

Michigan State University
Program in Public Health

CULMINATING EXPERIENCE HANDBOOK

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Michigan State University
College of Human Medicine
East Lansing, Michigan, US

www.publichealth.msu.edu

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UNIVERSITY | Public Health

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Michigan State University Program in Public Health

The MSU Program in Public Health (PPH) was established in 2008 as a program providing opportunities for coursework, research and outreach to those interested in the field of public health. The Master of Public Health (MPH) is conferred by the College of Human Medicine at Michigan State University.

Program Components

The program of each MPH graduate degree student consists of a minimum of 42 semester credits of coursework beyond the bachelor's degree. The graduate degree is only available through a non-thesis/Capstone (Plan B) option.

Master of Public Health (MPH) Degree

The MPH engages students in coursework and practical training to obtain the knowledge, skills and abilities 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 disciplines contributing to public health include Biostatistics, Epidemiology, Health Policy and Management, Social and Behavioral Sciences, and Environmental Health Sciences.

To obtain the MPH degree, a student must complete a minimum of 42 semester credits of coursework, including a Culminating Experience consisting of both the MPH Practicum and the MPH Capstone Paper. The Culminating Experience replaces a thesis and serves as the final evaluation of a student's learning. The Core Competencies of Public Health Professionals are demonstrated during the Culminating Experience.

1. Complete the following required courses (18 credits) **with a minimum GPA of 3.0:**

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 Administration	3 credits
HM 805 Social and Behavioral Aspects of Public Health	3 credits
HM 806 Environmental Factors of Health	3 credits

2. Complete 18 credits of elective coursework. Potential elective courses are identified as those that prepare each student to be successful in the area in which they plan to practice. Students should submit an elective course request form to the Program Office prior to enrolling in any non-PPH elective course. There is no guarantee that any courses taken outside of the Program in Public Health curriculum will be approved for credit toward an MPH. The student is responsible for obtaining permission from the Program before enrolling in non-PPH electives.

3. Complete a Culminating Experience (6 credits) with the following required courses:

HM 891 Introduction to Public Health Practicum	1 credit
HM 892 Public Health Practicum	3 credits
<i>(A minimum of 3 credits is required. If a student enrolls in an 8-credit Practicum, the remaining 5 credits are considered extra and cannot be used toward elective credit.)</i>	
HM 893 Public Health Capstone	2 credits

4. Maintain a minimum cumulative grade point average of 3.0.

HM 891 & 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. The experience can be done either domestically or internationally. The planning of the Practicum, its implementation, and evaluation are guided by a review of the competencies which MPH students should possess upon graduation. The Practicum is composed of two elements: 1) HM 891 Introduction to the Public Health Practicum, or pre-Practicum and 2) HM 892 The Public Health Practicum.

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. The Practicum must be done during the MPH studies; previous experience cannot be used to fulfill this requirement.

All Culminating Experience materials must include the student's name, APID number, page number, and document name on each page. Documents must use the common naming convention (described below); any document not meeting these expectations will be returned to the student by the advisor to the student to be corrected.

The purpose of the Practicum is to provide opportunities for the student to execute as many of the Core Competencies of Public Health Professionals as is feasible. The Core Competencies are a set of skills desirable for the broad practice of public health with varying levels of mastery identified based on each person's background and experience.

The Core Competencies include:

Analytical/Assessment Skills

Competency in this area is defined as possessing the ability to identify and utilize appropriate data resources to define, assess, and understand the health status of populations, the determinates of health and illness, the factors contributing to health promotion and disease prevention, and the factors influencing the use and success of health services.

Policy Development/Program Planning Skills

Competency in this area is defined as possessing the ability to identify and articulate the health, fiscal, administrative, legal, social and political implications of public health policies and regulations. Competency also encompasses translating such policies into public health organizational structure and programs.

Communication Skills

Competency in this area is defined as possessing the ability to utilize multiple approaches to communicate with individuals and organizations, to present accurate statistical, programmatic, and scientific information, to facilitate community partnerships, and to promote the expression of diverse opinions and perspectives.

