



UNIVERSITY of NORTH TEXAS
HEALTH SCIENCE CENTER *at Fort Worth*
★
School of Public Health

MASTER IN PUBLIC HEALTH

SPH 5850

PUBLIC HEALTH PRACTICE EXPERIENCE

STUDENT MANUAL

SCHOOL OF PUBLIC HEALTH
UNIVERSITY OF NORTH TEXAS HEALTH SCIENCE CENTER AT
FORT WORTH

(Rev 8/14/06)

School of Public Health

University of North Texas Health Science Center at Fort Worth

Public Health Practice Experience

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INTRODUCTION

PURPOSE OF THE PUBLIC HEALTH PRACTICE EXPERIENCE

The Public Health Practice Experience is designed to provide the student with opportunities to gain practical experience in public health or community settings. It provides for diversity of experience and emphasizes public health practices. The Public Health Practice Experience offers the student an opportunity to gain further insight into public health content, problems, issues and opportunities. A well-conducted Public Health Practice Experience can be mutually rewarding for the student as well as for the supervising organization.

GOAL

The Public Health Practice Experience will increase the student's knowledge of the principles and issues of public health, and the student's skills in the practice of public health.

OBJECTIVES

By the end of the course the student will complete one or more of these objectives:

- develop measurable realistic goals and objectives for Public Health Practice Experience project and identify criteria for evaluation.
- increase knowledge of population based health delivery systems, i.e. managed care organizations, public health departments and clinics, community based organizations and volunteer organizations.
- identify relationships and contributions of community activities (social, cultural, environmental) that impact the practice of public health.
- increase knowledge to define, assess, and describe the health status of populations, determinants of health and illness, factors contributing to health promotion and disease prevention, and factors influencing the use of health services.*
- effectively present accurate demographic, statistical, programmatic, and scientific information to professional and lay audiences.*
- apply the basic public health sciences, including behavioral and social sciences, biostatistics, epidemiology, environmental public health, and prevention of chronic and infectious diseases and injuries.*

*Source: Health Resources and Services Administration and Centers for Disease Control and Prevention

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PROGRAM POLICIES

Eligibility

To be eligible to begin the Public Health Practice Experience, students must meet the following criteria:

- **Have COMPLETED at least 21 credit hours of the public health curriculum.**
The 21 hours should include:
 - 15 hours of MPH Core curriculum courses
 - 6 hours of departmental required core courses
- Have a cumulative grade point average of at least 3.0 within the Public Health Program.
- Students **may not receive credit** for both the Public Health Practice Experience and Professional Report (SPH 5900) and/or Thesis (SPH 5950) and/or Field Studies in International Health (PHPM 5560 or 5570) during the same time period while completing the Public Health Practice Experience (no double dipping).

Requirements

Students must have prior approval from the Public Health Practice Coordinator to enroll in Public Health Practice Experience SPH 5850 and receive semester credit. To begin registration process, students must complete Intent to Register for Public Health Practice Experience Site form (Appendix B found on SPH website under Forms) and send to their academic advisor and Public Health Practice Coordinator. Students must also complete the online IRB Training program, and complete the HIPAA training program compliance information provided by UNTHSC. The IRB training program can be found on the Office of Research and Biotechnology website (<http://www.hsc.unt.edu/research/researchoffice/index.html>). The HIPAA training program can be found on the homepage of the UNTHSC Intranet website. Upon completion of these training programs, students are required to print the training conformation forms. These forms must be returned to Public Health Practice Coordinator before the practice experience begins.

- **The Public Health Practice Experience must include at least 135 contact hours.** Public Health Practice Experience hours are to include time spent in the actual work setting or performing duties assigned by the site supervisor. **They do NOT include time spent in travel to and from the location of the experience NOR do the hours include hours completing the notebook or the poster required for completion of the course.**
- During the semester (s) of the Public Health Practice Experience, the **student will send two (2) updates on the practice experience to the Public Health Practice Experience Coordinator and academic advisor by e-mail.** Guidelines for e-mail posting are in Appendix H.
- **For any Public Health Practice Experience sites outside the United States, each student must obtain his/her own international health and medical evacuation insurance.**

Site Selection

The Public Health Practice offers a student an opportunity to apply skills learned in the classroom in a public health practice setting. The Public Health Practice Experience is not intended to be only a research based experience in an academic setting.

