

**Michigan State University
Division of Public Health**

Master of Public Health
**CULMINATING EXPERIENCE
HANDBOOK**

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College of Human Medicine
Michigan State University
East Lansing, Michigan, USA
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**MICHIGAN STATE
UNIVERSITY**

College of Human Medicine
Division of Public Health

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Master of Public Health (MPH)

The Master of Public Health program, offered through the Division of Public Health within the College of Human Medicine at Michigan State University, was established in 2008. The MPH is a 42-credit, entirely online, cost-effective degree designed to create a workforce ready to meet today's challenges in public health. New professionals find their MPH invaluable to starting their career while current professionals augment their experience with an in-depth public health education. Learning is enhanced by instruction from a diverse faculty and student base, offering global perspectives.

The MPH degree engages the student in coursework and practical training to obtain the knowledge and skills necessary to successfully perform as a public health professional. Public health focuses on the health status of communities and populations and emphasizes disease prevention and health promotion over treatment. Three major functions of public health include assessment, policy development, and assurance. Core knowledge areas contributing to public health include biostatistics, epidemiology, health policy and management, social and behavioral sciences, and environmental health sciences.

Master of Public Health (MPH) Degree Requirements

To obtain the MPH degree, the student must complete a minimum of forty-two credit hours of coursework including a Culminating Experience consisting of the Practicum and Capstone Paper. The Culminating Experience replaces a thesis and serves as the final evaluation of a student's learning. The MPH Foundational Competencies are demonstrated during the Practicum experience and the synthesis of the competencies are evaluated in the Capstone Paper.

Completion of the MPH degree program consists of the following:

1. Eighteen credits of required core courses **with a minimum final grade of 3.0 in each:**

HM 801 Introduction to Public Health	3 credits
HM 802 Biostatistics for Public Health	3 credits
HM 803 Epidemiology for Public Health	3 credits
HM 804 Public Health Policy and Administration	3 credits
HM 805 Social and Behavioral Aspects of Public Health	3 credits
HM 806 Environmental Factors of Health	3 credits

2. Eighteen credits of elective coursework **with a minimum GPA of 3.0 in each:**

Potential elective courses are identified as those that prepare each student to be successful in the area in which they plan to practice. A student must submit an Elective Request Form to their MPH advisor prior to enrolling in any non-Master of Public Health elective course. There is no guarantee that any courses taken outside of the Master of Public Health curriculum will be approved for credit toward an MPH. The student is responsible for obtaining permission from the MPH program before enrolling in non-Master of Public Health electives.

3. Six credits of Culminating Experience coursework **with a minimum final grade of 3.0 in each:**

HM 891 Introduction to Public Health Practicum	1 credit
HM 892 Public Health Practicum	3 credits
<i>A minimum of three credits is required. If a student enrolls in more than three credits, the remaining credits cannot be used toward elective credit requirements.</i>	
HM 893 Public Health Capstone	2 credits

4. Maintain a minimum cumulative grade point average of 3.0 in MPH coursework.

Michigan State University Policies on Research Involving Human Subjects

Responsible Conduct of Research and Scholarship

The College of Human Medicine supports responsible conduct of research for all students in the college who perform research. Education and training is provided to assist students.

University Committee on Research Involving Human Subjects (UCRIHS)

The University Committee on Research Involving Human Subjects is an Institutional Review Board (IRB). Federal and University regulations require that all research projects involving human subjects be reviewed and approved by an IRB **before initiation**. All projects must receive UCRIHS approval, even those that do not have direct contact with human subjects (such as secondary data sources). Under the regulations, research is defined as a formal investigation designed to develop or contribute to generalizable knowledge. A human subject of research is an individual (1) from whom an investigator obtains data or (2) about whom the researcher obtains confidential information.

Faculty and the student must submit the proper forms when the research undertaken by the student will include actively gathering data from human subjects as described above and/or use of either current or established data of human subjects gathered at a previous time. Before a graduate student begins any research project, the student must consult with their MPH advisor or chair of the guidance committee. For more information about the review process, contact the UCRIHS office at (517) 355-2180, irb@msu.edu, or go to room 207, Olds Hall. Information is also available at <http://hrpp.msu.edu/>.

Integrity and Safety in Research and Creative Activities

<https://grad.msu.edu/sites/default/files/content/researchintegrity/guidelines.pdf>

The conduct of research and creative activities by faculty, staff, and students is central to the mission of Michigan State University and is an institutional priority. Faculty, staff, and students work in a rich and competitive environment for the common purpose of learning, creating new knowledge, and disseminating information and ideas for the benefit of their peers and the general public. The stature and reputation of MSU as a research university are based on the commitment of its faculty, staff, and students to excellence in scholarly and creative activities and to the highest standards of professional integrity. As a partner in scholarly endeavors, MSU is committed to creating an environment that promotes ethical conduct and integrity in research and creative activities.

Innovative ideas and advances in research and creative activities have the potential to generate professional and public recognition and, in some instances, commercial interest and financial gain. In rare cases, such benefits may become motivating factors to violate professional ethics. Pressures to publish, to obtain research grants, or to complete academic requirements may also lead to an erosion of professional integrity.

Breaches in professional ethics range from questionable research practices to misconduct. The primary responsibility for adhering to professional standards lies with the individual scholar. It is, however, also the responsibility of advisors and of the disciplinary community at large. Passive acceptance of improper practices lowers inhibitions to violate professional ethics.

Integrity in research and creative activities is based not only on sound disciplinary practice but also on a commitment to basic personal values such as fairness, equity, honesty, and respect. These guidelines are intended to promote high professional standards by everyone—faculty, staff, and students alike.

Integrity in research and creative activities embodies a range of practices that includes:

- Honesty in proposing, performing, and reporting research
- Recognition of prior work
- Confidentiality in peer review
- Disclosure of potential conflicts of interest
- Compliance with institutional and sponsor requirements
- Protection of human subjects and humane care of animals in the conduct of research
- Collegiality in scholarly interactions and sharing of resources
- Adherence to fair and open relationships between senior scholars and their coworkers

Culminating Experience (CE) Faculty Members, Faculty Mentors, and Academic Advisors

Upon enrollment in HM 891, the student works with the course instructor on the academic aspects of their Culminating Experience (HM 891, HM 892, and HM 893). While students may work with the same instructor throughout the CE courses, assignments are variable so students should expect to work with a variety of faculty members. In addition to the course instructor, during HM 893, students are provided additional support from a faculty mentor. The faculty mentor is assigned once the student has enrolled in HM 893 and is expected to help the student throughout the development of their Capstone paper by providing topical expertise, guidance, and feedback prior to their final submission. Course instructors and faculty mentors are MPH program faculty members who have backgrounds in various areas of the public health field as well as the practical experience necessary to effectively guide the student through the multiple aspects of their Culminating Experience. Regular, ongoing communication with both the course instructor(s) and faculty mentor is required for successful completion of the CE courses.

The student also retains their academic advisor throughout the CE coursework. The student must submit all override requests to their academic advisor and will work with their academic advisor on all matters outside of the Culminating Experience coursework (e.g., further curriculum planning, applying for graduation, etc.).

Course Instructor Role

HM 891

- Assist, advise, and supervise the student with all aspects of the Pre-Practicum.
- Prepare the student for the Practicum experience or ensure that the student is prepared.
- Establish communication with the site mentor and help the site mentor access any MPH program resources needed to complete their responsibilities.

HM 892

- Provide advice and guidance to the student through visits, telephone or e-mail contact, and in response to reports and journals as appropriate.
- Monitor student progress through submission of required documents (according to proposed timeline) and periodic communication with site mentor.
- Call the student for a conference whenever a potential problem arises.
- Remove the student if necessary (e.g. the student or the setting is inappropriate).

HM 893

- Provide advice and guidance to the student on selecting a Capstone Paper topic and paper option.
- Prepare the student for what they should expect during the Capstone Paper process.
- Provide timely and substantive feedback throughout the writing process.