Cultural Competency Skills

Competency in this area is defined as possessing the ability to understand the importance of diversity. One must also understand of the roles of cultural, social, and behavioral factors in the effective delivery of public health services and how to utilize the appropriate methods for adapting approaches to work with all ages and lifestyles of persons from diverse cultural, socioeconomic, educational, racial, ethnic, and professional backgrounds.

Community Dimension of Practice Skills

Competency in this area is defined as possessing the ability to understand the role of public and private organizations in the delivery of community health services and the ability to establish and facilitate linkages with key stakeholder groups to promote the health of the population.

Basic Public Health Science Skills

Competency in this area is defined as possessing the ability to understand the interaction among individuals, public health and healthcare systems within the context of the Essential Public Health Services. One should also possess the ability to apply the basic public health sciences appropriately and in accordance with current relevant scientific evidence.

Financial Planning and Management Skills

Competency in this area is defined as possessing the ability to develop, manage and evaluate public health programs, services, and budgets through the application of human relations strategies.

Leadership and Systems Thinking Skills

Competency in this area is defined as possessing the ability to create and promote an organizational culture of shared learning, values, and vision based on ethical standards of professional public health practice.

More information on the Core Competencies can be found at

http://www.phf.org/programs/corecompetencies/Pages/About_the_Core_PublicHealth_Comp_etencies.aspx.

HM 891 Introduction to the Public Health Practicum

HM 891 prepares students for the Practicum. Successful completion (3.0 or higher) of HM 801 is required for enrollment in HM 891. Students must complete a HM 891 Override Request form and submit to their advisor to enroll in the course. Any student who drops the course after they are enrolled must notify both their advisor and the Practicum Office (Practicums@publichealth.msu.edu) of this change to their curriculum plan.

HM 891 is a self-directed 1-credit course and is initiated in collaboration with the student's advisor. The online course materials provide resources for students to independently address questions and prepare their proposal. During the Pre-Practicum, students are expected to identify an area of interest or focus for their Practicum. Students discuss their selected area of interest with their advisor. Together, a potential, or set of potential, Practicum site(s) is identified. Students contact the potential site(s) to identify a site mentor, and to seek support and approval for the experience. The MPH candidate learns about the selected organization and develops a plan for the Practicum. The Practicum Proposal specifies goals and objectives for the experience. The proposal also describes Practicum outcomes and deliverables that will result from the student's efforts; HM 892 requirements are not to be considered as deliverables of the Practicum. Details of the Practicum are documented using the Practicum Proposal Form (Appendix A) which requires a signature by the student, site mentor, and advisor. Both the advisor and the site mentor must sign and approve the Practicum Proposal before the student can begin HM 892 The Public Health Practicum. The Practicum Proposal is due to the Practicum Office at least two weeks prior to the Practicum start date.

International Public Health Practicums require preparation designed specifically for the country in which students will work and may involve readings, videos, role playing, orientations and other methods to prepare students for their international experience.

The required assignments for HM 891 Introduction to the Public Health Practicum are the final Practicum Proposal (Appendix A) and a current resume or curriculum vitae for the student. Grading (pass/fail) is based on submission of the required documents.

All Practicum Proposals (Appendix A) include the following:

- A. Student and site mentor contact information.
- B. Practicum timeline including mutually agreed upon dates for submission of interim reports (completed by both the student and site mentor), final student and site evaluation forms, reflective journal, Practicum summary and photo, and 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 MPH candidate'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 should be obtained prior to beginning the Practicum experience).
- H. A detailed description of the Practicum output(s)/deliverable(s).
- I. Deliverable(s)/output(s) are specific results of your work or energies. Examples include: PowerPoint presentations, data sets, brochures, literature reviews, policy reviews, testimony, websites, videos, grant proposals, surveys, evaluations, mapping etc.
- J. A copy of the student's current resume or c.v.
- K. Signatures of the student, site mentor, and advisor indicating agreement of Practicum roles and responsibilities.

Submitting HM 891 Introduction to the Public Health Practicum Materials

Practicum proposals must be submitted to and approved by the student's advisor a minimum of two weeks prior to beginning the Practicum. Failure to do so will result in delays in beginning the Practicum. Any time spent on the Practicum before the end of this two week period will not count toward the minimum number of hours required of the Practicum experience. Proposals may be submitted at any time during the semester, but are due no later than three weeks before the end of the semester. All due dates are posted in the HM 891 online course.