The student should indicate primary area of public health interest on the Intent to Register Form (found under Forms on the SPH web site). Every attempt will be made to match the student's interest when School of Public Health

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recommending placement sites. A student may find a site on their own or work with the Public Health Practice Coordinator to find an appropriate site

Poster Session

- To complete the course, the **student will produce a professional style poster** for the Public Health Practice Experience Poster Session. The subject of the poster will be an overview of the Public Health Practice Experience. The poster session will provide an opportunity for the School of Public Health students, site supervisors, faculty and staff review the individual student's practice experience. The poster session is hosted by the School of Public Health and the Public Health Student Association during the fall, spring and summer semesters. See Appendix N for the poster guidelines
- **In addition to the poster**, each student is required to submit a **Public Health Practice Experience notebook** for review by the Public Health Practice Coordinator and academic advisor.

Note Book

- The **Public Health Practice Experience notebook*** should contain the following tabbed sections (Begin tabs after title page):
 - a. Title page (with student name, date, name of the experience project, site, name and location, name of site supervisor)
 - b. Abstract (used for the poster -Appendix)
 - c. Completed Forms
 - (see Appendix *)
 - d. Reflection Paper (Appendix)
 - e. Copies of the required progress reports
 - f. Student Analysis of Public Health Practice Experience Site(Appendix)
 - g. Work journal or log of work hours (135 minimum) signed by the Public Health Practice Experience site supervisor (Appendix I).
 - h. Agency materials and/or pamphlets.
 - i. Current resume (Appendix for example form)
 - j. Copy of information presented on the poster (e.g. PowerPoint slide handout)
 - k. Completed Student Evaluation of Public Health Practice Experience Site (Appendix).
(*The Public Health Practice Coordinator will add any forms received early as the notebooks are being graded)
- Additional information regarding the poster session and notebook may be given to the student at the Public Health Practice Orientation Class held approximately one week after the semester begins.

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- **Field Studies in International Health I & II (PHPM 5560 and PHPM 5570) are separate courses and do not replace PHPM 5860. These courses are usually facilitated by another faculty member other than the Public Health Practice Coordinator.** The faculty member may choose to follow the guidelines in this manual.

Course Evaluation

The student will receive 3 semester hours of credit and a letter grade:

Public Health Practice Experience Site Supervisor evaluation	30%
Public Health Practice Coordinator evaluation of poster/written reports	35%
Academic advisor evaluation of poster/written reports	35%

- **The Public Health Practice Experience Site Supervisor will be asked to complete an Evaluation of Student Performance Form (see Appendix F).** A copy of this form is to be completed and returned to the Public Health Practice Coordinator by the supervisor before the end of the semester.

See the PROCEDURES section of this manual for specific requirements that must be met in order to receive credit for this course.

GRADING SCALE

The School of Public Health uses the letters A, A-, B+, B, C+, C, F, P, NP, I, PR, W, WF and Z in the grading system.

A	=	4.0 grade points for each semester hour (95-100)
A-	=	3.7 grade points for each semester hour (90-94)
B+	=	3.3 grade points for each semester hour (85-89)
B	=	3.0 grade points for each semester hour (80-84)
C+	=	2.7 grade points for each semester hour (75-79)
C	=	2.0 grade points for each semester hour (65-74)

A student must remove a grade of "I" within 30 days of the first day of the subsequent semester. If, at the end of the initial 30 days, the incomplete has not been removed, a grade of F will be recorded.

A student may request an extension, within the initial 30 days, of the time allotted to complete the requirements for the removal of an "I." The request must be made in writing to the faculty member who assigned the "I." The faculty member, department chair and dean must approve the extension. Upon approval, the faculty member, department chair and dean must sign the original letter and forward it to the School of Public Health Office of Student and Academic Services. The original letter must specify the exact length of the extension (not to exceed 30 days for a maximum total of 60 days from the first day of the subsequent semester), the reason for the extension, and a description of the work required to complete the course.

An “I” is removed by completing the stipulated work, obtaining signatures of the instructor, department chair and the dean (on a Removal of Incomplete Grade/Change of Grade form available from the School of Public Health Office of Student and Academic Services), paying the \$5 fee and returning the form to the instructor. The instructor then files the form in the School of Public Health Office of Student and Academic Services, and the grade and the GPA is adjusted accordingly. If a student does not complete the stipulated work within the time specified, a grade of F will be recorded. If a grade of A, A-, B+, B or P in a core or required course or a grade of A, A-, B+, B, C+, C or P in an elective course is not assigned, the student will be required to register for and repeat the course for it to count toward the degree plan. The GPA is adjusted accordingly.

