

MPH Student Practicum Timeline

Steps 1-4 must be completed by all MPH students by the end of their first quarter in the program:

1. Review the [MPH Practicum Guidebook](#);
2. Enroll in and become compliant with the [Health Sciences Immunization Program \(HSIP\)](#);
3. Attend an [MPH Practicum Orientation](#); and
4. Complete the [MPH Practicum Prerequisites](#) and the associated [Prerequisite Form*](#).

Steps 5-10 must be completed **10 weeks before** the start date of a new MPH practicum project:

5. Identify an SPH practicum faculty adviser;
6. Work with SPH practicum faculty adviser to identify student specialty interests and professional skills being sought; develop these identified areas of interest into potential public-health focused projects and sites;
7. Solidify a practicum opportunity either through personal discussions, individual networks; faculty connections, or the EL manager;
8. Unless an active [affiliation agreement](#) is already in place with the practicum site, email the EL manager to trigger the initiation of an affiliation agreement with the practicum site. Students cannot begin work at a site until they receive communication from the EL manager that the affiliation agreement is complete;
9. Complete the [Practicum Learning Contract*](#) in consultation with an SPH practicum faculty adviser and site supervisor – ensuring that the project meets *at least five MPH Competencies*. Once the MPH Practicum Learning Contract has been completed and signed by the: (1) MPH student, (2) Site Supervisor, and (3) Practicum Faculty Adviser, then the student can then upload it to the SPH Practicum Dropbox;

Steps 11-14 must be completed **within the duration of the MPH practicum project hours and before the receipt of academic credit:**

10. [Mid-Point Review*](#) -- completed by the student and site supervisor at the midpoint in the project;
11. Final Learning Product(s) – completed by the student for the site under the supervision of the site supervisor;
12. [Final Evaluation*](#) --- completed by the student and site supervisor upon conclusion of the project;
13. [Final Written Assignment*](#) --- completed by the student after the project hours have concluded; and
14. Final Checklist* -- sent to the student by the EL manager; completed by the faculty adviser and graduate student adviser.

***Completed forms must be uploaded to the practicum Dropbox located at <http://sph.washington.edu/experiential/practicum.asp>**

Students should apply for practicum credit the quarter they plan to complete the written assignment and poster. To get an add code, contact your departmental student services adviser. Three credits of practicum are required for degree completion.

PRE-SITE

ON-SITE
POST-SIT