

**Eastern Kentucky University  
Master of Public Health**

**Practicum Manual**

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Master of Public Health Program  
Practicum Manual

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## Chapter 1: Introduction to the Practicum

MPH students complete an appropriate curriculum, addressing the five core areas of knowledge basic to public health practice (Biostatistics, Epidemiology, Environmental Health Sciences, Public Health Administration, and Human Behavior). Students have an opportunity to apply the knowledge and skills being acquired throughout the curriculum, and demonstrate a broad understanding of the areas basic to public health through the field practicum.

The principle objective of the practicum is to allow the student to integrate the knowledge, skills, and attitudes acquired and applied in the academic environment in field practice. This objective is achieved by placing the student in a practice environment, for a minimum of 240 hours, where s/he has the opportunity to apply the knowledge and skills developed during the initial course of study. Thus, the student's field practicum allows him/her to observe and participate in a public health environment and as a result to gain a better understanding of what to expect and what is expected of him/her after graduation.

**Learning Objectives:** Through the practicum, the MPH student will (at a minimum):

1. Experience the "realities" of public health practice by attending as many, and as varied as possible, managerial or other meetings involving a variety of people in the organization, such as the administrators, health educators, environmentalists, epidemiologists, medical staff, and other professionals;
2. Complete one or more specific projects (either solely or working with others in the organization) that is of interest to the student and that meets the needs of the agency;
3. Build practical experience and accomplishments in ways that enhance the student's professional credentials;
4. Develop an understanding of the political context within which public health activities are conducted;
5. Demonstrate competence in a public health practice area(s).
6. Demonstrate preparation for broad-based practice in public health, through the integration of core competencies in the five areas of knowledge basic to public health complemented with specialized knowledge, competencies, and expertise (Educational Program Goal).

The guidelines in this manual explain the procedures and requirements for undertaking the practicum. *The student should carefully and thoroughly read these guidelines since s/he is responsible for the various requirements contained herein.* Any questions may be addressed to the MPH Program Director, the Option Coordinator or the student's faculty advisor.

## Chapter 2: Basic Procedures for the Practicum

### A. Acceptance of Students for Practicum

Students must meet the following criteria prior to scheduling the practicum:

1. The student shall have completed a minimum of 30 semester hours of the graduate program in Public Health.
2. The student shall have completed the core course requirements (MPH courses).
3. The student must have at least a 3.0 overall grade point average.

### B. Scheduling the Practicum

A practicum may be scheduled only at approved sites. A list of pre-approved sites can be viewed on the MPH website. If a student is interested in working at a site not currently approved, s/he may contact the appropriate MPH Option Coordinator to inquire about the possibility of an approved articulation agreement.

The practicum is usually conducted in the last semester before graduation. The reason for this sequence is to enable the student to have as much of the didactic public health background as possible, so that the practicum experience can be maximized as an integrative one. However, recognizing that each student and each practicum placement are unique and the opportunities presented by a particular practicum experience can accommodate individual students' learning needs and abilities to some extent, this timing is flexible and can be scheduled differently under specified circumstances (the student is directed to his or her faculty advisor for discussion and subsequent approval under these circumstances).

Recognizing that the practicum is practical experience as opposed to academic coursework, students must complete a minimum of 180 hours of the total 240 hours of the practicum in a direct work experience, under the supervision of a mentor (site supervisor or designee) from the public health practice setting. This is 180 hours of fieldwork at the site.

