Practicum Information
Policies, Procedures and Portal
Why do I have to complete a practicum?

All accredited Schools of Public Health have to make sure that students receiving professional degrees complete:

- Coursework in core areas
- A culminating experience
- A practical experience (i.e., Practicum)
What is a Practicum?

Opportunity for students to apply the knowledge and skills being acquired through coursework

Relevant to the students' areas of specialization and professional interests/goals

Practicum
Essential Components

- A planned, supervised and evaluated practice experience to apply knowledge and skills acquired through coursework in a professional environment separate from RSPH
- Well-defined competencies/learning objectives and process to evaluate student performance and competency achievement
- Opportunities take place in the community of practice (for example, local, state, national and international public health, non-governmental agencies and organizations)
Practicum Steps

1. Find a practicum.
2. Develop a plan for your practicum.
3. Get the practicum approved.
4. Submit your resume, bio information, and practicum information into the Practicum Portal.
5. Supervisor approves practicum in Portal.
6. Begin the practicum!
7. Complete practicum.
Step 1: Find a Practicum

Look for Opportunities Outside the RSPH
Step 2: Develop a Plan for Your Practicum

- Well-defined learning objectives
- Meets 1 school & 1 degree competency
- Primary supervision by a “Field Supervisor” qualified to evaluate the professional competence of the student
- Opportunities take place in the community of practice
Step 3: Get the Practicum Pre-approved

- All departments require students to have their practicum pre-approved
- If you don’t know what the pre-approval process entails, check with your ADAP
Step 4: Submit information into the Practicum Portal

- Before you start your practicum, submit into the Portal:
  - Biographical information
  - Resume
  - Practicum Information
Step 5: Supervisor Approves Information in Portal

- Receive Email
- Login to Portal
- Approve practicum information and objectives
Step 6: Begin the Practicum!

- After supervisor has approved practicum information in portal
- Student will receive email
- Practicum can start
Step 7: Complete practicum!

- Track your hours
- Midpoint
  - Enter hours at mid-point
  - Opportunity to modify objectives
- Final evaluation
  - Student evaluation
  - Field Supervisor evaluation
Practicum Portal – Login

- 1st year students will have access to portal in late December 2015 or January 2016 (notification via email)
- Log in with your Emory NetID/Password
- Click “Yes” for using Emory ID
Practicum Portal – Overview

- Welcome Page
- Top Tabs:
  - Helpful Resources
  - My Practica
  - Summary
  - Logout
Helpful Resources Tab

- Where to Find a Practicum
- Practicum Handbook
- Glossary
- FAQs
- Timesheets
Demographic Data (within My Practica Tab)

- Contact Information
- Academic Information
  - Department
  - Degree
  - Graduation Date
  - ADAP/PFA*
- Resume

*PFA = Practicum Faculty Advisor
Practicum Portal – Dashboard

- List of Your Practica with status of:
  - Practicum Information
  - Objectives
  - Mid-Point Check-in
  - Final Evaluation
Add New Practicum

- Information about Practicum:
  - Semester/Year
  - Start/End Date
  - Position Title
  - Summary
  - Practicum work site address
Supervisor Added

Practicum Information for: Laura Lloyd

To ADD a practicum, you will need to add information about the practicum itself, the address of your practicum workplace, the affiliated organization and your Field Supervisor's contact information.

* Indicates a required field.

~ New Practicum: Supervisor Search

* Please Start Typing to Search For a Field Supervisor:

Field Supervisor Name / Email Address

Laura Lloyd

Field Supervisor Email Address: [redacted]@gmail.com
Add Organization

Practicum Information for: Laura Lloyd

To ADD a practicum, you will need to add information about the practicum itself, the address of your practicum workplace, the affiliated organization and your Field Supervisor's contact information.

* Indicates a required field.

Please Start Typing to Search For Your Organization:
City of Atlanta

* Organization Not Listed?

Organization Name:
City of Atlanta
Office of Environmental Protection
Organization Sub-Unit Level One:
Level Two
Organization Sub-Unit Level Three:
Level Three

Submit

Previous Next
Organization Added

Practicum Information for: Laura Lloyd

To ADD a practicum, you will need to add information about the practicum itself, the address of your practicum worksite, the affiliated organization and your Field Supervisor’s contact information.

* Indicates a required field.

- New Practicum: Organization Search

* Please Start Typing to Search For Your Organization:

  - Organization Name or Address:
    - City of Atlanta (COA)
    - Office of Environmental Protection

  - Search

[Click to proceed]
Completed Practicum Info

Practicum Information for: Laura Lloyd

To ADD a practicum, you will need to add information about the practicum itself, the address of your practicum workplace, the affiliated organization and your Field Supervisor’s contact information.