HM 891 The Pre-Practicum Materials Student Submission Checklist:

- Completed/Signed/Approved Practicum Agreement
- Practicum Proposal Details
- Current Resume or CV

HM 891 Document Naming Conventions

All document submissions must follow the standard naming convention; any document not meeting these expectations will be returned by the advisor to the student to be corrected.

Documents should be abbreviated as follows:

Practicum Proposal	Prac Prop
Practicum Proposal Details (if separate)	Prac Prop Det
Resume or CV	Resume or CV
HM 891 Grade Submission Form	891 Grade Sub
HM 891 Material Submission Form	891 Mat Sub

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 3-credit experience which represents an opportunity for students 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 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.

Enrollment in HM 892 requires previous successful (3.0 or higher) completion of each of the 6 core courses (HM 801 – HM 806). Students must complete a HM 892 Override Request form and submit it to their advisor to enroll in HM 892. Any student who drops the course after they are enrolled must notify both their advisor and the Practicum Office (Practicums@publichealth.msu.edu) of this change to their curriculum plan.

The Public Health Practicum requires a total commitment of 240-hours with a minimum 120-hour face-to-face commitment. Students may complete the Practicum in a single semester by registering for 3 credits of HM 892 or, with approval from their advisor, students 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 3 Practicum credits with a maximum of 8 credits. **Practicum credits above the minimum of 3 are excess credits and cannot be used to satisfy credit requirements of the MPH.**

The advisor, site mentor and student maintain regular 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. Students are expected to work closely with their site mentor to discuss progress toward planned objectives, goals and the overall Practicum experience. Students are also expected to submit weekly journal entries to their advisor. Site mentors are expected to communicate with the advisor regarding any concerns and to submit the Interim and Final Evaluations of the student to the advisor.

All students are required to keep a written reflective journal of activities during the Practicum period. Journaling allows students to reflect on the application of their coursework in practice, synthesize their experiences during their Practicum project, and reflect on specific questions. Journaling is completed and submitted (at a minimum) on a weekly basis to the advisor 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.

Students complete the student section of the Interim Progress Report (Appendix C) and meet with their site mentor to discuss any updates, changes, progress and overall performance of the Practicum. The site mentor then completes their portion and sends the Interim Progress Report directly to the advisor 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. Students provide both their journals and Practicum deliverables/outputs to their advisor 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 advisor.

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

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

Submitting Materials for HM 892 The Public Health Practicum

Practicum materials may be submitted to the advisor at any point in the semester with all materials due no later than three weeks before grades are due. **All due dates are posted in the HM 892 online course.**

HM 892 The Practicum Experience Materials Student Submission Checklist:

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

HM 892 Document Naming Conventions

All document submissions must follow the standard naming convention; any document not meeting these expectations will be returned by the advisor to the student to be corrected.

Documents should be abbreviated as follows:

Interim Progress Report	Interim
Practicum Journal	Prac Journal
Practicum Summary with Photo Release	Prac Sum
Student Photo	Prac Photo
Practicum Deliverables	Prac Deliv
Student Assessment of Practicum Experience	Stu Assess
Final site Evaluation of Student Performance	Final site
HM 892 Grade Submission Form	892 Grade Sub
HM 892 Material Submission Form	892 Mat Sub

The following format is to be used: "First Initial" "Last Name" "Document Type" "Month Day Year"

Example: J Doe Prac Journal 090912

HM 893 Public Health Capstone

What is the Public Health Capstone?

The Public Health Capstone paper is the final requirement for completion of the MPH degree and serves as the final examination replacing a thesis or oral examination. Students register for HM 893 Public Health Capstone for 2 credits. This final major paper provides evidence of the student's ability to synthesize and integrate knowledge acquired during their degree program and Practicum and therefore **may not be undertaken with any classes other than Culminating Experience coursework**. Students must complete a HM 893 Override Request form and submit to their advisor to enroll in the course. Any student who drops the course after they are enrolled must notify both their advisor and the Practicum Office (Practicums@publichealth.msu.edu) of this change to their curriculum plan.