A student who could not complete final examinations because of illness may remove a grade of “I” without payment of the fee. The Director of Student and Academic Services is authorized to waive the fee upon certification of illness signed by the attending physician

Students completing the Public Health Practice Experience may not use the same work/project/report and receive credit for either Professional Report (SPH 5900) or Thesis (SPH 5950) or International Health Field Study (PHPM 5560 or 5570)[“no double dipping”].

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PROCEDURES

- **Before registering for the SPH 5850, the student is required to review the Public Health Practice Experience Manual. The Intent to Register for Public Health Practice Experience Site form (Appendix B) must be completed and returned to the Public Health Practice Coordinator. In addition, the student must complete the online IRB training and HIPAA training, print the completion certificates, and return it to the Public Health Practice Coordinator.** Through discussion by phone, email, or personal visit, the Public Health Practice Coordinator will assess the area of interest of the student and attempt to match experience and interest to a specific site.
- The student will be given the name of the contact person at a potential Public Health Practice Experience site.
- **Then the student is responsible for initiating the contact and making an appointment with the site supervisor for the purpose of developing goals and objectives of the experience. The student is responsible for assuring the Site Supervisor Approval Form (Appendix F) and the Agreement of Supervised Public Health Practice Experience (Appendix E) are completed by the Site Supervisor. The Approval Form (Appendix G) is completed by the student.** Return a copy of these forms to the Public Health Practice Coordinator and keep original for inclusion of the notebook.
- The student will be responsible for discussing the Public Health Practice Experience with his or her academic advisor and receiving approval for the experience from the advisor.
- The Site Supervisor is to complete an evaluation of the student using the Evaluation of Student Performance Form (Appendix L). The student will give the Site Supervisor a copy of the form. The form is to be mailed by the Site Supervisor directly to the Public Health Practice Coordinator before the end of the semester. The evaluation will be added to the student's notebook by the Public Health Practice Coordinator.
- **To receive credit for the Public Health Practice Experience, the student must:**
 - complete the 135 contact hours,
 - complete the site evaluation
 - participate in the poster session, and
 - turn in the required notebook (see program policies)
- **All forms in the Appendixes are to be included in the Public Health Practice Notebook that must be turned into the Public Health Practice Coordinator before the credit will be given for the course. Anyone who chooses not to comply with this requirement will receive an "Incomplete" in SPH 5850.**

APPENDIXES

STUDENT CHECKLIST

Semester before Public Health Practice Experience

- Discuss readiness to registration for SPH 5850 with academic advisor.
- Download and review SPH 5850 Manuel.
- Download and complete Intent to Register for SPH 5850. Return to Public Health Practice Coordinator with resume.
- Complete the IRB training and print certificate to turn in to the Public Health Practice Coordinator.
- Complete the HIPAA training and print certificate to turn in to the Public Health Practice Coordinator.

During the Public Health Practice Experience

- Attend the Orientation class.
- Meet with Site Supervisor to discuss goals and objectives for experience
- Complete Agency Agreement of 1) Supervised Public Health Practice Experience, 2) Site Supervisor Approval Form and 3) Summary of Goals and Objectives for Public Health Practice Experience with site supervisor. Return a copy of these forms to Public Health Practice Coordinator and Academic Advisor and keep original for inclusion in notebook.
- Submit e-mail progress reports on following dates to the Public Health Practice Coordinator and academic advisor
 - Regular semester
 - #1 (4th week of semester)
 - #2 (10th week of semester)
 - Summer semester
 - #1 (3rd week of semester)
 - #2 (5th week of semester)
- Keep time log current
- Begin to poster preparation
- Begin notebook preparation

At the Conclusion of Public Health Practice Experience

- Complete notebook according to guidelines
- Complete and present poster according to guidelines

Appendix B

Flow Chart – SPH 5850

Public Health Practice Experience

1. Complete 21 Hours (Required) – 15 hours of core classes (listed below) PLUS 6 hours of departmental core requirements:

- Principles of Epidemiology
- Biostatistics I
- Introduction to Health Administration
- Principles of Environmental Health
- Social & Behavioral Aspects of Public Health



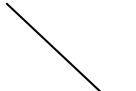
2. Inform your academic advisor that you are registering for the SPH 5850 for the coming semester (email). Complete Intent to Register Form, HIPAA Training, IRB Training, and Resume. Print HIPAA and IRB training completion certificates.