* Indicates a required field.

Practicum Start Date: 01/12/2015
Practicum End Date: 04/24/2015
Practicum Position Title: Safe Communities Intern
Practicum Summary:
The purpose of this practicum is to create a comprehensive report on intentional and unintentional injury as well as preventative measures and programs in the City of Atlanta. This position will be expected to complete data collection and analysis of 10 different injury prevention areas (motor vehicle collisions, older adult safety, poisoning by prescription drug overdose and other agents, workplace safety, violence and suicide prevention, emergency preparedness, school safety, injury, death and hospitalization, mental health, and pedestrian safety [including walkers, bicyclists, and public transit]). The intern will also compile a list of injury prevention programs and campaigns that are in place in Atlanta, along with a description of the success or failure of various campaigns and initiatives.
Select Competencies

On this page, you need to identify and enter the competencies that your practicum will address as well as the objectives (and strategies) to meet the objectives of your practicum.

**Practicum Competencies**

All practica should address at least 1 IHPM Core Competency (see Core Competency list below) and at least one Degree Competency (see competency list for your specific degree below). Please limit total selected competencies to 3 – 5. Your practicum should address these competencies. Your practicum will be assessed at the end of the practicum on the final evaluation.

<table>
<thead>
<tr>
<th>Core Competencies</th>
<th>Executive MPH Competencies</th>
</tr>
</thead>
<tbody>
<tr>
<td>...</td>
<td>...</td>
</tr>
</tbody>
</table>

**Practicum Objectives**

To enter practicum objectives, click on "+ Add New Objective" on the right side of the table below. You must enter at least 3, but no more than 5, objectives for each practicum. Each practicum objective must have at least 1, but no more than 3, strategies to achieve objective. After entering an objective, click on the icon to the left of the objective details to pull down the strategies associated with the objective. If there are no strategies associated with the objective, click on "+ Add New Strategy" to add the strategy.

It is important to remember that objectives (and their associated strategies, which are the plan of action by which to achieve stated objectives) should link back to the Core and Degree Competencies you entered above. For example, if one of the competencies you intend to achieve at the end of your practicum is to develop research skills, your stated objectives (and associated strategies) should link back to that competency. You are limited to 3 objectives for your practicum in the final evaluation of your practicum's objectives (and associated strategies) as the practicum assessment criteria require.

Realistic, achievable practicum objectives can be planned with the aid of your ADAP, Field Supervisor, Pracuticum Placement Center and/or these Services. For more information on writing objectives and strategies, refer to the Practicum Handbook.

<table>
<thead>
<tr>
<th>Objective List</th>
<th>+ Add New Objective</th>
</tr>
</thead>
<tbody>
<tr>
<td>Strategies</td>
<td>Objective Details</td>
</tr>
<tr>
<td></td>
<td>Approved</td>
</tr>
<tr>
<td>EXPAND</td>
<td>Objective 1</td>
</tr>
<tr>
<td>EXPAND</td>
<td>Objective 2</td>
</tr>
<tr>
<td>EXPAND</td>
<td>Objective 3</td>
</tr>
</tbody>
</table>

By clicking here, you verify that this information is complete and accurate. Once submitted, your supervisor will be notified to review your student objectives and you will not be able to make any edits to this objective form.
Adding Objectives/Strategies

Practicum Objectives

To enter practicum objectives, click on "+ Add New Objective" on the right side of the table below. You must enter at least 3, but no more than 5, objectives for each practicum. Each practicum objective must have at least 1, but no more than 3, strategies to achieve objective. After entering an objective, click on the icon to the left of the objective details to pull down the strategies associated with the objective. If there are no strategies associated with the objective, click on "+ Add New Strategy" to add the strategy.

It is important to remember that objectives (and the strategies by which to achieve stated objectives) should link back to the Core and Degree Competencies you entered at the start of your practicum. The major goal (or goal you intend to achieve at the end of your practicum is to "Explain how health policy issues...", then at least one of your practicum objectives should help you achieve that competency.

Realistic and achievable practicum objectives can be found in your practicum syllabus. For more information on writing objectives and strategies, refer to your practicum syllabus or consult with your Practicum Faculty Advisor and/or Career Services.