The minimum contact time requirement of 240 hours shall be scheduled in a sequence that is acceptable to both the student and agency; and enables the student to accomplish the expressed learning objectives of the practicum. Some prefer to schedule the time during regular working hours, five days per week, while others prefer to space the hours over a longer period of time that is agreed upon by the student, site supervisor and faculty supervisor. Care will be taken to ensure each student's practicum experience is developed and conducted on an individual basis. An agency and location will be identified which is compatible with the special interests, needs and requirements of the student. If a student must complete the practicum experience in her or his regular place of employment, the assignment must extend beyond or be something other than his or her regular work duties and allow application of the knowledge and skills being learned. In order to insure a well-planned and supervised experience in public health practice, the following procedure is to be used:

1. The student shall meet with the faculty supervisor at least 45 days in advance to begin planning the practicum.
2. The student is to submit one copy of a resume of personal, academic, and employment background.
3. If the student has located and worked out the relevant details on their own with an organization, he or she must meet with the faculty supervisor to ensure that the scope of experience and skills application meets the standards established by the MPH program.
4. The student meets with the faculty supervisor and a representative of the facility to develop an acceptable work plan and practicum proposal.
5. The student completes the **Field Practicum Placement Information and Student Activities/Learning Objectives/Competencies** forms (Appendix A). The student should develop 1-3 learning objectives in addition to the learning objectives (see Chapter 1) required for all students. Competencies to be developed should be based on the core competencies identified for the MPH Program at ECU, which are listed in Appendix E, Part III. This document is a contract between the student, the site supervisor, and the faculty supervisor.
6. The student receives permission to enroll in the practicum course.

### **C. Student Requirements, Preparation and Responsibilities**

Prior to the beginning of the practicum, each student shall:

1. Complete and obtain the necessary signatures for the following forms:
  - **Agreement to Safeguard Confidential Information (Appendix B)**
  - **Student Affiliation Agreement (Appendix C)**
  - **Agency Affiliation Agreement (Appendix D)**
2. Send a cover letter and a resume' to the field supervisor at least one month prior to the beginning of the internship or practicum and request materials describing the agency to peruse in advance. Become familiar with the agency ahead of time, through reading and discussions with the faculty supervisor and the agency.
3. Employ effective skills on human relations during the practicum, i.e., be patient and empathetic, have an open mind, show appreciation, be prompt, conscientious and courteous.
4. Become familiar with practicum objectives and endeavor to meet them through outside reading and the fullest participation in every learning opportunity.
5. Assume responsibility for planning finances, travel, living arrangements during the practicum.

During the practicum, students must:

1. Maintain proper professional conduct at all times and adhere to confidentiality agreements. Student must dress properly and be prompt. Unprofessional conduct

will be addressed and if not improved can be grounds for removal from the agency and/or failure of the course.

2. Maintain the hours agreed upon and be prompt. The student must obtain permission for days missed and must make up time lost. Any changes in the originally agreed upon schedule must be approved by the site supervisor **AND** the faculty supervisor. Unexcused absences can be cause for removal from the agency and/or failure of the course.
3. Maintain contact with the faculty coordinator and keep her/him constantly aware of current mailing addresses and telephone numbers, and the name and contact information for the student's site supervisor.
4. Prepare a portfolio of activities completed during the practicum, clearly linked to and addressing the extent to which the student has demonstrated competence with each of the intended learning objectives of the practicum experience. The portfolio will include but not be limited to:
  - weekly log of activities
  - copies of lectures or demonstrations prepared and presented, handouts, and overheads etc.
  - copies of any material created by the student
  - agendas of any meetings attended by the student
  - evaluations provided to the student
  - any other material deemed important by the student, agency, or faculty supervisor.
  - student's self-reflection on the experience.

#### **D. Evaluation of Student Performance in the Practicum**

Student evaluation will be based on the following activities:

1. Each student will complete a **Final Field Practicum Report (Appendix E)** and submit it to the faculty supervisor, along with the portfolio. The report should be submitted no later than the beginning of the final week of the semester. The site supervisor should be given an opportunity to review the report. The student's final course grade will be grounded upon the extent to which the student has accomplished the expressed objectives of the practicum experience.
2. Satisfactory completion and submission of a portfolio of activities to the faculty supervisor during the last week of the practicum.
3. During the last few days of the practicum, the faculty supervisor will meet with the student. The meeting will include an oral discussion of the experience and provide an opportunity for the faculty supervisor to assess the student's understanding related to the stated objectives.
4. During the semester, the site and faculty supervisors will communicate via phone, email or site visit to discuss the progress of the student. At the end of the term, the site supervisor will submit to the faculty supervisor a final written evaluation of the student, and of the Program using the forms included in this manual (**see Appendices F & G**).

