

**MPH Practicum Learning Contract**

**Instructions for student**

* Complete the learning contract and send the draft as a Word document (Arial, 11 pt, Black font) to your Practicum Faculty Adviser, Site Supervisor, and MPH Program Director for review and signature. Allow at least three weeks for this process.
* Upload the **signed** form to the [Practicum Dropbox](https://practicum.sphcm.washington.edu/) **prior** to the start date of the practicum project. SPH Manager of Experiential Learning must approve the form in the Dropbox before you can begin working on your practicum project.
* An affiliation agreement between the organization and the School of Public Health must be established before you can begin practicum work.
* Email [sphpractice@uw.edu](mailto:sphpractice@uw.edu) if you have questions.

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| **Student Name:** | Click or tap here to enter text. |
| **Agency Name:** | Click or tap here to enter text. |
| **Site Name:** | Click or tap here to enter text. |
| **Site Address:** | Click or tap here to enter text. |
| **Site Supervisor:**  *Name, Title, Phone number & Email address* | Click or tap here to enter text. |
| **Practicum Faculty Adviser:**  *Name, Title, Phone number & Email address* | Click or tap here to enter text. |
| **Quarter:** Click or tap here to enter text. **Year:** Click or tap here to enter text. **to sign up for credits**  *Apply for credit the quarter you plan to complete your practicum. Contact your departmental student advisor about practicum credit registration.*  **Proposed number of credits to be earned:** Click or tap here to enter text.  *Students enrolled in the MPH program in Summer/Fall 2020 or later will require a minimum of 4 practicum credits (up to 6 with permission of the Practicum Faculty Adviser) for degree completion. Students enrolled before Summer 2020 require a minimum of* ***3*** *practicum credits.* | |

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| **Practicum Details** | |
| **Title** | *Provide the title of your practicum project.* |
| **Description** | *Begin with 1-3 sentences that briefly summarize the host organization, its mission, and the specific need(s) your project addresses. Then outline your main responsibilities and planned activities. Conclude with a short statement on the intended impact of your work on the organization or community.* |
| **Site Deliverables** | *Describe a minimum of* ***two deliverables*** *to be completed for the agency. You will also submit* [*a written and a visual deliverable*](https://sph.washington.edu/students/experiential/practicum/assignment) *(e.g., poster) to the School of Public Health.* |
| **Timeline** | *State your expected dates of involvement in and completion of the practicum activities, including the dates that the mid-point review and final evaluation will be submitted.* |
| **Work Site Locations and Resources** | *Describe your workspace location(s), including percentage of time spent at each location, and access to materials/resources necessary for completion of your practicum.* |
| **Use of Generative AI** | *The use of generative AI tools for* ***Site Deliverables*** *is not permitted unless explicitly approved by the student’s* ***Practicum Site Supervisor*** *and* ***Faculty Adviser****, and the student has received appropriate orientation on the site’s policies regarding AI use.*  *Students are NOT allowed to use AI for the SPH written and visual assignments under any circumstances.*  **I have read and understand the above policy.** |
| **Human Subjects Review:** | *Practica typically do not require IRB review and approval. If yours does, work with your SPH practicum faculty adviser on how to apply for IRB approval.*  YES  NO |

**Practicum Competencies & Project Activities**

*Your practicum must meet* ***5 of the 22 COMPETENCIES*** *required by the Council on Education for Public Health. See Appendix A - MPH PRACTICUM COMPETENCIES. \*****Note: You can select a maximum of ONE (1) competency from the Evidenced-Based Approaches to Public Health section\****

***Competency activity example:***

Competency [18] select communication strategies for different audiences

I will achieve competency 18 by:

* preparing communication toolkits for a variety of audiences such as clients, donors, agency staff and external collaborators;
* drafting press releases to communicate organizational updates to the public; and
* contributing culturally relevant communication strategies to help the agency better connect with its targeted populations.

**List** and **describe** the 5 competencies your practicum aims to achieve, including an **outline of the activities and/or tasks** that will be done to fulfill each competency. Use the example format shown above:

* Write each competency exactly as shown below (Appendix A);
* Follow each competency statement with “I will achieve competency # by:”
* List each competency activity as a distinct bullet;
* Do not rephrase or repeat the competency language in your activity description; and
* Align each activity with only one competency. If an activity supports multiple competencies, clearly specify which part of the activity applies to each competency.