3. Send a copy of all items to Dr. Coggin and your academic advisor



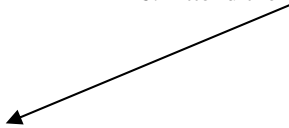
4. Receive code to register. Communicate with Dr Coggin regarding site preference if any.



5. Receive e-mail from Dr. Coggin to contact assigned site supervisor.



6. Attend the Public Health Practice Orientation Class



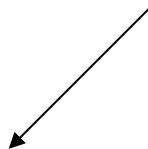
7. Meet site supervisor to establish goals and objectives.



8. Complete 135 hours at site



REMEMBER to send Dr Coggin and academic advisor **progress reports 2 times** during the semester.



8. Present poster and turn in notebook!!!

***If required hours are not completed, student receives “PR” grade*

Appendix C

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Public Health Practice Experience

Intent to Register & Application for Public Health Practice Experience

Semester: Fall Spring Summer Year (Attach Current Resume)

Name: EMPL ID

Address Street Address City/State/Zip Telephone: day night

E-mail

Employed yes no If yes, where & hours

Department: Social & Behavioral Epidemiology Biostatistics Health Management & Policy Environmental & Occupational Health

Bilingual Yes No Language Advisor

Courses Completed - 21 Total Hours Required 15 hours of Core and 6 Departmental Required Courses

Check MPH Core Courses Completed

List Dept Core Courses Completed

- EPID 5100 Principles Epidemiology BIOS 5210 Biostatistics I HMAP 5210 Intro to of Health Administration ENVR 5300 Principles of Environmental Health SPH SCBS 5110 Social & Behavioral Aspects of Public Health SPH

Areas of Interest for Public Health Practice Experience related to department

Preferred placement or preferred location and contact (if known): - Prioritize three (3) (example- Public Health Department, Hospitals, Voluntary Health Agencies, Nursing Homes, Government Agencies)

- 1. 2. 3. Preferred times: Mornings Afternoons Evenings Weekends Other No preference

I understand that I am required to send this completed form to the Public Health Practice Coordinator prior to the beginning of the semester.

I understand that I am to inform my advisor of the Public Health Practice Experience site and send my advisor and the Public Health Coordinator two updates during the semester.

I understand I must present a poster and turn in my Public Health Practice Notebook prior to the end of the semester.

Student Signature Date Public Health Practice Coordinator Date

PUBLIC HEALTH PRACTICE SELECTION CRITERIA

All Public Health Practice Experience Sites must meet the following selection criteria:

- The site is an organization, agency, or community link that provides planning or services relevant to public health.
- The site enables the student to further develop and apply specific skills or competencies learned in the School of Public Health academic program.
- The site provides a supervisor who is willing and able to spend regularly scheduled time with the student and provide guidance.
- The site should afford the student regular/daily contact with public health practitioners.
- The site supervisor exhibits a willingness to gradually increase student responsibility and independence over the duration of the public health practice experience.
- The site exhibits a willingness to provide support, ranging from a workspace, to stipends or salary, transportation and lodging (if available and appropriate).
- The site is a good match with the needs and interests of the student.
- The site offers a uniquely valuable experience.

DESIRABLE PUBLIC HEALTH PRACTICE SITE SUPERVISOR TRAITS

- Approachable
- Interested in the student's academic career goals
- Gives assignments that balance grunt work with more substantive tasks
- Monitors the student's activities through regular meetings
- Provides feedback
- Helps the student meet student's goals and objectives for the practice experience.
- Provides adequate resources, materials and money to allow the student to complete assigned tasks.
- Shows appreciation for student's efforts.
- Give professional career path advice.
- Tries to integrate student with the regular staff.
- Views mistakes as learning opportunities.
- Introduces student to others who can assist with career opportunities.
- Gives student a chance to learn new skills.
- Allows the student to take part in projects from beginning to end.

Appendix E

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ROLES AND RESPONSIBILITIES

SITE SUPERVISORS AT SUPERVISING AGENCIES:

- ❖ Aid students to develop public health practice experience goals and objectives during first week.
- ❖ Explain the structure and function of the agency.
- ❖ Help student(s) plan and execute specific programs/activities.
- ❖ Introduce student(s) to other community agencies.
- ❖ Supervise student(s) during planning.
- ❖ Sign work log for time spent with the agency.
- ❖ Invite student(s) to professional meetings and encourage presentations at those meetings when appropriate.
- ❖ Model professional work habits and attitudes.
- ❖ Evaluate performance on forms provided.
- ❖ Attend the Public Health Practice Experience Poster Session & Reception.

