum Approval Form – completed and emailed to Practicum Coordinator. Approval is usually granted 2-3 business days from the date it is submitted.
- iii. Student Legal Form – completed and emailed to Practicum Coordinator along with a copy of your health insurance card once you receive confirmation that your practicum has been approved. Once this form is submitted, you can officially start your hours.
- iv. Note: You will need to submit a biweekly timesheet approved by your site supervisor
- c. Once your practicum is APPROVED
 - i. You can begin your hours. You will need to submit your Practicum Learning Contract and Scope of Work after 50 hours at your practicum site.
- 8. What paperwork will my practicum supervisor need to complete before I begin my practicum?
 - a. If the organization/agency you are working with is not on the list of Practicum Sites, your supervisor will need to submit the Agency Application and Affiliation Agreement before you can start your hours.