

PM596: Practicum in Public Health

Instructions for Creating the Scope of Work

I. Recommended Steps and Timeline

- Meet with your Practicum Preceptor to discuss your tasks and responsibilities.
- Compose a draft scope of work based upon the discussion with your Practicum Preceptor.
- Use the [Scope of Work Template](#) to draft your own scope of work.
- Submit an electronic draft scope of work to the Practicum Coordinator (who will then submit it to the Faculty Instructor) according to the following schedule:
 - By the completion of 50 hours for a 300-hour practicum.
 - By the completion of 25 hours for a 150-hour practicum.
- Revise scope of work based upon feedback from the Practicum Instructor.
- Submit a final scope of work, along with signed learning contract and MPH competency inventory.

II. Description of Variables

Goals

- Develop a broad statement describing what you wish to achieve. **List at least 3 goals.**

Objectives

- Break down the goals into smaller parts that provide specific, measurable actions by which the goal can be accomplished. It is expected that you have more than one objective per goal.

Activities

- Detail specific activities you will undertake for each objective

Start-End Date

- Estimate the time to complete each activity

Responsible Parties

- If applicable, list names of others who may be assisting you with the completion of each activity



Tracking Measures (Evaluation)

- Determine how you will evaluate your progress. By what means will you demonstrate that an activity has been completed?

****Important:** Should it be necessary to modify the scope of work during your field training, please submit a revised copy to the Practicum Coordinator, noting relevant changes.