PUBLIC HEALTH PRACTICE COORDINATOR

- ❖ Act as representative of the School of Public Health
- ❖ Contact agencies for placement of student.
- ❖ Consult with agency concerning selection, experience, and progress of student (s) working at the agency.
- ❖ Conduct site visitations with supervisors to verify agency can provide appropriate experiences.
- ❖ Visit student(s) on site as needed.
- ❖ Consult with agency supervisor as needed
- ❖ Keep individual student files for contract, logs, and program plans.
- ❖ Maintain contact with agencies and site supervisors.
- ❖ Act as an advocate for the student.
- ❖ Coordinate orientation class session and poster session.
- ❖ Review and evaluate each student's poster and the notebook.
- ❖ Archive the notebooks received from the students.
- ❖ Complete Evaluation Form

PUBLIC HEALTH FACULTY ACADEMIC ADVISOR

- ❖ Discuss readiness to register for Public Health Practice Experience with student.
- ❖ Sign forms as necessary.
- ❖ Serve as a content resource for the student as needed.
- ❖ Consult with agency site supervisor and Public Health Practice Coordinator as needed.
- ❖ Maintain contact with Public Health Practice Coordinator.
- ❖ Attend the Public Health Practice Experience Poster Session.
- ❖ Review the Public Health Practice Experience notebook completed by the student.
- ❖ Complete Evaluation Form

STUDENTS IN PUBLIC HEALTH PRACTICE EXPERIENCE

- ❖ Contact agency after the Public Health Practice Coordinator has confirmed placement
- ❖ Determine (in writing) goals and objectives. Discuss with agency supervisor during the first meeting.
- ❖ Adhere to agency regulations
- ❖ Dress appropriately for role and responsibilities during the experience.
- ❖ Maintain professionalism, confidentiality, and ethical standards.
- ❖ Keep a record of time spent at the agency or agency related activities.
- ❖ Participate in professional and in-service activities as appropriate.
- ❖ Attend seminars related to public health practices experience.
- ❖ Perform additional duties as assigned by site supervisor or public health practice coordinator.
- ❖ Attend the Public Health Practice Experience Poster preparation session and the Poster Session & Reception

Adapted from University of South Florida/College of Public Health

Appendix F

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Agency Agreement of Supervised Public Health Practice Experience

Agency Name: _____

Agency Address: _____

Agrees to Accept: _____ as an intern during the
_____ semester for a total of 135 contact hours beginning on _____ and ending on
_____.

The student will be under the direct agency supervision of _____ who
agrees to items on the attached Site Supervisor Form.

Student Signature

Date _____

Agency Representative or Site Supervisor

Date _____

Academic advisor

Date _____

Public Health Practice Coordinator

Date _____

Original document must be completed in full, signed by all parties and a **copy returned** to the Public Health Practice Coordinator and academic advisor before the Experience may begin.

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SITE SUPERVISOR APPROVAL FORM

Student Name _____

Site Supervisor & Title _____

Agency/Organization _____

Address _____

Phone _____

FAX _____

I agree to:

1. Supervise the student in his/her Public Health Practice Experience for one semester.
2. Meet with the student to develop goals and objectives for the Public Health Practice Experience and project.
3. Complete an Evaluation of Student's Performance Form on the student's performance.
4. Provide the student with feedback on his/her Public Health Practice Experience work performance.
5. Mail a copy of the completed Evaluation of Student's Performance Form to the Public Health Practice Coordinator within a week of the student completing the experience.

Comments:

Site Supervisor

(please attach a business card)

Date

Appendix H

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**DESCRIPTION OF SPH 5850
PUBLIC HEALTH PRACTICE EXPERIENCE**

Semester/year _____

Name _____

Goal of Public Health Practice Experience:

Student Objectives

By the end of the Public Health Practice Experience the student will be able to:

Public Health Practice Experience Site Supervisor

Name _____

Title _____

Agency/Organization _____

Address _____

Phone _____ FAX _____

e-mail _____

Student Signature/Date

A copy should be given to the Site Supervisor, Public Health Practice Coordinator AND academic advisor

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E-mail Report Guidelines

Students should email the Public Health Practice Coordinator and their academic advisor an update regarding their practice experience. Include an overview of practice project and general information regarding the progress toward achieving the objectives the student and site supervisor developed. This does not have to be a lengthy report, but should give the faculty information regarding your progress.