- Participate in regular, ongoing communication with the student.
- Review and grade final submission of the Capstone Paper.

HM 893 Faculty Mentor Role

- Provide topic-specific advice and guidance to the student during research and composition of the Capstone Paper.
- Review Capstone Paper drafts and provide topical expertise and substantive feedback to the student.
- Review Capstone Paper final draft and provide topical expertise and substantive feedback to the student.
- Participate in regular, ongoing communication with the student.

Academic Advisor Role

- Approves and processes HM 891, HM 892, and HM 893 override requests.
- Discusses any further curriculum planning.
- Reviews the student's completed curriculum in preparation for the student submitting an application for graduation.

HM 891 & HM 892 Master of Public Health Practicum

What is the Master of Public Health (MPH) Practicum?

Every MPH student must complete a practicum experience as a requirement for degree completion. The MPH Practicum is a planned, supervised, and evaluated practical professional experience during which the student addresses basic public health concepts and competencies. Further, the purpose of the Practicum is to provide an opportunity for the student to demonstrate attainment of the MPH Foundational Competencies through applied practice. The MPH Foundational Competencies are a set of skills desirable for the broad practice of public health, with varying levels of mastery based on each person's background and experience.

The MPH Foundational Knowledge is comprised of the following domains and learning objectives:

- Profession & Science of Public Health
- Factors Related to Human Health

The eight domains that comprise the MPH Foundational Competencies:

- Evidence-based Approaches to Public Health
- Public Health & Health Care Systems
- Planning & Management to Promote Health
- Policy in Public Health
- Leadership
- Communication
- Interprofessional Practice
- Systems Thinking

More information on the competencies encompassed by these domains can be found in the *Master of Public Health Student Handbook*.

The Public Health Practicum is composed of two elements: 1) HM 891 Introduction to the Public Health Practicum, and 2) HM 892 The Public Health Practicum. HM 891 is a one-credit, self-directed course in which the student identifies a practicum site and develops a Practicum experience proposal with the support and approval of their site mentor and course instructor. HM 892 is a minimum three-

credit course during which, a student completes the goals, objectives, and deliverables developed and approved of during HM 891.

Enrollment in HM 891 requires a passing grade of at least 3.0 in HM 801 prior to enrollment. Enrollment in HM 892 requires a passing grade of at least 3.0 in each of the six core courses and successful completion of HM 891 prior to enrollment.

The practicum experience can be done either domestically or internationally. A student's previous/usual professional activities do not suffice to fulfill the Practicum requirement. If the Practicum is completed at a student's current place of employment, the project must not be part of their normal job responsibilities.

Concurrent enrollment in HM 891 and HM 892

Students typically enroll in HM 891 the semester prior to HM 892. However, students may enroll in both HM 891 and HM 892 in the same semester under certain conditions. In order to enroll in both courses, the student must have a practicum site already secured. The student would list the name of the site, the site mentor and their contact information on the HM 892 override form. In addition, students must submit their practicum proposal in the first two weeks of the semester and have it approved within one month from the start of the semester. Students cannot begin their practicum until the proposal is approved and signed by the HM 891 course instructor.

HM 891 Introduction to the Public Health Practicum

HM 891, or Pre-Practicum, prepares the student for the Practicum. Successful completion (3.0 or higher) of HM 801 is required for enrollment in HM 891. The student must complete an HM 891 Override Request Form and submit it to their academic advisor (mph_advising@hc.msu.edu) to be enrolled in the course. Any student who drops the course after they are enrolled must notify the course instructor, their academic advisor, and the MPH Practicum Office (mph_practicums@hc.msu.edu) of this change to their Program of Study.

HM 891 is a self-directed one-credit course and is initiated in collaboration with the student's course instructor. The online course materials provide resources for the student to independently address questions and prepare their proposal. During the Pre-Practicum, the student is expected to identify an area of interest or focus for their Practicum, discuss their selected area of interest with the course instructor and identify a potential, or set of potential, Practicum site(s). Once potential sites have been identified, the student contacts the site to seek support and approval for the experience and to identify a site mentor. After the practicum site has been secured, the student develops a plan for the Practicum using the HM891 Practicum Proposal (Appendix A) form. The Practicum Proposal specifies the following:

- Practicum goals and objectives.
- Practicum deliverables/outcomes (HM 892 requirements are not to be considered as deliverables of the Practicum)
- Practicum timeline
- Roles and responsibilities of student, site mentor, and course instructor

Details of the Practicum are documented using the Practicum Proposal form (Appendix A) which requires a signature by the student, site mentor, and course instructor. Both the course instructor and the site mentor must sign and approve the Practicum Proposal **before** the student may begin HM 892 The Public Health Practicum.

International Practicums require preparation designed specifically for the country in which the student intends to work and may involve readings, videos, role playing, orientations, and other methods to prepare the student for their international experience. An interested student should reference Addendum #1 of this document for more information.

The required assignments for HM 891 Introduction to the Public Health Practicum are as follows: 1) draft proposal, 2) an approved Practicum Proposal (Appendix A), 3) a current resume or curriculum vitae (CV) for the student, 4) online Human Subjects training certificate, and 5) IRB exercise (or actual submission, if required), Grading (pass/fail) is based on submission and approval of all required documents.

All Practicum Proposals (Appendix A) include the following:

- A. Student and site mentor contact information.
- B. Practicum timeline, including start/end dates, and submission dates for the Interim Progress Report, Final Evaluation of Student Practicum Performance, Final Complete Journal, Student Assessment of Practicum Experience, Practicum Summary and Photo, and Practicum Deliverables/Outputs.
- C. A description of the Practicum site documenting the structure, purpose, and history of the organization.
- D. Name, title, professional experience, and current responsibilities of the person who will serve as the site mentor.
- E. A statement of goals for the Practicum, describing how they build upon the student's academic work. Goals must be clearly defined, measurable, and mutually agreed upon by both the student and site mentor as achievable within the pre-determined time period.
- F. A statement of the planned objectives and activities of the Practicum reflecting the degree to which the work demonstrates each of the public health competencies.
- G. Indication of any additional preparatory training required by the site and whether the project requires Michigan State University Human Subject's Office/Institutional Review Board approval. (IRB approval must be obtained prior to beginning the Practicum experience).
- H. A detailed description of the Practicum deliverables/outputs.
 - a. Deliverables/outputs are specific results of the student's work or energies. Examples include: PowerPoint presentations, data sets, brochures, literature reviews, policy reviews, testimony, websites, videos, grant proposals, surveys, evaluations, mapping etc.
- I. A copy of the student's current resume or CV.
- J. Signatures of the student, site mentor, and course instructor indicating agreement of Practicum roles and responsibilities.

Submitting HM 891 Materials

Practicum proposals must be submitted to and approved by the course instructor before a student can begin the practicum. All due dates are posted in the HM 891 online course.

HM 891 The Pre-Practicum Materials Student Submission Checklist:

- Completed/Signed/Approved Practicum Proposal Form (Appendix A)
- Practicum Proposal Details
- Current Resume or CV

HM 891 Document Naming Conventions

All HM 891 materials must include the student's name, MSU NetID, page number, and document name on each page. Documents must use the common naming convention (described below); documents not properly named may be deemed unacceptable and returned to students by the course instructor for correction.

Document naming should be abbreviated as follows:

Practicum Proposal	Prac Prop
Practicum Proposal Details (if separate)	Prac Prop Det
Resume or CV	Resume or CV

The following format is to be used: "First Initial" "Last Name" "Document Type" "Month Day Year"
Example: J Doe Prac Prop 090912.

HM 892 The Public Health Practicum

HM 892 The Public Health Practicum is a minimum three-credit experience which represents an opportunity for the student to fully appreciate and integrate material learned in the classroom in a real world setting and to gain applied experience in the field of public health. A student's previous professional activities are not sufficient to fulfill the Practicum requirement. If the Practicum is completed at a student's current place of employment, the project must not be part of their normal job responsibilities.