### Chapter 3: Practicum Sites

The ECU MPH Program faculty believes that a wide range of organizations and agencies can provide an appropriate and valuable field practicum experience for the MPH student. Therefore, the faculty supervisor will work with the student to identify and arrange field practicum sites that meet the requirements of the practicum and the specific needs of individual students in terms of their own career interests and identities. In general, any organization that provides, plans for, coordinates, organizes, pays for, or regulates public health services is valid for consideration as a training site. The practicum supervisor will also assure that the student has an appropriate site supervisor with a background in public health and/or related field of specialization. Examples of types of sites are listed below:

- Federal agencies: Department of Health and Human Services, Veterans Administration, Centers for Disease Control and Prevention, Occupational Safety and Health Administration
- State, county, or city health departments
- Other state and local health and social service agencies
- Family planning affiliates
- Worksite health promotion program
- Fitness/wellness programs in corporate/commercial, community, hospitals, or educational settings
- Managed care organizations
- Neighborhood health centers and community clinics
- Hospitals (public, not-for-profit, for-profit, psychiatric, rehabilitation)
- Community mental health centers
- Environmental health consulting companies
- Industrial settings

SITE SELECTION: Overall considerations in the selection of a practicum site for each student are as follows:

- Availability of site supervisor who is appropriately prepared through education and/or professional experience and who is willing and able to spend time with the student and provide guidance
- Availability of other good role models with appropriate preparation through education and/or professional experience.
- Good understanding of the educational needs of students, including the need to increase responsibility and independence gradually
- Willingness to provide support, ranging from a desk and a phone to stipends or salary, transportation, and lodging
- Appropriateness of experiences as it relates to career goals and the student's area of concentration.

## Chapter 4: Role of Faculty Supervisor

In order to determine placement areas that will offer the best opportunities for professional growth, the program faculty must know about the student's relative strengths and weaknesses, particularly as they relate to the educational program goals and objectives. Provision of a wide spectrum of opportunities for consultation and guidance from experienced public health professionals during the practicum experience and a follow-up analysis of the total experiences are further responsibilities of the program faculty. Therefore, the MPH Program Coordinator and respective faculty supervisors will be responsible for developing and maintaining affiliations with appropriate governmental agencies at the local, state, and federal levels, industry, and institutions.

The faculty supervisor has a responsibility to develop and execute aspects of the practicum by:

1. reviewing the educational program goals and objectives; and the specific goals and objectives for the practicum experience;
2. conducting a conference with the student to define goals, determine interests, and clarify objectives;
3. verifying with the MPH Program Director or Option Coordinator that the practicum site has the appropriate program and college-level approvals;
4. performing the administrative functions relative to the acceptance and placement of students into the practicum site;
5. serving as a resource and consultant to the students during their practicum;
6. making periodic on-site visits, when possible, to view the progress of the student and to discuss the student's progress with the student and site supervisor; appointments shall be made at least 2-3 weeks in advance of the visit or at the beginning of the semester;
7. evaluating the student's accomplishments for the issuance of a grade for the practicum; and
8. forwarding copies of all practicum forms, reports, and evaluations to the MPH Program Coordinator to be maintained in the student's official file.

## Chapter 5: Role of Site Supervisor

This section of the manual is specific to the site supervisor. The student shall be responsible for assuring that the site supervisor receives a copy of this portion of the manual prior to beginning the practicum experience.

**TO THE SITE SUPERVISOR:** The student you select will have a variety of educational objectives and competencies as well as interests and skills. The competencies the MPH Program seeks to develop in all graduates is included in the evaluation you will complete on the student at the end of their work. These competencies are a set of skills, knowledge, and attitudes necessary for the broad practice of public health and are based on the Association of Schools of Public Health MPH Core Competency model. For a complete list of the ECU MPH Core Competencies, please refer to Appendix E, Part III of this document.