Objective List

<table>
<thead>
<tr>
<th>Objective</th>
<th>Strategies</th>
<th>Objective Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Objective 1</td>
<td>EXPAND</td>
<td>Pending</td>
</tr>
<tr>
<td>Objective 2</td>
<td>EXPAND</td>
<td>Pending</td>
</tr>
</tbody>
</table>

By clicking here, you verify that this information is complete and accurate. Once submitted, your supervisor will be notified to review his/her student objectives and you will not be able to make any edits to this objective form.

Submit
Practicum Dashboard

Your demographic info was successfully updated.

My Practicum Data: Laura Lloyd_Student

The Practicum Dashboard displays the status of all practica that are working on. On this "dashboard", you can see if your Field Supervisor has approved the objectives of your practicum and if the mid-point and final evaluation forms have been completed.

To enter a new practicum, click on "Add New Practicum" at the bottom of the page. After you have entered a new practicum, you can return to this dashboard to check the status of the practicum, edit the objectives or complete your evaluation.

<table>
<thead>
<tr>
<th>Semester</th>
<th>Practicum Site</th>
<th>Practicum Info Completed/Action</th>
<th>Objectives Status</th>
<th>Action</th>
<th>Mid-Point Check Status</th>
<th>Action</th>
<th>Evaluation Completed/Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>SP 2014</td>
<td>Atlanta Agency on Aging</td>
<td>Approved</td>
<td>View</td>
<td>Submitted</td>
<td>Edit</td>
<td>N/A</td>
<td>Start</td>
</tr>
<tr>
<td>SU 2014</td>
<td>GDPH</td>
<td>Submitted</td>
<td>Edit</td>
<td>N/A</td>
<td>Start</td>
<td>N/A</td>
<td>Start</td>
</tr>
</tbody>
</table>

Add New Practicum
Automatic Emails

- To you, your Field Supervisor, your ADAP and your Practicum Faculty Advisor
- To remind each of you to complete certain tasks

From: schdatabase@emory.edu
To: Laura, Laura M
Subject: Confirmation of Practicum Submission
Date: Saturday, December 07, 2013 11:15:31 AM

Laura Lloyd_Student,

This is to confirm that you have entered the following information about your new practicum into the Practicum Web Client:

- Field Supervisor's name, title and credentials
- Practicum Faculty Advisor and ADAP
- Practicum title and description
- Practicum start date and end date
- Practicum competencies and objectives

An email indicating your submission has also been sent to your Field Supervisor, ADAP and Practicum Faculty Advisor. Your Field Supervisor has been asked to go into the Practicum Web Client and approve the objectives for your practicum. As soon as your Field Supervisor has approved your objectives (you will be sent an email indicating approval) and together, you have firm up a start date, you may begin your practicum.

Remember to keep track of your practicum hours. In addition, you will be sent an email midway through your practicum encouraging you and your Field Supervisor to complete a mid-practicum evaluation. You will receive another email 2 weeks prior to the end of your practicum reminding you to complete the final evaluation. Completion of the final evaluation is required for the student to complete their practicum.

I hope you have a productive and meaningful practicum!
Laura M Lloyd, MPH, MCHES
Director, Continuing Professional Education
## Summary Tab

### Summary of Practicum Details

#### Student

<table>
<thead>
<tr>
<th>Section</th>
<th>Status</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Demographic Data</td>
<td>completed</td>
<td>12/07/2019</td>
</tr>
<tr>
<td>Resume</td>
<td>not completed</td>
<td>12/04/2019</td>
</tr>
</tbody>
</table>

#### Practicum

**SU 2014: Cobb County Health Department, Cobb County Health Department Summer Intern**

<table>
<thead>
<tr>
<th>Activity</th>
<th>Status</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Practicum Information</td>
<td>not completed</td>
<td></td>
</tr>
<tr>
<td>Objectives</td>
<td>completed</td>
<td>12/07/2019</td>
</tr>
<tr>
<td>Objectives Approved by Supervisor (Laura Lloyd)</td>
<td>submitted</td>
<td></td>
</tr>
<tr>
<td>Mid-Practicum Hours</td>
<td>not provided</td>
<td></td>
</tr>
<tr>
<td>Mid-Practicum Objectives Revised</td>
<td>not revised</td>
<td>12/07/2018</td>
</tr>
<tr>
<td>Total Practicum Hours</td>
<td>not provided</td>
<td></td>
</tr>
<tr>
<td>Student Evaluation</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Supervisor Evaluation</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Field Supervisors’ Practica Module

- Complete their profile
- Approve objectives/competencies
- Complete mid- and post-practicum evaluations
Contact Information

- IT Help Desk (help@sph.emory.edu)
- Practicum Portal Help (sphdatabase@emory.edu)