Enrollment in HM 892 requires previous successful (3.0 or higher) completion of each of the 6 core courses (HM 801 – HM 806). The student must complete an HM 892 Override Request Form and submit it to their academic advisor (mph_advising@hc.msu.edu) to be enrolled in HM 892. Any student who drops the course after they are enrolled must notify their academic advisor, the course instructor, and the MPH Practicum Office (mph_practicums@hc.msu.edu) of this change to their Program of Study.

The Public Health Practicum requires a total commitment of 240 hours with a minimum of 120 hours on-site, direct-contact hours. The student may complete the Practicum in a single semester by registering for three credits of HM 892 or, with approval from their academic advisor and the course instructor, the student may complete the Practicum over multiple semesters. This longer-term option is dependent upon the nature of the Practicum experience and may be better suited toward research-type experiences. Each student must complete a minimum of three Practicum credits with a maximum of eight credits. **Practicum credits above the minimum of three are excess credits and cannot be used to satisfy elective credit requirements of the MPH degree.**

The course instructor, site mentor, and student maintain ongoing communication during the Practicum. This communication assures the student a productive Practicum experience focused on the objectives and the activities identified in the Practicum proposal. The student is expected to work closely with their site mentor to discuss/track progress toward planned objectives, goals, and the overall Practicum experience. Site mentors are expected to communicate with the course instructor regarding any concerns and to submit the Interim and Final Evaluations of the student to the course instructor.

The student is required to keep a written reflective journal of activities during the Practicum period. Journaling allows the student to reflect on the application of their coursework and core competencies in practice, synthesize their experiences during their Practicum project, and reflect on specific public health questions. Journaling is completed weekly and submitted (at a minimum) on a monthly basis to the

course instructor throughout the Practicum, with a final complete journal submitted at the end of the experience. Specific questions identified in Practicum Journaling (Appendix B) must be addressed. No specific format is required.

The student completes the student section of the Interim Progress Report (Appendix C) and meets with their site mentor to discuss any updates, changes, progress, and overall performance of the Practicum. The site mentor then completes their portion of the form. The student submits the completed Interim Report to the course instructor by the previously agreed upon date.

The Interim Progress Report and the journal with self-reflections are used in preparation of the Student Assessment of the Practicum Experience (Appendix E), Practicum Summary (Appendix F), and other reports at the end of the experience. The student provides both their journals and Practicum deliverables/outputs to their course instructor as identified in the Practicum Proposal (Appendix A). The site mentor independently reviews the student's deliverables/outputs and overall performance using the Final Site Evaluation of Student Performance (Appendix D) by the previously agreed upon date and submits the evaluation directly to the course instructor.

The course instructor reviews the student's overall Practicum performance, including a review of Practicum deliverables/outcomes, progress reports, student journal, and feedback provided by the site mentor using the Practicum Experience Grading Rubric (Appendix G). The course instructor forwards all Practicum documents to the MPH Practicum Office, including the completed rubric and final grade, for processing.

Program Sponsored Practicum Experiences (PSPE) are typically a 4 week international, practical, intensive experience, with additional time allotted for completing the required final Practicum deliverables/outputs. Requirements for PSPE's are detailed in Addendum 1.

Submitting HM 892 Materials

Practicum materials may be submitted to the course instructor at any point in the semester with all materials due no later than the final day of the semester. **All due dates are posted in the HM 892 online course.**

HM 892 The Public Health Practicum Materials Student Submission Checklist:

- _ Interim Progress Report
- _ Practicum Journal
- _ Practicum Summary (500 words or less) and Photo Release
- _ Student Practicum Photo (.jpeg format required, minimum resolution: 800dpi for 4"x6" photo)
- _ Practicum Deliverables/Outputs
- _ Final Mentor Evaluation of Student Performance
- _ Final Student Assessment of Practicum Experience

HM 892 Document Naming Conventions

All HM 892 document submissions must follow the standard naming convention outlined below; any document not meeting these expectations will be returned by the course instructor to the student to be corrected.

Documents should be abbreviated as follows:

Interim Progress Report
Practicum Journal

Interim
Prac Journal

Practicum Summary with Photo Release
Student Photo
Practicum Deliverables
Student Assessment of Practicum Experience
Final Site Evaluation of Student Performance

Prac Sum
Prac Photo
Prac Deliv
Pract Stu Final Assess
Pract Mentor Final

The following format is to be used: “First Initial” “Last Name” “Document Type” “Month Day Year”
Example: J Doe Prac Journal 090912

Master of Public Health Practicum Travel Fellowship

The Master of Public Health program offers a travel fellowship to help cover expenses that may incur if a practicum takes place outside of the student’s current or permanent residence. Practicums – both domestic and international – are eligible; however, students traveling for a domestic practicum experience are expected to articulate the details of the amount of travel expected for their practicum, as awards will only be granted for travel above and beyond what is expected for a typical practicum experience. Awards are granted based on availability of funds and the score of the application after review.

Application Deadlines:

March 1 of each year
July 1 of each year
November 1 of each year

Each student is expected to review the Master of Public Health Practicum Travel Fellowship Application Process prior to submitting their fellowship application. Failure to comply with instructions detailed in that document may result in denial of the fellowship application.

Students traveling for a domestic practicum experience are expected to articulate the details of the travel expected for their practicum.

Fellowship Application Requirements:

- MPH Practicum Travel Fellowship Application (including any additional pages needed for the proposal narrative)
- Proposed Budget
- Budget Justification

The MPH Practicum Travel Fellowship Application, the MPH Practicum Travel Fellowship Application Process, and a budget template are available in the HM 891 course as well as in the MPH Student Community in D2L.

HM 893 Public Health Capstone

What is the Public Health Capstone?

HM 893, the Public Health Capstone, is the final requirement for completion of the MPH degree. The capstone is a high-quality, written product that demonstrate a synthesis of the MPH Foundational Competencies and provides evidence of the student’s ability to integrate the knowledge acquired during their course of study throughout the MPH program. In order to enroll for HM 893, a student must submit an HM 893 Override Request Form to their academic advisor (mph_advising@hc.msu.edu). **Note:**

Because the Capstone Paper provides evidence of the student's ability to synthesize and integrate knowledge acquired during their degree program and the Practicum, students may not enroll while taking core courses, required electives, or HM 891. Any student who drops the course after they are enrolled must notify their academic advisor, the course instructor, and the MPH Practicum Office (mph_practicums@hc.msu.edu) of this change to their Program of Study.

Capstone Paper Options

The Capstone Paper is a research paper that focuses on a specific public health topic area and is of sufficient depth and detail to inform the practice community. The paper should be based on a current public health problem or issue that involves an interdisciplinary approach to a solution. There are several options for the Capstone Paper.

1. The Research Option:
 - a. a report of primary data (i.e., design research, collect data, and analyze findings);
 - b. OR the analysis of secondary data (i.e. analyze an adequate amount of available data);
 - c. OR a systematic review (i.e., significant amounts of research are available for meta-data analysis);
2. The Research Proposal (i.e., design research to generate data that fills a public health knowledge gap or need);
3. Program Proposal (i.e., a public health intervention)

The Capstone Paper should be written for a general public health audience. The student should not assume that reviewers will have expertise on the topic chosen for the paper.

The Capstone Paper may be based on the Practicum experience or may be written on a separate topic. When the Practicum experience is used as the basis for the Capstone Paper, the Capstone Paper must not be simply a description of what the Practicum experience entailed. The Capstone Paper must focus on a new aspect of the student's Practicum or and reflect a novel contribution to the defined public health topic. If the paper builds directly from the Practicum, increased contact time with the site mentor or organization may be necessary for the successful completion of the Capstone Paper. The paper must demonstrate the student's ability to apply their understanding of the core public health disciplines to the topic, project, or problem at hand.