The first step in the training process is to review the student's objectives, education and preparation, and professional work experience. Learning objectives and competencies should be developed collaboratively with the student and the educational program and agreed upon with the student in advance (Appendix A). In addition to the learning objectives to be developed for the specific practicum, the MPH program has developed a set of general learning objectives for all MPH students. The learning objectives are as follows:

Through the practicum, the MPH student will be able to (at a minimum):

1. Experience the "realities" of public health practice by attending as many, and as varied as possible, managerial or other meetings involving a variety of people in the organization, such as the administrators, health educators, environmentalists, epidemiologists, medical staff, and other professionals;
2. Complete one or more specific projects (either solely or working with others in the organization) that is of interest to the student and that meets the needs of the agency;
3. Build practical experience and accomplishments in ways that enhance the student's professional credentials;
4. Develop an understanding of the political context within which public health activities are conducted;
5. Demonstrate competence in a public health practice area(s).

During the initial discussion with the student it will be useful to have the student clarify his/her learning goals and objectives. Consider whether his/her objectives for the placement are appropriate and thoughtfully selected. They may be very specific; more often they are vague and general. Discuss objectives and clarify them by asking:

- What do you hope to accomplish during this period?
- Are there particular skills you need/want to practice or develop?

- What are your short-term and long-term goals?
- To achieve this objective, I would have you (describe activity). How does that compare to what you have in mind?

Discuss potential projects and the conditions under which you require or prefer to have the student work. Include supervision schedule, work hours, stipend, travel, access to support staff, etc. Once accord is reached, formalize it by outlining mutual expectations in the written agreement **Student Activities/Learning Objectives/Competencies (see Appendix A)** which the student completes and you and the student sign.

**EXPECTATIONS OF THE SITE:** The site shall make its facilities available to be used for educational purposes. The site shall provide the student access to available information or sources of information which will further his or her education while assigned to the site.

**RELATIONSHIP OF THE UNIVERSITY AND THE PRACTICUM SITE:** The time, location, and circumstances of all training related to this agreement shall be subject to prior approval of the University and the practicum site, to be mutually agreed upon.

**EVALUATION:** At the conclusion of the field practicum, the site supervisor is requested to complete an evaluation of the student. (**Site Supervisor Report on Student and Evaluation of MPH Program, see Appendix F**).

**FACULTY AVAILABILITY:** The faculty supervisor will provide overall supervision of the practicum activities, including placement and evaluation. However, faculty are not able to provide day-to-day student supervision. We rely on the site supervisor for this. However, we ask the site supervisor to call us immediately if any significant problems arise.

**Appendix A**

**Eastern Kentucky University  
College of Health Sciences  
Master of Public Health  
Practicum Placement Information**

Fill out and return this form to the faculty supervisor prior to scheduling the practicum.

Name \_\_\_\_\_

Address \_\_\_\_\_

Home Phone Number

E-mail Address \_\_\_\_\_

Practicum Site \_\_\_\_\_

Site Supervisor Name \_\_\_\_\_

Site Supervisor Phone Number \_\_\_\_\_

Site Supervisor E-mail Address \_\_\_\_\_

Practicum Site Address \_\_\_\_\_

Work Phone at Practicum Site \_\_\_\_\_

Practicum Start Date \_\_\_\_\_

Anticipated End Date \_\_\_\_

## Appendix A

**Eastern Kentucky University  
College of Health Sciences  
Master of Public Health  
Student Activities/Learning Objectives/Competencies  
Report of Intended Practicum Activities**

Student Name: \_\_\_\_\_

Site Supervisor Name: \_\_\_\_\_

Site: \_\_\_\_\_

List major projects to be performed:

List 1 to 3 learning objectives to be accomplished:

List competencies (skills, knowledge, and attitudes necessary for the broad practice of public health to be developed (see Part III of Appendix E of this manual for list of competencies)

List other duties and responsibilities:

This statement of responsibilities is acceptable to us (signatures required):

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Student

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Site Supervisor

---

Faculty Supervisor

---

Date

**Appendix B**

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**(Agency Name, Address, Phone, Supervisor)**

