



CENTER FOR

PUBLIC HEALTH PRACTICE

MASTER IN PUBLIC HEALTH

**PRACTICE EXPERIENCE IN
PUBLIC HEALTH**

BIOS 5397

EOHS 5397

EPID 5397

HMAP 5397

SABS 5397

STUDENT MANUAL

***Effective Fall 2009**

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

<http://www.hsc.unt.edu/departments/CntrPHPractice/>

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INTRODUCTION

PURPOSE OF THE PRACTICE EXPERIENCE IN PUBLIC HEALTH

The Practice Experience in Public Health 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 Practice Experience in Public Health offers the student an opportunity to gain further insight into public health content, problems, issues and opportunities. A well-conducted Practice Experience in Public Health can be mutually rewarding for the student as well as for the supervising organization.

MISSION

The mission of the Center for Public Health Practice (CPHP) is to coordinate educational opportunities for students, faculty and public health professionals that will advance health knowledge and minimize health disparities among populations.

One component of the CPHP is to plan, supervise and evaluate the Public Health Practice Experience for students within the School of Public Health who are completing academic requirements that require applied public health experiences in practice settings. The primary goals of these diverse educational experiences are to enhance public health knowledge, create an awareness of challenges and opportunities in public health, and provide a comprehensive experience that is mutually beneficial to the student and the supervising organization.

GOAL

The Practice Experience in Public Health 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 Practice Experience in Public Health 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.
- 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.*

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- 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

Contact Information

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Center for Public Health Practice

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PROGRAM POLICIES

Eligibility

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

- Have COMPLETED at least 21 credit hours of core and/or department required course work.
- Have a cumulative grade point average of at least 3.0 within the Public Health Program.

Requirements

Students must have prior approval from the Public Health Practice Experience Coordinator to enroll in Practice Experience in Public Health 5397 and receive semester credit. To begin the registration process, students must complete and submit the following documents to the Center for Public Health Practice:

1. Intent to Register form (signed by Academic Advisor)
2. Current Resume
3. Copy of the (CITI) IRB Training Certificate
4. Copy of the HIPAA Training Certificate
5. Confidentiality Agreement
6. Photographic Consent and Release Form
7. Copy of the Online Professional Behavior Training Certificate

Liability Insurance

Students who complete their practice experience hours at a site that requires liability insurance are required to be enrolled in three (3) semester credit hours of practice experience each semester in which they are working at the site and logging hours toward the completion of the practice experience requirements. Students who take more than one semester to complete their practice experience hours will be required to enroll continuously in three (3) semester credit hours of practice experience until the successful completion of the course requirements.

Background Check

Students who complete their practice experience hours at a site that requires a background check must complete a background check form available in the Human Resources Office. The background check should be completed within 30 days prior to beginning the practice experience or it has to be repeated.

Enrollment for F-1 Visa Holders

Students who are attending the School of Public Health on an F-1 visa are required to maintain full-time enrollment while completing their degree requirements for the MPH. International students who do not complete their practice experience within one (1) semester will be required to enroll in three (3) semester credit hours of practice experience until the successful completion of the course requirement if they are not enrolled in any other coursework in the School of Public Health. Below are several examples of whether enrollment in the practice experience is required if the course requirements are not completed, the student has not participated in the poster session and has not submitted all of the required documents.

Example 1: A student enrolls in the fall semester for the practice experience and is taking 9 SCH of coursework, which includes the practice experience. The student does not complete the practice experience. The student takes 6 SCH of coursework that does not include the practice experience in the spring semester. The student is not required to enroll in 3 hours of practice experience, unless they are working for an organization that requires liability insurance.

Example 2: A student enrolls in the fall semester for the practice experience and is taking 9 SCH of coursework, which includes the practice experience. The student does not complete the practice experience. The student has completed all other coursework for the MPH degree. The student is required to enroll in 3 SCH of practice experience in the spring semester so they adhere to F-1 visa guidelines.

Example 3: A student enrolls in spring semester for the practice experience and is taking 3 hours of practice experience. The student does not complete the practice experience. The student is required to enroll in 3 SCH of practice experience in the summer semester so they adhere to F-1 visa guidelines.

Honor Code

Policies of the University of North Texas Health Science Center Chapter 07 – Student Affairs, Education and Funding

01.100 Student Code of Conduct and Discipline

01.101 I. Policy Statement.

The primary concern of the University of North Texas Health Science Center (Health Science Center) is the student. The Health Science Center attempts to provide for all students a campus environment that is conducive to academic endeavor and social and individual growth. To that end, rules, regulations and guidelines have been established to govern student behavior. The student's relationship with the Health Science Center has been formulated into a student code of conduct and discipline. Enrollment at the Health Science Center is considered implicit acceptance of these and other policies applicable to students, all of which are educational in nature and designed to help students understand expectations and accept responsibility for their own actions. This code and other policies are subject to change with reasonable notice. The student is responsible for obtaining and becoming familiar with all published rules and guidelines. This information is available on the Health Science Center intranet web site