Students are assigned faculty mentors who provide on-going guidance and feedback throughout the research, analysis, and writing process. Students must allow their mentor adequate time to review and comment on work *prior* to making *any* drop box submissions.

General Capstone Paper Guidelines

The Capstone Paper, whether it is based upon the Practicum or written on another topic, should follow the American Journal of Public Health (AJPH) format, be between 15-20 pages, (double-spaced exclusive of tables and references), address the MPH Foundational Competencies, and **follow the outline below**. Grammar, quality of writing, and overall presentation are crucial considerations in evaluating Capstone Papers. Student submissions are retained in the global Turnitin repository.

Refer to AJPH formatting instructions for authors here, <http://ajph.aphapublications.org/pb-assets/downloads/authorinstructions.pdf>.

Capstone Paper requirements vary with the chosen Capstone Paper option. The student should be familiar with the appropriate rubric. (SEE Appendices H1 - 3.) Capstone Paper rubrics are not completely prescriptive or intended to be comprehensive. Instead, the rubrics describe expected considerations and requirements when assessing the robustness and rigor of a Capstone Paper.

Regardless of the chosen Capstone Paper option, all of the following information must be addressed in the Capstone Paper:

1. Abstract: Summary of key points
 2. Introduction: Background including significance of public health issue
 3. Thesis/Problem Statement: Statement of question or public health problem to be addressed
 4. Content: Supports thesis/problem statement
 - a. Evidence: Summary of past findings related to the topic
 - b. Material and Methods: (as appropriate)
 - c. Results: (as appropriate)
 5. Discussion/Future Directions/Policy Recommendation
 6. Conclusions and Recommendations
- References and Bibliography: A *minimum* of six scholarly resources are required.

Capstone Paper Evaluation

Evaluation of the Capstone Paper is done by the HM 893 course instructor in addition to a randomly selected MPH faculty member. If less than one grade point discrepancy occurs between the two evaluations, the grade assigned by the course instructor will stand. An additional faculty evaluator will be sought if one or more grade point discrepancy exists between the first two evaluations. A minimum grade of 3.0 is required for successful completion of the Capstone Paper. A MPH Capstone Paper Grading Rubric (Appendix H) specific to the selected and mentor-agreed-upon option is completed by both the primary and secondary reviewer. (Note: Mentors are not permitted to evaluate their own mentee's Capstone Paper.)

Submitting HM 893 Materials

Final Capstone Papers may be submitted to the course instructor at any point in the semester but are due **no later than three weeks before grades are due**. Due dates are listed in the HM 893 syllabus and in D2L.

HM 893 Public Health Capstone Materials Student Submission Checklist (i.e. drop boxes):

- _ Mentor Confirmed: Topic and Capstone Option
- _ Mentor Confirmed: Thesis/Problem Statement/Research Question(s); Proposed Research Objectives; Proposed Program Objectives
- _ Mentor Reviewed: Capstone Paper, First Draft
- _ Mentor Reviewed: Capstone Paper, Second Draft
- _ Mentor Reviewed: Final Capstone Paper

HM 893 Document Naming Conventions

All submitted documents must be in Word format (i.e. .DOC or .DOCX). Submissions must follow the standard naming convention. Any submitted document not meeting these expectations will not be evaluated and will be returned by the course instructor to the student.

The following format is to be used: "First Initial" "Last Name" "Document Description" "Month Day Year" (e.g., J Doe Capstone Second Draft 090912).

The Master of Public Health Culminating Experience Process Overview

Key Points:

- Overrides are required for HM 891, HM 892, and HM 893.
 - Allow at least 10 days for processing.
- HM 801 must be completed successfully (3.0 or higher) prior to enrollment in HM 891.
- All core courses must be completed successfully (3.0 or higher) as well as successful completion of HM 891 before enrollment in HM 892. Exceptions may be made for concurrent enrollment of HM 891 and HM 892, however, certain conditions must be met.
- No core courses, elective courses that pertain to the capstone, or HM 891 may be taken in the same semester as HM 893.
- All materials must be submitted using the proper naming conventions and according to the due dates posted in the online class space.
- Any Capstone Papers building upon the Practicum experience must expand upon the topic and cannot be a summary of Practicum activities.
- All required forms are available on D2L within the MPH Student Community and within each online course.

The Process:

1. Complete HM 891 Override Request Form and submit to mph_overrides@hc.msu.edu for approval and processing. The student will be enrolled in the course as part of the override process.
2. Discuss potential Practicum sites with course instructor.
3. Contact potential Practicum sites as discussed with course instructor.
4. Choose Practicum site.
5. Identify and confirm organization leader and site mentor.
6. Complete Practicum Proposal (Appendix A) in collaboration with course instructor and site mentor.
7. Complete and submit Practicum Proposal to course instructor for final approval.
8. Complete HM 892 Override Request Form and submit to mph_overrides@hc.msu.edu for approval and processing. The student will be enrolled in the course as part of the override process.
9. Implement Practicum plan.
10. Maintain and complete Practicum Journaling (Appendix B).
11. Communicate with course instructor and site mentor as needed.
12. Deliver Interim Progress Report (Appendix C) to site mentor for completion. Student to submit completed form to course instructor.
13. Complete Practicum experience.
14. Deliver Final Site Evaluation of Student Performance Form (Appendix D) to site mentor for completion. Mentor to submit completed form to course instructor.
15. Complete Final Student Assessment of Practicum Experience (Appendix E) and submit to course instructor.
16. Submit final Practicum deliverables/outputs and Practicum Summary (Appendix F) with photo to course instructor as soon as possible but no later than date posted in online course.
Summaries more than 500 words long will be returned with no grade reported.
17. Complete HM 893 Override Request Form and mph_overrides@hc.msu.edu for approval and processing. The student will be enrolled in the course as part of the override process.
18. Complete 893 coursework with the support of the course instructor and faculty mentor.
19. Complete Capstone Paper draft and submit to the faculty mentor for review prior to submitting to the dropbox in the course.
20. Complete the final draft of the Capstone Paper and submit it to the faculty mentor for review prior to submitting to the dropbox in the course.
21. Submit Capstone Paper to the Capstone Paper final draft dropbox in the course for grading as soon as possible but no later than date posted in online course.

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Appendix A: Practicum Proposal

RETURN THIS FORM FOR FINAL APPROVAL WITH SIGNATURES AND YOUR CURRENT RESUME TO YOUR COURSE INSTRUCTOR PRIOR TO BEGINNING YOUR PRACTICUM

Student Information:

First Name		Last Name	
MSU Email		Phone	
Street Address			
	City	State	Zip Code
Advisor			
Practicum Dates			

Site Mentor Information:

Name		Degree(s)	
Phone		Fax	
Title			
Organization			
Email			
Street Address			
	City	State	Zip Code

Practicum Site Leadership Information (Director, CEO, President, etc.):

Leadership Name			
Phone			
Title			
Organization			
Email			
Street Address			
	City	State	Zip Code

Practicum Timeline:

Practicum Requirement	Date Due to Course Instructor
Interim Progress Report	
Final Site Report	
Final Complete Journal	
Student Evaluation of Practicum	
Practicum Summary (with photo)	
Practicum Deliverables/Outputs	

Practicum Proposal Description and Details

(Enter into the fields below or attach as a separate document)

Project Introduction:

Includes project rationale, whether the project will require Human Subjects and/or Institutional Review Board approval, and whether the host agency will require any additional training prior to beginning the Practicum.

Description of Host Organization:

Include the organizational structure, purpose, and history.

Description of Site Mentor:

Include title, professional experience, and current responsibilities.

Practicum Goals:

Goals should be SMART (short, measurable, and realistic). Include how proposed goals build upon the coursework.

Practicum Learning Objectives and Activities:

Include how objectives and activities incorporate the MPH Foundational Competencies.

Description of Practicum Deliverables/Outputs:

Include timeline for completion of deliverables/outputs that will result from your efforts. These do not include the HM 892 requirements listed in the timeline.

