M.P.H. Practicum Agreement Form

*Instructions: Complete and submit this form in its entirety no later than* ***February 1*** *in Year 1 of the program.*

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| **Student Name:** John Q. Student |
| **Site Supervisor Name & Degrees:** Sara Supervisor, MA, MSW, PhD |
| **Site Supervisor Title:** Director, Office of Minority Health |
| **Site Supervisor Email:** sara.supervisor@state.gov |
| **Practicum Site Organization:** State Department of Public Health (SDOH) |
| **Organization Address:** 1529 State Street |
| **City, State/Country:** City, State | **Zip Code:** 00000 |
| 🞎 *Check here if placement site is different than mailing address* | **Phone Number:** 555-555-5555 |

**Practicum Components**

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| Check below components that will be included in your practicum. Aim to include all of these components. |
| x | An opportunity to work with a practicing public health professional who is functioning as a leader for a public health institution, private agency, or organization. |
| x | Opportunities to attend managerial meetings and interact with a variety of people in the organization. |
| x | Principal responsibility for one or more specific projectsto carry out during the practicum. |
| x | Exposure to the organization and the complexities of its working environment. |
| x | An environment that fosters development of an understanding of the political context within which public health activities are conducted. |
| x | Regular meetings with a site supervisor who can guide the student and serve as a role model. |

**Public Health Relevance**

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| Describe how your practicum relates to public health and how you anticipate it will extend your knowledge and practice. |
| Placement at SDOH will allow me to extend the didactic skills learned in the program to a real-world setting. Observing the diabetes program will provide a broader understanding of the health of populations, especially in relationship to behavior change outside a clinical setting. It will also help me see how to mobilize community partnerships to identify and address a complex health issue. I hope to extend my knowledge of the implications of data analysis, particularly in the ways it may affect policy-creation and program development/management. |

**Competencies**

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| Check below the public health competencies you and your supervisor anticipate you may demonstrate over the course of the practicum. See [Program Competencies](https://medschool.vanderbilt.edu/mph/mph-competencies) for full listing. |
| x | Communicate public health principles and concepts through various written and verbal strategies. |
| x | Apply evidence-based knowledge of health determinants to public health issues. |
| x | Employ ethical principles and behaviors. |
| x | Perform professional activities with cultural competence. |
| x | Promote cultural and ethnic diversity in public health research and practice. |
| x | Effectively engage in interdisciplinary and interprofessional collaboration to advance research, policy, or practice goals. |
| x | Apply public health knowledge and skills in practice settings. |
| x | *Additional competency:*  Identify key data sources for epidemiologic purposes. |
| x | *Additional competency:*  Identify suboptimal practice/performance in health services and systems and strategies for improving practice, and methods to evaluate implementation of such strategies. |
|  | *Additional competency:* |

**Learning Objectives**

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| List 3-5 learning objectives specific to your practicum. These should relate to the [Practicum Objectives](https://medschool.vanderbilt.edu/mph/practicum) as well as to the [Program Competencies](https://medschool.vanderbilt.edu/mph/mph-competencies).  |
| Articulate your individual learning objectives. They are a definitive description of what you hope to get out of the project. These should be specific and expressed in such a way that you and your practicum director can assess whether you have met them.  |
| 1. Define and calculate measures of association between zip codes in Tennessee, socioeconomic status (SES), and prevalence of Type II diabetes.
2. Solicit feedback from key stakeholders (including Department of Health, faith leaders, community center directors, program participants, and health care providers) regarding newly released CLAS Standards (National Culturally and Linguistically Appropriate Services Standards in Health and Health Care) as applied to Diabetes Prevention Program (DPP).
3. Organize dissemination plan for quantitative and qualitative data to key stakeholders participating in DPP.
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**Practicum Activities**

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| Nature and scope of proposed practicum. Include project, shadowing, meetings, etc. |
| * Data analysis for Diabetes Prevention Program with SDOH using census zip code data, State Diabetes Prevalence Database, and SES data from SDOH/CDC report
* Collect Round 2 key stakeholder feedback via electronic survey
* Shadow Sara Supervisor on site visits to community centers and faith agencies
* Work with SDOH Project Manager to plan bi-weekly staff meetings
* Attend monthly conference calls with CDC and SDOH

Potential additional activities:* May attend DPP education class, if time allows
* Support Sara Supervisor in literature review for Diabetes Prevention grant
* Attend SDOH State Health Commissioner’s State Health Address on June 15
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**Anticipated Final Project(s)**

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| List *anticipated* final projects (e.g., reports, publications, trainings, presentations, etc.). Type and number may vary and should be arranged by student and site supervisor. Projects may evolve over the course of the practicum. |
| * Internal report describing association between zip codes, SES, and diabetes prevalence; may evolve into publication
* Outline of dissemination plan for data to stakeholders
* Presentation at SDOH Office of Minority Health bi-weekly staff meeting regarding findings
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**Project Timeline** Final projects due at end of practicum placement; due no later than December 1.

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| Include expected dates for completion of objectives and activities, as well as Site Supervisor meeting plan. |
| **Start Date:** May 15, 2015 | **End Date:** September 15, 2015 |
| May 15 – SDOH Orientation (2 hours)May 20-June 30 - Begin data analysis; at SDOH Monday afternoons - 2 hours, 5 weeks (10 hours); other analysis off-site (45 hours)July-August: 20 hours, 8 weeks (160 hours) at SDOH – community and staff meetings, conference calls, continued data analysis, etc.; August 15 – staff meeting presentationAugust 25 – September 15: Outline dissemination plan, finalize report off-site (25 hours) |

**IRB/HIPAA Requirements**

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| Some sites may engage students in research. If applicable, please complete the following: |
| Does this project require IRB review? |  | **Yes,** date of completion: --/--/-- |
| **x** | **No** |
| If applicable, is IRB/HIPAA training up to date?  |  | **Yes,** submission date: --/--/-- |
|  | **No** ☑ *Check here if not applicable* |

**Project Work Site and Resources**

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| Specify arrangements for workspace, access to information, personnel, data and data processing, interpretation/translation, and other resources required for completion of project. Specify plans for obtaining any necessary special permission. Include plans for information back-up and internet access, particularly in resource-limited settings. |
| **-** Cubicle in Office of Minority Health offices for May – June (Mondays) and July – August (M-F)- Will provide own laptop- Sara Supervisor will add John Student to State Diabetes Database- Will travel with Sara Supervisor to community meetings  |

**Roles and Responsibilities**

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| ***Student responsibilities for carrying out the project:***1. Maintain a work schedule agreed upon with the site supervisor
2. Complete the specified tasks of the project, including written assignments
3. Meet with the Site Supervisor in regularly scheduled supervisory sessions to discuss the progress of the project
4. Maintain regular contact with the Practicum Director regarding progress of the project
5. Complete project tasks
6. Other (specify): Complete SDOH Background Check and SDOH Internship Agreement Form

***Site Supervisor responsibilities for supervising the project:***1. Orient the student to the agency/organization
2. Assist the student in gaining access to information, personnel, and data required for the project
3. Provide a final report on the student’s performance (online survey; link will be sent)
4. Meet with the student in regularly scheduled supervisory sessions
5. Other (specify): n/a
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I have participated in the development of the practicum proposal and agree to the conditions specified above. If it is necessary to change any of the specified conditions, I agree to make the changes known to each of the persons whose signatures appear below.

**\_**John Q. Student**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_**Sara Supervisor**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_**Will Bruer**\_\_\_\_\_\_\_\_\_\_\_\_\_**

Practicum Director Signature

Site Supervisor Signature

Student Signature