**AGREEMENT TO SAFEGUARD CONFIDENTIAL INFORMATION**

I, \_\_\_\_\_ **(Name)**, Student Intern, at \_\_\_\_\_  
\_\_\_\_\_ **(Agency)**, do certify my understanding that any  
patient/person accepting services, or counseling, and/or referral through the medium of the  
\_\_\_\_\_ **(Agency)** may unequivocally anticipate that any  
violation of this rule will result in the immediate termination of my practicum at the approved  
agency listed above. It is a breach of professional ethics to reveal confidential  
communications without the express written consent of the person/patient.

Student Signature \_\_\_\_\_

Date \_\_\_\_\_

Eastern Kentucky University  
College of Health Sciences  
MPH Program

## Appendix C

### STUDENT AFFILIATION AGREEMENT

- 1) The student will be expected to conduct himself/herself in a professional and responsible manner and to understand that he/she is in a position of observation and/or participation. In no way will any student whose participation is limited to observation status attempt to interfere with interaction in progress between the \_\_\_\_\_ (Agency) representative and the public.
  
- 2) THE STUDENT UNDERSTANDS THAT THIS PROGRAM AND REPRESENTATIVE THEREOF CANNOT AND WILL NOT ASSUME ANY RESPONSIBILITY OR LIABILITY FOR INJURY, EXPOSURE, OR OCCUPATIONAL HAZARDS ASSOCIATED WITH STUDENT OBSERVATION AND/OR ACTIVE PARTICIPATION. In this regard, it is advisable that each student have health and accident insurance currently in effect.

I understand and agree to comply with all of the above provisions concerning my participation in a program of observation and/or active participation administered through the \_\_\_\_\_ (Agency).

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Faculty Supervisor's Signature

\_\_\_\_\_  
Date

Eastern Kentucky University  
College of Health Sciences  
MPH Program

**Appendix D**

**AGENCY AFFILIATION AGREEMENT  
BETWEEN**

Eastern Kentucky University – College of Health Sciences Master of Public Health (MPH) Program and \_\_\_\_\_ (**Agency**) and \_\_\_\_\_ (**Name of Student**).

**PURPOSE:**

This agreement, entered into this \_\_\_\_\_ day of \_\_\_\_\_/\_\_\_\_\_, between Eastern Kentucky University, College of Health Sciences, MPH Program and the \_\_\_\_\_, hereinafter referred to as the **Agency**, is for a cooperative program of education for \_\_\_\_\_ (**Name of Student**). Since no financial obligation between **Eastern Kentucky University, College of Health Sciences, MPH Program** and the **Agency** is involved, the scope of the agreement is focused on the general activities planned and the assignment of responsibilities between the parties.

**GENERAL AGREEMENT:**

It is agreed that the \_\_\_\_\_ will serve as the Clinical Agency for the Eastern Kentucky University – MPH students in such a number and at such time as the parties hereto mutually agree; further, that the staff of the Agency will provide the necessary instruction and supervision of its students to ensure the proper application of the internship/practicum objectives.

\_\_\_\_\_  
For MPH Program  
Eastern Kentucky University

\_\_\_\_\_  
Date

\_\_\_\_\_  
For \_\_\_\_\_ (Agency)

\_\_\_\_\_  
Date

College of Health Sciences  
MPH Program  
Eastern Kentucky University

## Appendix E

Eastern Kentucky University  
College of Health Sciences  
MPH Program

### Student Final Practicum Report

Student: \_\_\_\_\_

Site Supervisor Name & Phone Number : \_\_\_\_\_

Agency Name & Address: \_\_\_\_\_

Practicum Start Date: \_\_\_\_\_

Practicum End Date: \_\_\_\_\_

**Instructions: This report is due at the completion of the practicum. Parts I and II should not exceed five typed pages. \*\*The portfolio must be submitted as an attachment to this report.\*\***

#### Part I. Written Summary

- A. Describe the agency in which you worked, e.g. demographic data, community resources, and health problems.
- B. Give a brief "job description" of the practicum experience.
- C. List written assignments completed.
- D. Give a brief description of and results of one or more major written projects completed.
- E. Describe planning, decision-making, organizing, problem-solving, communications, etc. in which you participated.
- F. Describe significant meetings attended.
- G. Describe any additional experience to which you may have been exposed.
- H. Describe the extent to which the practicum learning objectives (from Chapter 1 and Appendix A) were achieved. Provide examples of how the learning objectives were achieved. Reference pages from your portfolio if necessary.