The Capstone Paper is a research paper which 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. This paper can be a literature review, research paper presenting new data, policy paper, or a health assessment with recommendations including community analysis and cost effectiveness. The Capstone Paper should be written for a general public health audience. Students 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 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.

Evaluation of the Capstone Paper is done by an advisor and one additional faculty member affiliated with the program. An additional faculty evaluator will be sought if more than one grade discrepancy exists between the first two evaluations. When the Capstone Paper builds upon the Practicum experience, it is recommended that the student ask the site mentor to review and comment on the paper before submission; site mentors are not asked to evaluate Capstone Papers. A minimum grade of 3.0 is required for successful completion of the Capstone Paper.

The MPH Capstone Paper Grading Rubric (Appendix H) is completed by each reviewer.

General Capstone Paper Guidelines

The Capstone Paper, whether it is based upon the Practicum or written on another topic, should follow the APA format, be between 15-20 pages, (double-spaced exclusive of tables and references), address the public health competencies, and **follow the outline below**. Grammar, quality of writing, illustrations, and overall presentation are considered when evaluating the paper. Student submissions are retained in the global Turnitin repository.

All of the following information must be included:

Abstract: Summary of key points

The abstract should briefly describe: 1) the background and focus of the paper; 2) the methods utilized; 3) a summary of the results; 4) conclusions. The abstract should be limited to **no more than ½ page in length**.

Introduction: Background including significance of public health issue

This section relates to the background of the paper, including a statement of the problem, and the specific aims of the paper. The introduction should summarize the subsequent sections of the paper, establishing the necessity of the paper, summarizing previous work done on the topic, and the significance of the paper's findings on future public health practice.

Thesis Statement: Statement of question to be addressed

The thesis statement should integrate an understanding of the health status of the population; determinants of health and illness; factors contributing to health promotion; influencers of the use of health services and/or policy; and apply that understanding to the issue of interest. Variables relevant to public health are selected and defined. The thesis statement should be readily identifiable, clear, concise, and coherent.

Content: Supports Thesis Statement

Evidence: Summary of past findings related to the topic

A comprehensive review of the scientific evidence related to the chosen public health topic should be presented. This section should contain scientific evidence from a variety of text and electronic sources **including limitations** of the research findings; relevant and appropriate information sources; and interpreted scientific information. Even if it is innovative, the paper should be presented so that it is related to an existing body of knowledge or work on the subject with review of the literature.

Materials and Methods: (as appropriate)

A clear description of the methods or methodological model and theory (where applicable) that another public health professional might be able to use to replicate the findings must be presented. Any previously published procedures should be referenced in the bibliography.

Results: (as appropriate)

Collected data and analysis should be presented. Alternatively, the relevant methodological model (and theory where applicable) should be utilized to present and describe the finding of the assessment, or the plan for the service program, education campaign, or program evaluation.

Discussion/Future Directions/Policy Recommendation

Conclusions drawn from the data and analysis are to be provided. The discussion should reflect the project findings, including unexpected results, and relate these to existing knowledge on the topic. Any difficulties or limitations encountered or recommendations for further study should also be included. If the student has completed an assessment, education or program plan, or evaluation project they should highlight and summarize the significant issues. Limitations of the research or project should be addressed in this section. A brief presentation of next steps/future directions is appropriate and encouraged. The Core Competencies of Public Health Professionals should be addressed.

Conclusions and Recommendations

Conclusions should be based on evidence and relevance to the core competencies of Public Health Practice. The relevance of findings to public health practice and any limitations of the study/project

should be discussed. Recommendations for program improvement, policy changes, and future study should be made as appropriate.

References and Bibliography

Every reference cited in the text must appear in the bibliography. Pertinent journal articles and reference texts should be cited. A minimum of six scholarly resources are required.

Submitting Completed Materials for HM 893 Public Health Capstone

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

HM 893 Public Health Capstone Materials Student Submission Checklist:

- Capstone Abstract
- Final Capstone Paper

HM 893 Document Naming Conventions

All document submissions must follow the standard naming convention; any document not meeting these expectations will be returned by the advisor to the student to be corrected.