Reporting Schedule

Fall and Spring Semester

#1 – 4th week of the semester

#2 – 10th week of the semester (indicate if your are going to participate in the poster session)

Summer Semester

#1 – 3rd week of the semester

#2 – 5th week of the semester (indicated if you are going to participate in the poster session)

Public Health Practice Experience

Guidelines for Reflection Paper

*Below is a list of questions to assist you in writing your paper. While you do not have to answer each and every question, they are provided to “stir your thoughts” about the site and experiences. There is no “correct or required” page length for the paper (suggest 5-6 pages, double spaced). **Please provide comments in each of the three sections listed in your paper.***

Section I

What happened? How did you decide on your project? What were the goals and objectives you and your site supervisor agreed upon for your experience? How did you meet the goals and objectives for your experience? What did you do? Who were the people you interacted with during your experience? What were their roles? Tell the best thing that happened during the experience – something you or someone else said or did; a feeling, insight gained, goal accomplished, etc.

Section II

What was the significance of the experience? What did it mean to you personally? What were your negative and positive feelings about the experience, the people, and the site? What did you learn that enhances your classroom instruction? What did you learn about the public health practice site? What did you learn about the public health professionals you worked with? What are their similarities and differences to you? What skills and knowledge learned in the classroom did you use/apply? What skills or knowledge did you lack? How could you get the needed skills? In what ways have your impressions of public health changed? Has this experience changed how you thought about public health practice? What competencies did you develop or were enhanced through this experience?

Section III

What impact might this experience have on your lifelong learning process? What impact did this experience have on your everyday life? What insights did you gain that might assist you in your career? What is the connection of this experience with your current academic pursuits and with your future? What did the experience teach you about public health issues, community involvement, citizenship, and civic responsibility? What is the relationship of your experience to the “big picture” (societal changes)? What was the most surprising aspect of the experience? What did you discover about yourself and/or what insights were reinforced? (clues to this may be from what you enjoyed doing and what you didn’t enjoy; when you felt satisfied and when not; what you were able to accomplish and what not). What are the ethical issues involved in public health practice? Did working in a public health environment enhance your career goals? How or why not? Do you have specific suggestions that would have improved the project you worked on, the site itself or the experience?

STUDENT ANALYSIS OF PUBLIC HEALTH PRACTICE EXPERIENCE SITE

In addition to the Reflection Paper, prepare a description of the site. The guidelines below may be helpful in preparation of the analysis

Site Analysis (if applicable)

1. What are the mission, goals, and objectives of the organization?
2. To what specific target population(s) does it direct its activities?
3. What specific activities do staff of the organization perform?
4. What is the organizational structure of the staff?
5. What are the major funding sources for the organization?
6. List the job titles and responsibilities of all full time staff?
7. How does the organization use volunteers?
8. How does the community perceive the organization?
9. What are some of the problems or obstacles facing the organization in terms of implementing its programs?
10. How are these problems being addressed?
11. What were your sources of information for completing this analysis?
12. Give complete name, position, address of site supervisor and other personnel with whom you interacted.

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EVALUATION OF STUDENT'S PERFORMANCE

This evaluation is to be used by the supervisor of the Public Health Practice Experience. The supervisor's assessment, along with the Public Health Practice Coordinator's assessment will be used to determine the final evaluation of the student. Return form to:

Claudia Coggin, PhD, CHES
School of Public Health
University of North Texas Health Science Center
3500 Camp Bowie Blvd.
Ft. Worth, TX 76107

Student Name _____ Date _____

Agency/Organization _____

Inclusive Dates of Public Health Practice Experience

Supervisor name & Title _____

Supervisor Signature: _____

(please attach a business card)

Description of specific activities performed by student:

Indicate your judgment of the student's work on a scale of 1 (**LOW**) to 5 (**HIGH**) by circling the appropriate number next to each item. Circle NA for those items you do not feel qualified to evaluate or for those items that did not apply to this experience.