#### Part II. Overall Assessment

- A. Did you have adequate working space and equipment to carry out responsibilities? Were you given adequate supervision? Explain.
- B. How well did your academic training prepare you for the practicum experience? What were the strengths and weaknesses? (Give examples).

### Part III. Assessment of Competencies of the Public Health Professional

Please indicate the knowledge, skills or abilities observed during this practicum experience by rating on a scale from 1 to 10 (see definitions below) the extent to which you think you demonstrated skill in carrying out each of the competencies. **No one practicum experience will afford the opportunity to practice all these competencies.** Please rate yourself only on those competencies tested during this practice experience. For each competency gained, you must document the learning activities or projects that provided the knowledge, skill, or ability to achieve the competency at the indicated level. Documentation must be included in your portfolio.

**Instructions:** Indicate the rating by marking the box with an X next to the appropriate skill level. If the skill was not addressed in the practicum, please mark the box labeled “N/A”. The following provides definition to different points on the scale:

- 1= **NOT AWARE:** unable to identify and/or perform the skill
- 4= **AWARE:** ability to identify but limited ability to perform the skill
- 7= **KNOWLEDGEABLE:** ability to apply and describe the skill
- 10=**EXPERT:** ability to synthesize, critique, or teach the skill
- N/A= **NOT APPLICABLE:** not tested during this practice experience

Core Public Health Competencies	1	2	3	4	5	6	7	8	9	10	N/A	Indicate the Documentation Page in Portfolio
<b>Biostatistics</b> Interpret results of statistical analyses found in public health studies.												
<b>Epidemiology</b> <ul style="list-style-type: none"> <li>• Draw appropriate inferences from epidemiologic data.</li> <li>• Apply basic ethical and legal principles to the collection, maintenance, use and dissemination of epidemiologic data.</li> </ul>												
<b>Health Policy and Management</b> Apply the principles of program planning, development, budgeting, management and evaluation in organizational and community initiatives.												
<b>Social and Behavior Sciences</b> Apply evidence-based approaches in the development and evaluation of social and behavioral science interventions.												

<b>Core Public Health Competencies, Continued</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>	<b>9</b>	<b>10</b>	<b>N/A</b>	<b>Indicate the Documentation Page in Portfolio</b>
<b>Program Planning</b> In collaboration with others, prioritize individual, organizational, & community concerns and resources for public health programs.												
<b>Environmental Health</b> Understand the essentials of the risk and solution to biological, chemical, radiological threats to the health and well-being of individuals and communities.												
<b>Leadership</b> Understand and develop the ability to produce influence and produce change and progress toward a goal or vision.												
<b>Professionalism</b> Be able to undertake a specialized set of tasks and to complete them within a frame work of established ethics and evidence based principles that Promote high standards of personal and organizational integrity, compassion, honesty and respect for all people.												
<b>Systems Thinking</b> Be able to analyze the process of how things influence one another within a whole. In nature, systems thinking examples include ecosystems in which various elements such as air, water, movement, plants, and animals work together to survive or perish. In organizations, systems consist of people, structures, and processes that work together to make an organization healthy or unhealthy												
<b>Public Health Biology</b> Acquire the ability to incorporate public health biology – the biological and molecular context of public health – into public health practice.												