Documents should be abbreviated as follows:

Capstone Paper	Capstone
HM 893 Grade Submission Form	893 Grade Sub
HM 893 Material Submission Form	893 Mat Sub
Capstone Paper w/Reviewer Comments	Cap Rev

The following format is to be used: "First Initial" "Last Name" "Document Type" "Month Day Year"

Example: J Doe Capstone 090912

The Public Health Culminating Experience Process

Key Points:

- Overrides are required for HM 891, HM 892, and HM 893.
- Override forms should be completed and sent to the advisor for approval. Allow 3 weeks processing time.
- 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) before enrollment in HM 892.
- No courses, other than HM 891 and/or HM 892, may be taken with 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.

The Process:

1. Discuss potential Practicum sites with advisor.
2. Complete HM 891 Override Request and forward to advisor for approval and processing. Override requests for HM 891, HM 892, and HM 893 may be processed concurrently with advisor approval. Enrollment in the course is part of the override process.
3. Contact potential Practicum sites as discussed with advisor.
4. Choose Practicum site.
5. Identify and confirm agency and site mentor.
6. Complete Practicum Proposal (Appendix A) in collaboration with advisor and site mentor.
7. Complete and submit Practicum Proposal to advisor for final approval **a minimum of two weeks** prior to beginning Practicum.
8. Complete HM 892 Override Request and forward to advisor for approval and processing (if not done previously). 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 advisor and site mentor as needed.
12. Deliver Interim Progress Report (Appendix C) to site mentor for completion.
13. Complete Practicum experience.
14. Deliver Final site Evaluation of Student Performance (Appendix D) to site mentor for completion.
15. Complete Student Assessment of Practicum Experience (Appendix E) and submit to advisor.
16. Submit final Practicum output(s)/deliverable(s) and Practicum Summary (Appendix F) with photo to advisor 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 (if not done previously) and forward to advisor for approval and processing. You will be enrolled in the course as part of the override process.
18. Complete Capstone paper.
19. Submit Capstone paper to advisor for evaluation and grading as soon as possible but no later than date posted in online course.

All required forms are available on the Program website and within each online course.

Michigan State University
Program in Public Health

Appendix A: PRACTICUM PROPOSAL

RETURN THIS FORM FOR FINAL APPROVAL WITH SIGNATURES AND YOUR CURRENT RESUME TO YOUR ADVISOR AT LEAST TWO WEEKS PRIOR TO BEGINNING YOUR PRACTICUM

Student Information:

First Name		Last Name	
MSU Email		Phone	
Address			
Advisor			
Practicum Dates			

site mentor Information:

Name		Degree(s)	
Phone		Fax	
Title			
Organization			
Email			
Address			

Practicum site Leadership Information (Director, CEO, President, etc):

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

Practicum Timeline:

Practicum Requirement	Date Due to advisor
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 your coursework.

Practicum Learning Objectives and Activities:

Include how objectives and activities incorporate the Public Health Core Competencies.

Description of Practicum Outputs/Deliverables:

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

Statement of Student, Advisor 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 advisor, the learning objectives and final deliverables for the Practicum. This will be submitted as the Practicum Proposal at the end of the Pre-Practicum and at least two weeks before 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 advisor 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 (as well as submitting this with your HM 891 materials).
- Secure and submit final approved Practicum Proposal form to advisor at least two weeks prior to beginning Practicum.

During the Practicum:

- Consider yourself an integral part of the Practicum site and follow the rules and regulations of the organization.
- 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 advisor 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 Program website).

Advisor 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 program resources needed to complete their responsibilities.

During the Practicum

- Provide advice and guidance to the student through visits, telephone contact or e-mail 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 the advisor deems that either the student or the setting is inappropriate.

The 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 Practicum Office.

During the Practicum:

- Provide adequate workspace and office materials for the student if necessary.
- Explain to the student expectations of his/her 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 advisor 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:** _____

Advisor Signature: _____ **Date:** _____

**Return this form with signatures and your current resume to your advisor for final approval
AT LEAST TWO WEEKS PRIOR TO BEGINNING YOUR PRACTICUM**

Appendix B: PRACTICUM JOURNAL

The PPH requires students to keep a reflective journal throughout their Practicum. This is a professional reflective journal that critically examines your experiences throughout the Practicum. Program Sponsored Practicum Experiences may have additional journal requirements as identified in the coursework.