PERSONAL QUALITIES	LOW		AVERAGE		HIGH	
Ambitious	1	2	3	4	5	NA
Takes the Initiative	1	2	3	4	5	NA
Enthusiastic	1	2	3	4	5	NA
Dependable/Reliable	1	2	3	4	5	NA
Personable	1	2	3	4	5	NA
Flexible	1	2	3	4	5	NA
RELATIONSHIPS WITH OTHERS						
Diplomatic and Tactful	1	2	3	4	5	NA
Able to meet and mix with others	1	2	3	4	5	NA
Cooperates with others	1	2	3	4	5	NA
Functions as a team leader	1	2	3	4	5	NA
Able to accept suggestions	1	2	3	4	5	NA
Able to accept criticism	1	2	3	4	5	NA
Sensitive to cultural diversity	1	2	3	4	5	NA
Able to work as part of a team	1	2	3	4	5	NA
PROFESSIONAL QUALIFICATIONS AND JOB PERFORMANCE						
Command of technical subject matter	1	2	3	4	5	NA
Able to organize work /time	1	2	3	4	5	NA
Responds to supervision	1	2	3	4	5	NA
Able to express ideas in writing	1	2	3	4	5	NA
Able to communicate ideas orally	1	2	3	4	5	NA
Knowledge of public health issues/principles	1	2	3	4	5	NA
Able to research problems	1	2	3	4	5	NA
Accepts responsibility	1	2	3	4	5	NA
Use of logical, organized steps for program planning and implementation	1	2	3	4	5	NA
Able to design & conduct program evaluation	1	2	3	4	5	NA
Able to analyze national, state, local policies implications for public health	1	2	3	4	5	NA
Potential for professional growth	1	2	3	4	5	NA
Overall quality of work	1	2	3	4	5	NA

Page 2 - Evaluation of Student Performance

What do you consider to be the student's strongest assets?

What do you consider to be the student's limitations?

If you were assigning a numerical grade between 60 and 100 to the student, what would that grade be? _____

Please provide any additional information that would assist the student to continue professional growth. Use the space below or attach a separate sheet.

Appendix N

School of Public Health

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Public Health Practice Experience

**STUDENT EVALUATION
OF PUBLIC HEALTH PRACTICE EXPERIENCE SITE**

This evaluation form will be used for the purpose of evaluating and improving the Public Health Practice Experience site with regard to future student placements. Please answer honestly. This form will not be shared with the site supervisor after you have completed the Public Health Practice Experience.

Name _____ Semester/Year _____

Inclusive dates of your public health practice experience _____

Site Name and Address

Site Supervisor _____

Average number of hours you worked weekly _____

	LOW		AVERAGE		HIGH		
Orientated student to total site environment	1	2	3	4	5		NA
Created an atmosphere of acceptance, friendliness and belonging.	1	2	3	4	5		NA
Clarified student responsibilities	1	2	3	4	5		NA
Assisted in establishing goals and objectives.	1	2	3	4	5		NA
Used cooperative planning in the teaching-learning situation.	1	2	3	4	5		NA
Assisted in selecting and using basic equipment, materials and resources.	1	2	3	4	5		NA
Demonstrated effective administrative methods and techniques.	1	2	3	4	5		NA
Encouraged participation in departmental and/or program meetings.	1	2	3	4	5		NA
Allowed initiative and creativity on the	1	2	3	4	5		NA

part of the student.

Met at least weekly with student to discuss progress and/or problems.	1	2	3	4	5	NA
Provided constructive criticism and guidance.	1	2	3	4	5	NA
Served as an effective professional role model for student.	1	2	3	4	5	NA
Overall, how would you rate the learning experience you received?	1	2	3	4	5	NA
Overall, how would you rate your site supervisor?	1	2	3	4	5	NA

What are the strengths of this site and its programs?

What are the weaknesses of this site and its programs?

What are the strengths of your site supervisor with regard to working with Public Health Practice Experience students?

What are the weaknesses of your site supervisor with regard to working with Public Health Practice Experience students?

Appendix O

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Public Health Practice Experience

SPH 5850 Public Health Practice Experience Evaluation

To be completed separately by the Public Health Practice Coordinator and academic advisor for each student

POINTS RECEIVED

NOTEBOOK (25 points) -----

-
- Tabbed sections**
- All sections are included**
- Required number of hours at site**

REFLECTION PAPER (25points) ----- _____

SITE ANALYSIS (25 points) ----- _____

POSTER (25 points) ----- _____

- Appearance**
- Content**
- Accuracy**

COMMENTS

Signature -

Date

Appendix P

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Public Health Practice Experience