Statement of Student, Course Instructor, and Site Mentor Roles and Responsibilities

Student Responsibilities:

Prior to beginning the Practicum:

- Work with the site mentor to acquire as much information as possible prior to beginning the Practicum.
- Determine, in collaboration with the site mentor and the course instructor, the learning objectives, and final deliverables for the Practicum. This will be submitted as the Practicum Proposal at the end of the Pre-Practicum prior to beginning HM 892 Public Health Practicum.
- Obtain Institutional Review Board (IRB) approvals, if necessary, prior to beginning the Practicum experience. Submit copy of IRB training certificate to the course instructor for inclusion in file.
- Be aware of all provisions of the Practicum expectation and agreements.
- Provide the site mentor with a personal resume or CV.
- Secure and submit final approved Practicum Proposal form to the course instructor.

During the Practicum:

- Follow the rules and regulations of the organization chosen for the Practicum.
- Maintain complete confidentiality.
- Prepare thoroughly for each task to be carried out related to the practicum.
- Exhibit professionalism in every respect including attendance, attire, appointments, meetings, and discussions with supervisors and others.
- Consult with and be responsible to the site mentor at all times. Communicate with the site mentor when unsure of appropriate actions.
- Complete agreed upon contact hours with the Practicum site and complete a journal of the experience.
- Complete and forward to the course instructor all documentation by agreed upon deadlines.
- Complete an evaluation at the end of the Practicum experience (forms are available in the online course and on the MPH website).

Course Instructor Responsibilities:

Prior to beginning the Practicum

- Assist, advise, and supervise the student with all aspects of the Culminating Experience.
- Prepare the student for the Practicum experience or ensure that the student is prepared.
- Establish communication with the site mentor and help the site mentor access any MPH program resources needed to complete their responsibilities.

During the Practicum

- Provide advice and guidance to the student through visits, telephone or e-mail contact, and in response to reports and journals as appropriate.
- Monitor student progress through submission of required documents (according to proposed timeline) and periodic communication with site mentor.
- Call the student for a conference whenever a potential problem arises.
- Remove the student if necessary (e.g. the student or the setting is inappropriate).

Site Mentor and Participating Organization Responsibilities:

Prior to beginning the Practicum:

- Aid the student in outlining Practicum objectives and activities.
- Help the student plan a specific project/program of activities.
- Give the student an orientation to the organization, explaining the organization's structure and function.
- Complete site mentor orientation available through the MPH Practicum Office.

During the Practicum:

- Provide adequate workspace and office materials for the student, if necessary.
- Explain to the student expectations of their conduct while working with the organization.
- Invite the student to organization, interagency, and community meetings as appropriate.
- Supervise the student and provide routine interaction and instruction.
- Provide the student with constructive feedback.
- Instill in the student the principles of professional ethics.
- Contact the student and the course instructor if problems arise at any time during the Practicum.
- Complete an initial review of the student halfway through the experience and an evaluation at the end of the experience (forms will be provided).

Site Mentor Signature: _____ **Date:** _____

Student Signature: _____ **Date:** _____

Course Instructor Signature: _____ **Date:** _____

Return this form with signatures and current resume to the course instructor for final approval.

Appendix B: Practicum Journal

The Master of Public Health requires the student to keep a reflective journal throughout their Practicum. This is a professional reflective journal that critically examines experiences throughout the Practicum. Program Sponsored Practicum Experiences (PSPE) may have additional journal requirements as identified in the coursework.

The Reflective Journal

The student is required to keep a journal during their Practicum. The journal is designed to encourage self-reflection and synthesis of Practicum experiences with what has been learned by the student through their public health courses. It also helps in addressing questions or concerns that may develop during the Practicum experience and assist the site mentor/organization leader and the course instructor to refine or adapt the previously agreed upon learning objectives and outcomes if needed. There is no specific required format.

Journals are to be completed as often as necessary to reflect the time and commitment made to the experience. This may be daily, but must be weekly at a minimum. Journals are submitted weekly to the student's course instructor. **The student is not required to share their journals with their site mentor.** The journal should provide reflective observations and critical evaluation of successes and challenges that were encountered. The final cumulative journal is submitted to the course instructor at the end of the Practicum and is part of the Practicum grade. Entries will not be published; feedback or comments gathered from journals may be shared anonymously with site mentors only for the purposes of quality improvement or recognition.

The following questions should be addressed in the journal on a regular basis (minimum of weekly):

- Describe the specific activities performed during this period as part of the Practicum experience.
- Analyze the progress that made regarding the specific goals and objectives outlined in the Practicum Proposal during this time period.

Each of the following questions MUST be addressed in at least one weekly journal entry:

Theory vs. Public Health Practice

Describe the experiences at the organization that are similar to or different from the theoretical concepts learned during MPH coursework. To what extent is the theory learned during class work actually used or could be used in these types of situations?

Critical Examination

Think about what was formerly thought about an issue, concept, or problem and compare this with what was learned or is being learning in the Practicum.

Professional Development

What situations, if any, were encountered during the Practicum which requires ethical consideration and good judgment?

Communication and Interpersonal Relations

Describe the relationship with the site mentor and the staff in the agency/organization.

Describe and discuss the role of the site mentor and manner in which you and the other staff members interact with them.

Management/Leadership

Discuss the management/leadership styles and skills observed among the various staff in the Practicum organization. What will you include in your leadership style?

Professional Practice

How did the Practicum experience enhance knowledge, skills, and understanding of public health practice? How will this experience create a better public health professional?

International Practicums (as applicable)

What was learned through this international experience that could not have been learned through a domestic Practicum experience? What was learned through the international experience that will be applicable in domestic public health practice?

Evidence of Learning/Skill Development

Reflect on what is being learned during the Practicum experience. What specific skills and/or competencies have been learned and/or improved on during the experience? Consider each of the MPH Foundational Competency domains:

- Evidence-based Approaches to Public Health
- Public Health & Health Care Systems
- Planning & Management to Promote Health
- Policy in Public Health
- Leadership
- Communication
- Interprofessional Practice
- Systems Thinking

Appendix C: Interim Progress Report

To be completed by the student:

First Name		Last Name	
MSU Email		Date Submitted	
Organization/Agency			
Site Mentor Name			
Title/Position		Phone	
Site Mentor Email		Fax	
Street Address			
	City	State	Zip Code

Description of original proposed project and goals:

Describe and explain any changes in the goals, activities, and/or timeline of the Practicum:

To be completed by the site mentor:

Describe student performance and Practicum progress to date, including a description of their readiness for work and level of professionalism.

Please complete the Interim Progress Report and return to the student for submission to the course instructor.

Interim Progress Report

Site Mentor: Please rate the student according to the scale:

5 = excellent; 4 = above average; 3 = satisfactory; 2 = needs improvement; 1 = unsatisfactory

Performance Standards and Criteria	5	4	3	2	1
Initiative: Degree to which the student can be relied upon to do the job without close supervision.					
Comments:					
Quality of Work: Freedom from errors and mistakes; accuracy; consistency with the Practicum objectives and the job description.					
Comments:					
Quantity of Work: Work output relative to staff in comparable positions.					
Comments:					
Job Knowledge: Appropriate background knowledge of job-related behaviors, techniques, skills, and procedures to perform effectively.					
Comments:					
Professional Development: Degree to which student developed professionally in the Core Competencies of Public Health Professionals.					
Comment:					

We have reviewed and discussed the information included in the Interim Progress Report.

Site Mentor Signature: _____ **Date:** _____

Student Signature: _____ **Date:** _____

Please complete the Interim Progress Report and return to the student for submission to the course instructor.