**Competency [ ]:**

**Competency [ ]:**

**Competency [ ]:**

**Competency [ ]:**

**Competency [ ]:**

**☐ Proofread:** I have reviewed my writing to correct typographical and grammatical errors.

**Practicum Agreement**

**I, Student (signature) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_****Date**Click or tap to enter a date. **agree to the following responsibilities in carrying out the practicum project, and will submit the fully signed contract to the Practicum Dropbox before starting my practicum project:** <https://practicum.sphcm.washington.edu/>

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 regularly to discuss the progress of the project.
4. Maintain contact with the SPH Faculty Adviser regarding progress of the project, as agreed with the Faculty Adviser.
5. If it is necessary to change any of the specified conditions, I will seek approval of the Site Supervisor and Faculty Adviser before the changes are implemented, and will notify the SPH Manager of Experiential Learning immediately.

**I, Site Supervisor (signature) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_****Date**Click or tap to enter a date. **agree to the following responsibilities in supervising the practicum 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 assessments related to the student’s performance (mid-point review, final evaluation) by dates shown in their Timeline.
4. Meet with the student in regularly scheduled supervisory sessions.

**I, Practicum Faculty Adviser (signature)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_****Date**Click or tap to enter a date. **agree to the following responsibilities in mentoring the practicum project:**

1. Be a resource to the student and the site supervisor throughout the duration of the practicum.
2. Advise the student on selecting a balanced set of practice-oriented, competency-based activities.
3. Evaluate the student’s competency attainment through a portfolio approach (e.g., site evaluation, site products, SPH assignments) at the end of the practicum.

**I, MPH Program Director/Practicum Faculty Lead (signature) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_****Date**Click or tap to enter a date. **provide oversight to the practicum curriculum**, including:

1. Set consistent standards for students’ practice work within my program/department.
2. Provide additional resources for students, site supervisors, and faculty advisers in my program/department as needed.

**DEOHS**: Tania Busch Isaksen

**EPI**: Steve Schwartz

**HSPop**: Clarence Spigner

**OMPH**: Genya Shimkin

**FSNH**: Anne Lund

**DGH:** Rabi Yunusa

**PHG**: Malia Fullerton

**APPENDIX A.**

**MPH Foundational Competencies**

The Council on Education for Public Health (CEPH) rolled out the 2021 CEPH competencies. **MPH practicum projects must meet five of the below competencies.**

**\*Students can select a maximum of 1 competency from the Evidenced-Based Approaches to Public Health section\***

**Evidence-based Approaches to Public Health\***

1. Apply epidemiological methods to the breadth of settings and situations in public health practice

2a. Select *quantitative* data collection methods appropriate for a given public health context

2b. Select *qualitative* data collection methods appropriate for a given public health context

3a. Analyze quantitative data using biostatistics, informatics, computer-based programming and software, as appropriate

3b. Analyze quantitative data using biostatistics, informatics, computer-based programming and software, as appropriate

4. Interpret results of data analysis for public health research, policy or practice

**Public Health & Health Care Systems**

5. Compare the organization, structure and function of health care, public health and regulatory systems across national and international settings

6. Discuss the means by which structural bias, social inequities and racism undermine health and create challenges to achieving health equity at organizational, community and systemic levels

**Planning & Management to Promote Health**

7. Assess population needs, assets and capacities that affect communities’ health

8. Apply awareness of cultural values and practices to the design, implementation, or critique of public health policies or programs

9. Design a population-based policy, program, project or intervention

10. Explain basic principles and tools of budget and resource management

11. Select methods to evaluate public health programs

**Policy in Public Health**

12. Discuss the policy-making process, including the roles of ethics and evidence

13. Propose strategies to identify stakeholders and build coalitions and partnerships for influencing public health outcomes

14. Advocate for political, social or economic policies and programs that will improve health in diverse populations

15. Evaluate policies for their impact on public health and health equity

**Leadership**

16. Apply leadership and/or management principles to address a relevant issue

17. Apply negotiation and mediation skills to address organizational or community challenges

**Communication**

18. Select communication strategies for different audiences and sectors

19. Communicate audience-appropriate (i.e., non-academic, non-peer audience) public health content, both in writing and through oral presentation

20. Describe the importance of cultural competence in communicating public health content

**Interprofessional Practice**

21. Integrate perspectives from other sectors and/or professions to promote and advance population health

**Systems Thinking**

22. Apply a systems thinking tool to visually represent a public health issue in a format other than standard narrative