The Reflective Journal

All students are 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/site leader and advisor 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 advisor.

Students are 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 advisor 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 agency/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 you formerly thought about an issue, concept or problem and compare this with what you have learned or are learning in the Practicum.

Professional Development

What situations, if any, have you encountered during your Practicum which requires ethical consideration and good judgment?

Communication and Interpersonal Relations

Describe your relationship with your site mentor and the staff in the agency/organization. Describe and discuss the role of your field supervisor and manner in which you and the other staff members interact with them.

Management/Leadership

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

Professional Practice

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

International Practicums (as applicable)

What did you learn through this international experience that you could not have learned through a domestic Practicum experience? What did you learn through the international experience that you will be able to apply in domestic public health practice?

Evidence of Learning/Skill Development

Reflect on what you are learning during your Practicum experience. What specific skills and/or competencies have you been learning and/or improving during your experience? Consider each of the Core Competencies of Public Health Professionals:

- Analytic Assessment Skills
- Policy Development/Program Planning Skills
- Communication Skills
- Cultural Competency Skills
- Community Dimensions of Practice Skills
- Basic Public Health Sciences Skills
- Financial Planning and Management Skills
- Leadership and Systems Thinking Skills

Appendix C: INTERIM PROGRESS REPORT

To be completed by the student:

First Name		Last Name	
Student Email		Date Submitted	
Name of Site Mentor			
Organization/Agency			
Title/Position		Phone	
Email		Fax	
Address			

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's advisor.*

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 jobs					
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's advisor.*

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Appendix D:
FINAL SITE EVALUATION OF STUDENT PERFORMANCE

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

To be completed by the site mentor

Original Practicum objectives:

Describe the student's progress in meeting his/her 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 jobs					
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 advisor.

**Appendix E:
 STUDENT ASSESSMENT OF PRACTICUM EXPERIENCE**

Student Information

First Name		Last Name	
Student Email		Phone	
Address			
Practicum Dates			

Site Information

Name of Site Mentor			
Degree(s)		Title	
Organization			
Phone		Fax	
Email			
Address			

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 Program in Public Health? How would these changes have improved your experience?

--

Evaluate how relevant your Practicum experience was to the Core Competencies of Public Health Professionals and whether or not you achieved any of these Core Competencies during your Practicum.

Core Competency	Relevance to Competency 5 = Highest 1 = Lowest				
	5	4	3	2	1
Analytic Assessment Skills					
Policy Development/Program Planning Skills					
Communication Skills					
Cultural Competency Skills					
Community Dimensions of Practice Skills					
Basic Public Health Science Skills					
Financial Planning and Management Skills					
Leadership and Systems Thinking Skills					
Achievement of Competency 5 = Highest 1 = Lowest					
Core Competency	5	4	3	2	1
Analytic Assessment Skills					
Policy Development/Program Planning Skills					
Communication Skills					
Cultural Competency Skills					
Community Dimensions of Practice Skills					
Basic Public Health Science Skills					
Financial Planning and Management Skills					
Leadership and Systems Thinking Skills					

Appendix F: PRACTICUM SUMMARY

First Name		Last Name	
Student Email		Phone	
Address			
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: _____

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Appendix G: PRACTICUM EXPERIENCE GRADING RUBRIC

Practicum Experience Grading Rubric					
Element	Description	Well Above Expectations 4.0	At Expectation 3.5	Below Expectations 3.0	Failing
		All relevant concepts applied correctly	Most relevant concepts applied correctly	Some Concepts applied correctly	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 Core 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 RUBRIC

MPH Capstone Paper Rubric										
Student Name:		Date:								
Reviewer Name:										
Element	Description	Well Above Expectations 4.0	At Expectation Levels 3.5	Below Expectations 3.0	Failing					
		Expectations detailed in CE Handbook exceeded	Expectations detailed in CE Handbook met	Expectations detailed in CE Handbook not fully met	Expected elements detailed in CE Handbook not included or missing					
					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										
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									