Public Health Practice Experience Poster Session Guidelines

1. All students enrolled SPH 5850 Public Health Practice Experience are required to present a poster at the end of the semester during which they are complete the experience.
 2. E-mail abstract to the Public Health Experience Coordinator. Include the name of your agency and your site supervisor in your abstract. Attached are the abstract guidelines.
 3. The poster must be set up by 4:00 pm on the day of the session unless you have made prior arrangements with the Public Health Practice Coordinator.
 4. Beginning at 4:30 pm, each student is expected to be standing by his/her poster and be able to provide a brief (3-5 minute) overview of his/her experience to Dr. Coggin, academic advisor, students, faculty, staff, site supervisors and other guests. Please bring any brochures, pamphlets, etc. related to the experience that you would like to distribute to guests.
 5. The **required notebook** is to be shown with the poster and turned in to the Public Health Practice Experience Coordinator. A soft side type notebook rather than hard side type of notebook is suggested. These must be kept in a file for accreditation
- The **Public Health Practice Experience notebook*** should contain the following tabbed sections: sections (Begin tabs after title page):
 - Title page (with student name, date, name of the experience project, site, name and location, name of site supervisor)
 - Abstract (used for the poster -Appendix)
 - Completed Forms
 - (see Appendix *)
 - Reflection Paper (Appendix)
 - Copies of the required progress reports
 - Student Analysis of Public Health Practice Experience Site(Appendix K)
 - Work journal or log of work hours (135 minimum) signed by the Public Health Practice Experience site supervisor (Appendix).
 - Agency materials and/or pamphlets.
 - Current resume (Appendix for example form)
 - Copy of information presented on the poster (e.g. PowerPoint slide handout)
 - Completed Student Evaluation of Public Health Practice Experience Site (Appendix).

(*The Public Health Practice Coordinator will add any forms received early as the notebooks are being graded)

6. The required format for the table-top poster presentation is as follows:

- Use a three-panel, tri-fold poster board (available through the Public Health Student Association).
- Poster must be neat, well-organized and professional in appearance and must include the following:
 - a) the name of the organization
 - b) the address and telephone number of the organization
 - c) your name
 - d) the name of your site supervisor
 - e) traditional posters have an Introduction section, Methods section, Results/Conclusions section, but this type of poster may have other sections as listed in the next items of this list depending on your experience and/or site
 - f) you may include a brief general description of the organization (include, photos, general information, flyers, logo, etc if necessary)
 - g) a listing of your experience objectives
 - h) methods of completing objectives
 - i) a listing of your experience outcomes or accomplishments
 - j) samples and/or examples of from your site/project on which you worked during the experience (e.g. flyers, brochures, photos of activities, etc)

See the attached guidelines for creating posters.

Below are a list of web sites for additional information and helpful hints.

<http://lorien.ncl.ac.uk/ming/dept/tips/present/posters.htm>

<http://www.kumc.edu/SAH/OTEd/jradel/effective.html>

<http://www.eas.slu.edu/People/DJCrossley/scomm/posters.html>

<http://www.aspb.org/education/poster.cfm>

*****WE DO NOT HAVE FREE STANDING BOARDS ON WHICH TO DISPLAY WIDE FORMAT POSTERS.**

Appendix Q

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Public Health Practice Experience

Abstract Guidelines

An abstract is a short summary of your project or experience. Please include the purpose, site location, and a brief explanation of your experience and include an outcome statement if appropriate. See attached example page of abstracts.

Abstracts must include:

- ✓ Presentation Title (underline and all caps)
- ✓ Name of presenter under the title. Include the name of your agency and your site supervisor under your name.
- ✓ A single-spaced abstract of no more than 150 words without the author's name or title of presentation
- ✓ Your abstract will be published as you submit it. Please be sure to edit and proof read final copy

Abstract must be received via email by Dr. Coggin, the Public Health Practice Coordinator, by the stated deadline of the Friday before the poster session.

Appendix R

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Public Health Practice Experience

Sample Resumé Guidelines*

**You may use any style format you choose. There are many hints on web sources and MSWord templates. However, please make sure this information is included.*

Personal Information

- Full name
- Contact information: mailing address, with ZIP code, day and evening phone numbers, fax number, and e-mail address
- Permanent contact address and phone number
- Country of citizenship

Education

- Names of all colleges/universities attended
- Type, major, and year of all degrees received or anticipated

Work Experience

- Position Title
- Employer's name and address
- Starting and ending dates (month/year)
- Duties and accomplishments

Other Qualifications

- Job-related certificates and current licenses
- Honors, awards, and special accomplishments, e.g. publications, membership in professional or honor societies, and performance awards. Provide dates.