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:**  |
| **Site Supervisor Name & Degrees:** |
| **Site Supervisor Title:** |
| **Site Supervisor Email:** |
| **Practicum Site Organization:** |
| **Organization Address:** |
| **City, State/Country:** | **Zip Code:** |
| 🞎 *Check here if placement site is different than mailing address* | **Phone Number:** |

**Practicum Components**

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| Check below components that will be included in your practicum. Aim to include all of these components. |
|  | 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. |
|  | Opportunities to attend managerial meetings and interact with a variety of people in the organization. |
|  | Principal responsibility for one or more specific projectsto carry out during the practicum. |
|  | Exposure to the organization and the complexities of its working environment. |
|  | An environment that fosters development of an understanding of the political context within which public health activities are conducted. |
|  | 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. |
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**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. |
|  | Communicate public health principles and concepts through various written and verbal strategies. |
|  | Apply evidence-based knowledge of health determinants to public health issues. |
|  | Employ ethical principles and behaviors. |
|  | Perform professional activities with cultural competence. |
|  | Promote cultural and ethnic diversity in public health research and practice. |
|  | Effectively engage in interdisciplinary and interprofessional collaboration to advance research, policy, or practice goals. |
|  | Apply public health knowledge and skills in practice settings. |
|  | *Additional competency:* |
|  | *Additional competency:* |
|  | *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.  |
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**Practicum Activities**

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| Nature and scope of proposed practicum. Include project, shadowing, meetings, etc. |
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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. |
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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:** | **End Date:** |
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**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: --/--/-- |
|  | **No** |
| 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. |
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**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):

***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):
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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.

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Practicum Director Signature

Site Supervisor Signature

Student Signature