	<ul style="list-style-type: none"> ● Statement of question addressed throughout the paper ● Readily identifiable, clear, concise, and coherent 					
Content and Evidence	Grade					
	<ul style="list-style-type: none"> ● Supports thesis statement ● Comprehensive review of the scientific evidence related to the paper topic ● Significance, originality, and assessment of evidence presented ● Review of literature, analysis, assessment ● Description of methods and theory used ● Evidence of critical thinking ● Evidence presented supports thesis ● Results, discussion, consideration of limitations/weaknesses/strengths 					
Conclusion and Recommendations	Grade					
	<ul style="list-style-type: none"> ● Clear, accurately summarizes paper ● Based on evidence presented ● Includes recommendations for further study or action ● Incorporates core disciplines in conclusions and recommendations 					
References and Bibliography	Grade					
	<ul style="list-style-type: none"> ● Formal bibliography ● Includes at least six scholarly sources ● Appropriate citations and use of quotations in the body of the paper 					

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, graphs, maps, diagrams, photographs used appropriately and support content 				
Overall Comments:					

ADDENDUM #1:

**PROGRAM IN PUBLIC HEALTH
SPONSORED PRACTICUM EXPERIENCES (PSPE)**

Overview and Forms

Program Sponsored Practicum Experiences (PSPE)

MPH students enrolled in the MSU Program in Public Health (PPH) have 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 and can be located either within the U.S. or at an international location. Unlike other Practicum experiences, PSPE opportunities include lectures and structured activities surrounding an identified goal or topic. MPH students enrolled in PSPE opportunities are required to identify personal goals and objectives for their experience and must demonstrate the application of Core Competencies of Public Health Professionals through the course activities.

The Program Sponsored Practicum Experience Details

MPH students enroll in the section of HM 891 and HM 892 which corresponds to their PSPE. PSPE students 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 student's advisor prior to departure to their Practicum location.

Current CV or resume

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 student's advisor.

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 advisors 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 all Practicum students enrolled in the course and submitted to the student's advisor 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 student's advisor by the site leader

PSPE Grading

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

Appendix I: PSPE PROPOSAL

Student Information:

First Name		Last Name	
Student Email		Phone	
Address			
Advisor			

Course Information

Site Leader Name	
Practicum Location	
Practicum Dates	

Note: Practicum proposals must be submitted to and approved by your advisor at least **two weeks** prior to the beginning of the Practicum. Submit your 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 your 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	
Name of 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 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.					
Comment:					

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's advisor.

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	
Name of Site Leader			
Location of Practicum			
Email		Phone	

Practicum goals and objectives as stated on the Interim Report:

Describe the student's progress in meeting his/her 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 student's advisor.

Appendix L: PSPE STUDENT ASSESSMENT

Student Information

First Name		Last Name	
Student Email		Phone	
Address			
Practicum Dates			

Site Information

Site Leader Name	
Location	
Email	

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 PPH students?			
Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
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"/>
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"/>
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"/>
Comments:			
What changes to the Practicum would you recommend to the Program in Public Health? 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 Core Competencies of Public Health Professionals and whether or not you believe these Core Competencies were achieved through the Practicum.

Core Competency	Relevance to Competency 5 = Highest 1 = Lowest				
	5	4	3	2	1
Analytic Assessment Skills					
Policy Development/Program Planning Skills					
Communication Skills					
Cultural Competency Skills					
Community Dimensions of Practice Skills					
Basic Public Health Science Skills					
Financial Planning and Management Skills					
Leadership and Systems Thinking Skills					
Core Competency	Achievement of Competency 5 = Highest 1 = Lowest				
	5	4	3	2	1
Analytic Assessment Skills					
Policy Development/Program Planning Skills					
Communication Skills					
Cultural Competency Skills					
Community Dimensions of Practice Skills					
Basic Public Health Science Skills					
Financial Planning and Management Skills					
Leadership and Systems Thinking Skills					

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Appendix M: PSPE GRADING RUBRIC

PSPE Grading Rubric					
Student Name:		Advisor 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 advisor					
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:					