**Part IV. Overall Assessment of Site**

Indicate by marking the box with an "X" the degree to which you agree:

1= **STRONGLY DISAGREE**

2= **DISAGREE**

3= **NEUTRAL**

4= **AGREE**

5= **STRONGLY AGREE**

	1	2	3	4	5
I gained useful public health experience					
The practicum allowed me to apply new knowledge and skills					
This experience provided me insight into career paths					
I was satisfied with the practicum					
I would recommend this field practicum site to other students					

**Part V. Assessment of Practicum Preceptor**

Indicate by marking the box with an "X" to indicate the degree to which you agree with each of the following statements.

1= **STRONGLY DISAGREE**

2= **DISAGREE**

3= **NEUTRAL**

4= **AGREE**

5= **STRONGLY AGREE**

	1	2	3	4	5
My Practicum Preceptor facilitated my learning about the broad practice of Public Health.					
My Practicum Preceptor facilitated my opportunities to apply the knowledge, skills, and attitudes I have acquired in the MPH program in relationship to (circle one) Environmental Health Sciences or Public Health Administration as a concentration area in Public Health.					
My Practicum Preceptor was an effective role model of a Public Health practitioner.					
My Practicum Preceptor provided me insight into potential career paths in Public Health.					

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

**Appendix F**  
**Eastern Kentucky University**  
**College of Health Science**  
**Master of Public Health Program**

**Site Supervisor Report on Student**

Site Supervisor \_\_\_\_\_

Student \_\_\_\_\_

Practicum Site \_\_\_\_\_ Date \_\_\_\_\_

**Part I: Performance Evaluation**

Rate each aspect of the student's performance using the scale below.

<b>4</b>	<b>Exceptional-</b> Performance consistently exceeds normally expected levels. Shows A high degree of proficiency in <u>all</u> aspects of performance.				
<b>3</b>	<b>Above Average-</b> Performance frequently exceeds normally expected level. Shows a high degree of proficiency in certain aspects of performance.				
<b>2</b>	<b>Average-</b> Performance is consistently at normally expected, acceptable levels. No major areas of necessary improvement can be cited.				
<b>1</b>	<b>Needs Attention-</b> Performance is inconsistent, meets minimum standards only periodically and/or in certain areas. Improvement is needed.				
<b>N/A</b>	<b>Did Not Observe</b> – The student's activities have not included an opportunity to practice a particular skill.				
Attitude, Initiative, Professional Disposition, Communication and Appearance:	1	2	3	4	N/A
Willingness to accept constructive criticism					
Dependability					
Self-reliance					
Resourcefulness					
Flexibility					
Thoroughness					
Curiosity					
Personal Appearance					
Maturity					
Contributions at meetings					
Oral communications					
Written communications					
Professional disposition with clients, colleagues, public and management					
Overall performance					

**Part II: Assessment of Learning Objectives**

Please assess the extent to which each of the general learning objectives was met.

<b>Learning Objectives</b>			
Indicate if student met, partially met, or did not meet the following learning objectives. Leave blank if not observed.			
<b>Learning Objective</b>	<b>Did not meet</b>	<b>Partially Met</b>	<b>Met</b>
Experienced the “realities” of public health practice by attending as many, and as varied as possible, managerial or other meetings involving a variety of people in the organization, such as the administrators, health educators, environmentalists, epidemiologists, medical staff, and other professionals			
<b>Comments:</b>			
Completed one or more specific projects (either solely or working with others in the organization) that is of interest to the student and that meets the needs of the agency			
<b>Comments:</b>			
Built practical experience and accomplishments in ways that enhance the student’s professional credentials			
<b>Comments:</b>			
Developed an understanding of the political context within which public health activities are conducted			
<b>Comments:</b>			
Demonstrated competence in a public health practice area(s).			
<b>Comments:</b>			

**Part III: General Appraisal of Practicum Student**

1. Did the student meet the learning objectives developed specifically for this practicum?  
If not met, please explain reasons.
  
2. What was the over-all quality of the student's performance?
  
3. How did the student meet your expectations? (Check the appropriate response).  
 Exceeded expectations  
 Met expectations  
 Did not meet expectations (please explain)

Signature of Site Supervisor \_\_\_\_\_  
Date \_\_\_\_\_