**Appendix D:
Final Site Evaluation of Student Performance**

Student Information:

First Name		Last Name	
MSU Email		Phone	
Date Submitted		Practicum Dates	
Site Mentor Name			
Organization/Agency			

To be completed by the site mentor

Original Practicum objectives:

Describe the student's progress in meeting their Practicum objectives:

Describe the student/mentor relationship:

Describe the student's level of professionalism, including their ability to work successfully with colleagues:

Additional comments:

Final Site Evaluation of Student Performance

Please rate the student according to the scale:

5 = excellent; 4 = above average; 3 = satisfactory; 2 = needs improvement; 1 = unsatisfactory

Performance Standards and Criteria	5	4	3	2	1
Initiative: Degree to which the student can be relied upon to do the job without close supervision.					
Comments:					
Quality of Work: Freedom from errors and mistakes; accuracy; consistency with the Practicum objectives and the job description.					
Comments:					
Quantity of Work: Work output relative to staff in comparable positions.					
Comments:					
Job Knowledge: Appropriate background knowledge of job-related behaviors, techniques, skills, and procedures to perform effectively.					
Comments:					
Professional Development: Degree to which student developed professionally in the Core Competencies of Public Health Professionals.					
Comment:					

The student has completed their Practicum activities at the host organization and has completed all agreed upon Practicum deliverables/outputs.

Site Mentor Signature: _____ Date: _____

Please complete the Final Site Evaluation of Student Performance and return to the student's course instructor.

Appendix E: Student Assessment of Practicum Experience

Student Information:

First Name		Last Name	
MSU Email		Phone	
Street Address			
	City	State	Zip Code
Practicum Dates			

Site Mentor Information:

Name		Degree(s)	
Phone		Fax	
Title			
Organization			
Email			
Street Address			
	City	State	Zip Code

Were your Practicum goals accomplished?			
Fully		Partially	
Comments:			

What problems or challenges arose during the Practicum? How were they resolved?

Would you recommend this Practicum site mentor and/or organization to others?

Yes		No	
-----	--	----	--

Comments:

How did the mentoring relationship work?

Excellent		Satisfactory		Unsatisfactory	
-----------	--	--------------	--	----------------	--

Comments:

How much did you contribute to the organization's work?

A great deal	To some extent	Not at all
--------------	----------------	------------

Comments:

To what extent did the Practicum prepare you to be a public health professional?

A great deal	To some extent	Not at all
--------------	----------------	------------

Comments:

What changes to the Practicum would you recommend to the Master of Public Health program? How would these changes have improved your experience?

Evaluate how relevant your Practicum experience was to the MPH Foundational Competency domains and whether or not you achieved any of these MPH Foundational Competency domains during your Practicum.

MPH Foundational Competency Domains	Relevance to Competency 5 = Highest 1 = Lowest				
	5	4	3	2	1
Evidence-based Approaches to Public Health					
Public Health & Health Care Systems					
Planning & Management to Promote Health					
Policy in Public Health					
Leadership					
Communication					
Interprofessional Practice					
Systems Thinking					

Appendix F: Practicum Summary

Student Information:

First Name		Last Name	
MSU Email		Phone	
Street Address			
	City	State	Zip Code

Practicum Information:

Site Mentor Name	
Host Organization	
Practicum Dates	

Practicum Summary: (May be attached as a separate document) **Maximum of 500 words**

The summary should be narrative in nature, describe your host organization, your practicum goals, your activities, how you benefited from the experience, how the experience strengthened your skills, and the results of your practicum. It should be written in third person with no abbreviations or acronyms. Colleagues and site mentors should not be named. The summary is limited to no more than 500 words.

Your summary should describe:

- The host organization
- What you actually did
- What you learned
- How it strengthened your skills
- The outcomes and results of your Practicum efforts

SUMMARIES OF MORE THAN 500 WORDS WILL BE RETURNED WITH NO GRADE REPORTED

Photo Requirements: attach as separate document

Jpeg

Minimum resolution: 800 dpi for 4x6 inch photo

Photo Release:

I authorize Michigan State University to record my image (or that of my minor child named below) and give Michigan State University and all persons or entities acting pursuant to MSU's permission or authority, all rights to use the recorded images. I understand that said images will be used for educational, advertising, and promotional purposes in all conventional and electronic media, and any future media. I also authorize the use of any printed material in connection therewith. I understand and agree that these images and recordings may be duplicated, distributed with or without charge, and/or altered in any form or manner without future/further compensation or liability, in perpetuity.

Name: _____ **Date:** _____

Signature: _____

Appendix G: Practicum Experience Grading Rubric

Practicum Experience Grading Rubric					
Element	Description	Well Above Expectations 4.0 All relevant concepts applied correctly	At Expectation 3.5 Most relevant concepts applied correctly	Below Expectations 3.0 Some Concepts applied correctly	Failing
					Expected elements detailed in CE Handbook not included or missing
					2.5 - 0.0
Overall Evaluation					
Interim Progress Report (10%)	Clear description of Practicum progress, assessment of performance to date, and changes to objectives and planned outcomes				
Student Journals (35% total)	Describe specific Practicum activities performed weekly during the Practicum (5%)				
	Analysis of progress made towards specific objectives included in Practicum Proposal (10%)				
	Reflection on and evaluation of successes and challenges encountered, including 1) theory versus public health practice, 2) critical examination of at least one issue, and 3) evidence of learning or skill development related to the Core Competencies (20%)				
Practicum Summary (5%)	Clear and concise summary of Practicum project, including objectives and activities undertaken				

Practicum Deliverables (25%)	Completed in accordance with Practicum proposal; evidence of application of the MPH Foundational Competencies and professional capability				
Final Student Evaluation of Practicum (5%)	Completed and returned in accordance to Practicum timeline				
Final Site Evaluation of Student (20%)	Completed and returned in accordance to Practicum timeline				

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Appendix H: MPH Capstone Paper Grading Rubrics

Rubric: Research Option Capstone Paper										
Student Name:		Date:								
Reviewer Name:										
Element	Description	Well Above Expectations 4.0 Expectations detailed in D2L Course/CE Handbook exceeded	At Expectation Levels 3.5 Expectations detailed in D2L Course/CE Handbook met	Below Expectations 3.0 Expectations detailed in D2L Course/CE Handbook not fully met	Failing					
					Expected elements detailed in D2L Course/CE Handbook not included					Missing completely
					2.5	2.0	1.5	1.0	0.5	0.0
FINAL PAPER EVALUATION	Paper can be read and understood by any public health professional Synthesizes academics and practice appropriate for use in a professional setting Topic significant to public health practice Paper written in 3 rd person Paper written in APA format									
Abstract	Grade <ul style="list-style-type: none"> ● Summary of background, methods, results, and conclusions ● 1/2 page in length 									
Introduction	Grade <ul style="list-style-type: none"> ● Background and statement of the problem to be discussed ● Effectively enables reader to anticipate the paper 									
Thesis Statement	Grade Statement of question addressed throughout the paper Readily identifiable, clear, concise, and coherent									
Methods	Grade Supports Thesis Statement Significance, originality, and assessment of evidence presented Description of methods and theory used									
Results	Grade Supports Thesis Statement Significance, originality, and assessment of evidence presented Tables and Figures used where appropriate									

Rubric: Research Option Capstone Paper

Student Name:				Date:						
Reviewer Name:										
Element	Description	Well Above Expectations 4.0 Expectations detailed in D2L Course/CE Handbook exceeded	At Expectation Levels 3.5 Expectations detailed in D2L Course/CE Handbook met	Below Expectations 3.0 Expectations detailed in D2L Course/CE Handbook not fully met	Failing					
					Expected elements detailed in D2L Course/CE Handbook not included					Missing completely
					2.5	2.0	1.5	1.0	0.5	0.0
Discussion	Grade									
	Supports Thesis Statement Significance, originality, and assessment of evidence presented Evidence presented supports thesis Results, discussion, consideration of limitations/ weaknesses/ strengths									
Conclusion and Recommendations	Grade									
	Clear, accurately summarizes paper based on evidence presented Includes recommendations for further study or action Incorporates core disciplines in conclusions and recommendations <ul style="list-style-type: none"> ◦ Epidemiology ◦ Biostatistics ◦ Social and Behavioral ◦ Public Health Administration ◦ Environmental Health 									
References and Bibliography	Grade									
	Formal bibliography Includes at least six scholarly sources Appropriate citations and use of quotations in the body of the paper									
Overall Paper Presentation	Grade									
	Effective organization of evidence Reader can easily follow Basic mastery of written English: grammar, syntax, word usage, etc. Tables, graphs, maps, diagrams, photographs used appropriately and support content									
Overall Comments:										

