

**HHP 5030:
MASTER OF PUBLIC HEALTH PRACTICUM**

Faculty Supervisor

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*Reasonable attempts will be made to respond to weekday email communications within 48 hours and to respond to any weekend email communications by end of the day on Monday. Unforeseeable circumstances may delay my typically speedy response rate; please be patient.

Course Description

The Council on education for Public Health (CePH) requires that all students engage in a culminating experience that combines public health knowledge and skills. This experience allows direct application of course content in an applied setting under guidance and supervision from faculty and community supervisors. The goals of this experience is to enrich classroom activity with practical understanding. Placement sites require prior approval from a committee comprised of two core and one affiliate public health faculty. Placement sites may include governmental or non-governmental organizations, community-based organizations, applied public health field research, health service settings (including those in universities and schools), or worksite wellness programs.

Required hours or weekly schedule

Students must identify a field placement site prior to enrolment in MPH 5030. The hours and days worked will be negotiated with your site; 200 hours must be accrued onsite. If the practicum is completed in the summer (12 weeks) or during a short-term (8 weeks), the expected hours per week will be higher than during a traditional term.

Students should make themselves available to meet with the faculty advisor mid-way through the semester to assess progress. The faculty advisor will also be available to meet as needed.

Expectations

Students are expected to complete a reflective journal after every 50 hours worked: 4 total reflective journals are expected. Journals should include specific activities conducted as part of the field training experience. Each journal is expected to be at least 3 double spaced pages and should include discussion of obstacles encountered and successes. Reflections should emphasize at least three of the following topics:

- A. Challenging knowledge or previously held beliefs
- B. Evidence of skill development or learning. What are you learning in this field placement?
- C. Theory versus practice. What experiences have you had that conflict or align with classroom learning?
- D. Professional development. What opportunities does this site offer for professional development? Have you engaged in any training activities?
- E. Relationship with preceptor/other staff. Describe your site supervisor's role and interactions with you at your site. What management/leadership styles are exemplified in your field site?
- F. Insight into how the organization views the practicum.

The student will also be expected to develop an electronic portfolio. This portfolio is a collection of materials developed by the students throughout the practicum experience; materials from throughout the MPH coursework can also be included. Students are expected to use VisualCV (www.visualcv.com) - which costs approximately \$6 a month or \$36 for a year. Visual CV will guide students through completion of a online curriculum vita with active links to work that exemplifies core competencies. Students are expected to create a practicum portfolio within the Visual CV. The online CV and Portfolio should include:

- A. Practicum Report. The report will include a reflective paper that describes the field training experience
OR an empirical research manuscript of activities completed as part of the practicum assignment.
- B. Learning contract including scope of work
- C. Deliverables described in the scope of work. Attach documents created as part of the practicum.

Evaluation:

Your final course grade will be calculated according to the following criteria at the end of the semester:

10%- Effort, attitude, and time invested (e.g. providing progress reports, etc.)

50% - Practicum Portfolio

40% - Reflections

I am happy to discuss your progress at any time during the semester.

Grading Scale:

A:	90 – 100%
B:	80 – 89%
C:	70 - 79%
D:	60 – 69%
F:	00 – 59%

D2L Digital Drop Box

All course assignments are required to be turned in through the digital drop box in on the course Desire2Learn (D2L) website. All materials will be run through turn-it-in, which will assess the amount of original content within the assignment. Students with less than 70% original content will be subject to disciplinary action (please read the section on Academic Dishonesty in this syllabus).

Academic Dishonesty or Misconduct

The following are some examples of Academic Misconduct and Dishonesty:

- Copying any information from another source without citation whether from the internet, a book, a journal article, or another student (with or without his/her knowledge).
- Copying from another student during an exam with OR without his/her knowledge.
- Getting questions and/or answers from someone who previously took the exam.
- Sharing work on an online assignment or exam.
- Using technology (cell phone, laptop, etc.) or notes during an exam.
- Turning in a paper copied from another student, obtained from a website, or done by someone else.
- Working on an assignment with others when instructed to complete individually.

The possible penalties for cheating at OSU:

- Completing a substitute assignment, exam, paper or project.
- Receiving a reduced grade for the assignment, exam, paper or project.
- Receiving no credit for the assignment, examination, paper, or project.
- Failing the course.

Students who are caught cheating will be referred to the Office of Academic Affairs.

For more information, see: <http://academicintegrity.okstate.edu/>

Special Needs Students

According to the Americans with Disabilities Act, each student with a disability is responsible for notifying the University of his/her disability and to request accommodations. If any member of a class thinks that he/she has a qualified disability and needs special accommodations, he/she should notify the instructor and request verification of eligibility for accommodations from the Office of Student Disability Services, 315 Student Union. Please advise the instructor of such disability as soon as possible, and contact Student disability Services, to ensure timely implementation of appropriate accommodations. Faculty has an obligation to respond when they receive official notice of a disability but are under no obligation to provide retroactive accommodations.