Rubric: Program Proposal Option Capstone Paper

Student Name:				Date:						
Reviewer Name:										
Element	Description	Well Above Expectations 4.0 Expectations detailed in D2L Course/CE Handbook exceeded	At Expectation Levels 3.5 Expectations detailed in D2L Course/CE Handbook met	Below Expectations 3.0 Expectations detailed in D2L Course/CE Handbook not fully met	Failing					
					Poor					Missing completely
					2.5	2.0	1.5	1.0	0.5	0.0
FINAL PAPER EVALUATION	<ul style="list-style-type: none"> Paper can be read and understood by any public health professional Synthesizes academics and practice appropriate for professional use Topic significant to public health Paper written in 3rd person Paper written in APA format 12-18 pages, double-spaced (not including refs), 12 point font 									
Title	Grade									
	<ul style="list-style-type: none"> A descriptive title that includes reference to the public health problem, target population and program/intervention. 									
Abstract	Grade									
	<ul style="list-style-type: none"> Summarizes the proposal contents Describe the health problem and proposed public health program/intervention. Explain why the program is appropriate and why it will be successful 100-150 words in length 									
Introduction	Grade									
	<ul style="list-style-type: none"> Overview of the paper that introduces the health problem (problem statement) and the importance of the proposed program/intervention. Background and thorough literature review of previous or similar public health efforts and interventions including any limitations Discuss replication of previous or novel research/interventions Benefits to the target population(s). Effectively enables reader to anticipate the paper 									
Methods	Grade									
	<ul style="list-style-type: none"> Description of the target population Description of program/intervention proposal with objectives Supports the problem statement Explanation of need as it relates to the target population(s). Justification for choice of program/intervention Design factors (e.g., cultural, political, socio-economics, etc.) Resource requirements (e.g., staffing, supplies, budget) Timeframe Metrics for success and measurement methods 									

Rubric: Program Proposal Option Capstone Paper

Student Name:				Date:						
Reviewer Name:										
Element	Description	Well Above Expectations 4.0 Expectations detailed in D2L Course/CE Handbook exceeded	At Expectation Levels 3.5 Expectations detailed in D2L Course/CE Handbook met	Below Expectations 3.0 Expectations detailed in D2L Course/CE Handbook not fully met	Failing					
					Poor					Missing completely
					2.5	2.0	1.5	1.0	0.5	0.0
Conclusions	Grade									
	<ul style="list-style-type: none"> Succinct and precise conclusions Demonstrates synthesis and analysis based on all elements of paper. Assessment of likelihood of success of program/intervention based upon research of similar existing projects in the field Limitations Potential for replication and scalability to other target populations 									
References and Bibliography	Grade									
	<ul style="list-style-type: none"> Formal bibliography Thorough references including <i>at least</i> six scholarly sources Appropriate use of in-text citations APA format used 									
Overall Paper Presentation	Grade									
	<ul style="list-style-type: none"> Effective organization of evidence Reader can easily follow Basic mastery of written English: grammar, syntax, word usage, etc. Tables, figures, and appendices as needed. 									
Overall Comments:										

ADDENDUM #1

MASTER OF PUBLIC HEALTH

INTERNATIONAL PRACTICUM EXPERIENCES

**Program Sponsored Practicum Experience
Individual International Practicum Experience**

Overview and Forms

Program Sponsored Practicum Experiences (PSPE)

An MPH student enrolled in the Master of Public Health degree has the opportunity to complete their Practicum requirement by enrolling in one of the Program Sponsored Practicum Experiences. PSPEs typically involve a 4-6 week intensive experience at an international location. Unlike other Practicum experiences, PSPE opportunities include lectures and structured activities surrounding an identified goal or topic. The MPH student enrolled in a PSPE opportunity is required to identify personal goals and objectives for their experience and must demonstrate the application of the MPH Foundational Competencies through the course activities.

Program Sponsored Practicum Experience Details

The MPH student is enrolled (with approved override request) in the section of HM 891 and HM 892 which corresponds to their PSPE. A PSPE student must meet specific requirements to successfully complete their PSPE just as all other Practicum students in the non-PSPE sections do.

HM 891: Public Health Pre-Practicum PSPE Section Requirements

Appendix I: PSPE Proposal Form

The PSPE Proposal Form must be completed and includes information about the site leader. The HM 892 course syllabus must be attached to the Practicum Proposal Form, which includes a brief description of the student's goals for the experience and preferred focus area for research or study. PSPE Practicum Proposals must be sent to the course instructor prior to departure to their Practicum location.

Current resume or CV

HM 892: Public Health Practicum for PSPE Section Requirements

Appendix J: PSPE Interim Progress Report

Completed by the student and site leader approximately halfway through the experience. Any changes to the student's Practicum goals and objectives are reported on this form. The site leader sends the completed report to the course instructor.

Appendix B: Practicum Journal

Practicum journal entries will be in addition to those required for elective students in the course and must meet the program standards and directions for Practicum journals. The Practicum journal entries are sent to the course instructor weekly.

Appendix F: Practicum Summary and Photo

Appendix K: PSPE Site Leader Evaluation of Student

This evaluation will be completed by the site leader for the Practicum student enrolled in the course and submitted to the course instructor after grading and evaluation of course requirements is completed.

Appendix L: PSPE Student Assessment

Appendix F: Practicum Summary and Photo

Practicum Deliverables:

As defined in the course syllabus. Deliverables, including completed rubrics, are submitted to the course instructor by the site leader

PSPE Grading

All required documents are submitted to the course instructor in addition to the site leader as detailed in the syllabus. The course instructor will review and submit the final grade for HM 891 and HM 892. Site leaders determine 55% of the final PSPE grade with the course instructor submitting the other 45% using the PSPE Grading Rubric.

Individual International Practicum Experiences (IPE)

Individual International Practicum Experiences encompass any student who plans to complete an international Practicum that is not part of an MSU Office of Study Abroad experience. An IPE student is responsible for contacting their host organization and identifying a site mentor for their Practicum experience.

An IPE student is subject to the expectations detailed for regular domestic Practicum students and should use Appendices A-H when submitting materials for their Practicum experience.

An MPH student who travels abroad for an IPE is encouraged to visit the MSU Travel Clinic prior to departure. The MPH program office also encourages students to contact the Office of International Health and Safety at (517) 884-2174 or oihs@msu.edu with any questions or concerns regarding university-provided travel insurance.

Pre-Trip Authorization Form

Each IPE student is required to submit a Pre-Trip Authorization form **at minimum three months prior to their departure date**. The information from the Pre-Trip Authorization Form is used by the MPH office to register the student in the MSU Global Travel Registry.

- The Pre-Trip Authorization form can be found in the MPH Student Community in D2L or by visiting, <https://ctrl.msu.edu/COTravel/TravelForms.aspx>.
- The Pre-Trip Authorization Form is submitted to the appropriate HM 891 dropbox. The form must include itinerary information including addresses, telephone numbers, and contact names for all stops during the IPE.

MSU Global Travel Registry

If a student plans to complete an IPE, they must be registered in the Michigan State University Global Travel Registry which allows MSU to share important health and safety information as well as provide emergency services to the student as necessary.

MPH program staff will register each student who has an MPH program approved Pre-Trip Authorization form.

Once the student is registered in the database, the student receives a confirmation e-mail with links to important resources and information regarding international travel and university-provided travel insurance. **MPH students traveling abroad for the Practicum experience are not responsible for payment related to university-provided travel insurance coverage.** Entry in the MSU Global Travel Registry will automatically qualify them for university-provided travel insurance coverage.

Traveling to High-Risk Countries

Students who are traveling to countries designated to be higher risk (typically countries are designated as high risk when they are under the U.S. Department of State Travel Warning, <https://travel.state.gov/content/passports/en/alertswarnings.html>), may not travel unless a waiver is granted. The waiver request is an online form available at <http://oihs.isp.msu.edu/international-travelers/travel-forms/travel-warning-waiver-request-form-non-credit-student-travel-only/>. Waivers are reviewed by the Risk and Security Assessment committee (RSAC) and recommendations are made to the Provost. Waiver requests require a three-month lead time.

For more information, please visit the Office of International Health and Safety website, <http://oihs.isp.msu.edu/>, or contact them at (517) 884-2174 or oihs@msu.edu.

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Appendix I: PSPE Proposal

Student Information:

First Name		Last Name	
Student Email		Phone	
Street Address			
	City	State	Zip Code

Course Information:

Site Leader Name	
Site Leader Email	
Practicum Location	
Practicum Dates	

Note: Practicum proposals must be submitted to and approved by your course instructor prior to enrollment in HM 892. Submit the HM 892 course syllabus with this form.

Practicum Proposal (can either be entered into the fields below or attached as a separate document)

Project Introduction:

Includes project rationale, including a description of your preferred topic and its importance both globally and in the location of the Practicum; whether the project will require Human Subjects and/or Institutional Review Board approval; and any additional training prior is required to beginning the Practicum.

Practicum Goals:

Goals should be SMART (short, measurable, and realistic). Include how proposed goals build upon the coursework.

Practicum Learning Objectives and Activities:

Include how objectives and activities incorporate public health competencies.

Description of Practicum Outputs/Deliverables:

Using the information provided in the HM 892 PSPE syllabus, provide your preferred topic of study and any research or key questions you plan to address.

Appendix J: PSPE Interim Progress Report

To be completed by the student:

First Name		Last Name	
Student Email		Date Submitted	
Site Leader Name			
Site Leader Email			
Practicum Site			

Description of original proposed project and goals:

Describe your progress in the PSPE, including any changes in your goals and interests during the Practicum and why these changes happened:

Describe how you have worked so far with the local community and partners to address one of their public health concerns:

To be completed by the site leader:

Describe student performance and Practicum progress to date, including a description of their readiness for work and level of professionalism.

Describe the student's ability to work as part of a team with other students to complete coursework.

Describe the student's ability to work with your target community (cultural competency).

PSPE Interim Progress Report

Site Mentor: Please rate the student according to the scale:

5 = excellent; 4 = above average; 3 = satisfactory; 2 = needs improvement; 1 = unsatisfactory

Performance Standards and Criteria	5	4	3	2	1
Initiative: Degree to which the student can be relied upon to work on required projects without close supervision.					
Comments:					
Quality of Work: Freedom from errors and mistakes; accuracy; consistency with the Practicum and course objectives.					
Comments:					
Quantity of Work: Work output relative other Practicum students in this course.					
Comments:					
Cultural Competency: Ability of the student to work with individuals and communities of different cultural backgrounds than their own.					
Comments:					
Professional Development: Degree to which student has developed professionally in Core Competencies of Public Health Professionals.					
Comments:					

We have reviewed and discussed the information included in the PSPE Interim Progress Report

Site Leader Signature: _____ **Date:** _____

Student Signature: _____ **Date:** _____

Please complete the PSPE Interim Progress Report and return to the student for submission to the course instructor.

Appendix K: PSPE Site Leader Evaluation of Student

To be completed by the site leader:

Student First Name		Student Last Name	
Date Submitted		Practicum Dates	
Site Leader Name			
Site Leader Email		Phone	
Practicum Location			

Practicum goals and objectives as stated on the Interim Report:

Describe the student's progress in meeting their goals:

Describe how the student worked with community partners, other students, and the course faculty:

Describe the student's level of professionalism, including their ability to work in a culture different than their own:

Additional Comments:

PSPE Site Leader Evaluation of Student

Please rate the student according to the scale:

5 = excellent; 4 = above average; 3 = satisfactory; 2 = needs improvement; 1 = unsatisfactory

Performance Standards and Criteria	5	4	3	2	1
Initiative: Degree to which the student can be relied upon to work on required projects without close supervision.					
Comments:					
Quality of Work: Freedom from errors and mistakes; accuracy; consistency with the Practicum and course objectives.					
Comments:					
Quantity of Work: Work output relative other Practicum students in this course.					
Comments:					
Cultural Competency: Ability of the student to work with individuals and communities of different cultural backgrounds than their own.					
Comments:					
Professional Development: Degree to which student has developed professionally in Core Competencies of Public Health Professionals.					
Comment:					

Site Leader Signature: _____ **Date:** _____

Please complete the PSPE Site Leader Student Evaluation and return it to the course instructor.

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Appendix L: PSPE Student Assessment

Student Information:

First Name		Last Name	
MSU Email		Phone	
Address			
	City	State	Zip Code
Practicum Dates			

Site Information

Site Leader Name	
Site Leader Email	
Practicum Location	

To what extent did you achieve your original Practicum goals?

Fully

Partially

Not At All

Comments:

What problems or challenges arose during the Practicum? How were they resolved?

Would you recommend this Practicum experience to other Master of Public Health students?

Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
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Comments:

How well did you work with community members during the Practicum experience?

Excellent	<input type="checkbox"/>	Satisfactory	<input type="checkbox"/>	Unsatisfactory	<input type="checkbox"/>
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Comments:

How much did you contribute personally to the overall experience?

A great deal	<input type="checkbox"/>	To some extent	<input type="checkbox"/>	Not at all	<input type="checkbox"/>
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Comments:

To what extent did the Practicum prepare you to be a public health professional?

A great deal	<input type="checkbox"/>	To some extent	<input type="checkbox"/>	Not at all	<input type="checkbox"/>
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Comments:

What changes to the Practicum would you recommend to the Master of Public Health program? How would these changes have improved your experience?

What did you learn during this experience that you did not expect?

Evaluate how relevant the Practicum experience was to the MPH Foundational Competencies and whether or not you believe these competencies were achieved through the Practicum.

MPH Foundational Competencies	Relevance to Competency 5 = Highest 1 = Lowest				
	5	4	3	2	1
Evidence-based Approaches to Public Health					
Public Health & Health Care Systems					
Planning & Management to Promote Health					
Policy in Public Health					
Leadership					
Communication					
Interprofessional Practice					
Systems Thinking					

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Appendix M: PSPE Grading Rubric

PSPE Grading Rubric					
Student Name:		Course Instructor Name:		Date:	
Element	Description	Well Above Expectations 4.0 All relevant concepts applied correctly	At Expectation Levels 3.5 Most relevant concepts applied correctly	Below Expectations 3.0 Some Concepts applied correctly	Failing
					Incorrect application of most relevant concepts or missing
					2.5 – 0.0
Overall Grade					
Completed by the Site Leader:					
Practicum Deliverables (50%)	Completed in accordance with course syllabi; evidence of application of the Core Competencies and professional capability				
Final site Evaluation of Student (5%)	Completed and returned to advisor				
Completed by the course instructor					
Interim Progress Report (5%)	Clear description of Practicum progress and assessment of student performance to date; returned to advisor				

Student Journals (30% total)	Describe specific Practicum activities performed during the specified timeframe (5%)				
	Analysis of progress made by student towards learning objectives identified before the experience (10%)				
	Reflection on and evaluation of successes and challenges encountered, including 1) theory versus public health practice, 2) critical examination of at least one issue, and 3) evidence of learning or skill development related to public health competencies (15%)				
Practicum Summary (5%)	Clear and concise summary of Practicum project, including objectives and activities undertaken				
Final Student Evaluation of Practicum (5%)	Completed and returned in accordance to Practicum timeline				
Comments:					