More information on the Student Code of Conduct and Discipline can be found on the web at <http://www.hsc.unt.edu/sites/studentpolicyhandbook/index.cfm?pageName=Student Code of Conduct and Discipline>

The complete UNTHSC Student Policy Handbook can be found on the web at <http://www.hsc.unt.edu/sites/studentpolicyhandbook/index.cfm>

Links

(CITI) IRB Training: Complete the Social-Behavioral Section.
<https://www.citiprogram.org/default.asp>

HIPAA Training (**Note: this is only available on campus and logged on through the intranet.**)
<https://intranet.hsc.unt.edu/HIPAATrain/>

Confidentiality Agreement
http://www.hsc.unt.edu/departments/CntrPHPractice/documents/Confidentiality_Agreement_11_26_08.pdf

Photographic Consent and Release Form

http://www.hsc.unt.edu/departments/CntrPHPractice/documents/Photographic%20Release%20Form%2008_CPHP.pdf

Online Professional Behavior Training Certificate

<https://www.hsc.unt.edu/applications/sphPracticeExpTraining>

All forms must be returned to the Public Health Practice Experience Coordinator before a permission number will be provided for registration.

- **The Practice Experience in Public Health must include at least 200 contact hours.** Practice Experience in Public Health 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 Practice Experience in Public Health, the **student will send two (2) updates on the practice experience to the Public Health Practice Experience Director, academic advisor and Public Health Practice Experience Coordinator by e-mail.** E-mail Report guidelines are in J.
- **For any Practice Experience in Public Health sites outside the United States, each student must obtain his/her own international health and medical evacuation insurance.**

Site Selection

The Practice Experience in Public Health offers a student an opportunity to apply skills learned in the classroom in a public health practice setting. The Practice Experience in Public Health 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 on the SPH Center for Public Health Practice web site). Every attempt will be made to match the School of Public Health student's interest when recommending placement sites. A student may find a site through his/her own networks or meet with the Public Health Practice Experience Coordinator for assistance to find an appropriate site.

Poster Session

- To complete the course, the **student will produce a professional style poster** for the Practice Experience in Public Health Poster Session. The subject of the poster will be an overview of the Practice Experience in Public Health. The poster session will provide an opportunity for the School of Public Health students, site supervisors, faculty and staff to 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 R for the poster guidelines
- **In addition to the poster**, each student is required to submit a **Practice Experience in Public Health notebook** for review by the Public Health Practice Experience Director and academic advisor.



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Note Book

- The **Practice Experience in Public Health notebook***: The Title page includes the student name, semester, name of the experience project, name and location of site and name of site supervisor.

Begin tabs after the title page and place the name on each tab as illustrated in the photo. There should be a tabbed section for each item listed below. The names of tabs are **bolded** below.



- a. **Abstract** (used for the poster –see Appendix S for Guidelines)
- b. **Forms**
 - Appendix C
 - Appendix G
 - Appendix H
 - Appendix I
 - Appendix J
- c. **Reflection Paper** (see Appendix M for Guidelines)
- d. **Progress Reports** Copies of the required progress reports (see Appendix K for Guidelines)
- e. **Site Analysis** of Practice Experience in Public Health (see Appendix N for Guidelines)
- f. **Work Log** of work hours (200 minimum) signed by the Practice Experience in Public Health site supervisor (see Appendix L for form). Hours should be totaled on the last page of the work log.
- g. **Materials** (Agency materials and/or pamphlets)
- h. **Résumé** (see Appendix T for Guidelines)
- i. **Presentation** (Copy of information presented on the poster, e.g. PowerPoint slide handout)
- j. **Student Evaluation** of Practice Experience in Public Health Site (see Appendix P for form).

The Public Health Practice Experience Coordinator will add the previously submitted forms.

1. Intent to Register form
2. Copy of the (CITI) IRB Training Certificate
3. Copy of the HIPAA Training Certificate
4. Confidentiality Agreement
5. Photographic Consent and Release Form
6. Copy of the Online Professional Behavior Training Certificate

- Additional information regarding the poster session and notebook may be found on the Center for Public Health Practice web site located at:

<http://www.hsc.unt.edu/departments/CntrPHPractice/>

Course Evaluation

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

Practice Experience in Public Health Site Supervisor evaluation	1/3
Public Health Practice Experience Director evaluation of poster/written reports	1/3
Academic advisor evaluation of poster/written reports	1/3

The scores from the above evaluators will be averaged for final grade

- The Practice Experience in Public Health Site Supervisor will be asked to complete an Evaluation of Student’s Performance Form (see Appendix O). This evaluation is to be completed and returned to the Public Health Practice Experience Director by the supervisor before the end of the semester that the practice experience is completed.

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, B, C, PR and F in the grading system.

A	=	4.0 grade points for each semester hour (90-100)
B	=	3.0 grade points for each semester hour (80-89)
C	=	2.0 grade points for each semester hour (70-79)
PR	=	If required hours are not completed, student receives “PR” grade until all requirements for the course are fulfilled. If the student completes the minimum number of contact hours, participates in the poster session and submits their notebook, a grade will be submitted at the end of the second semester. If a student does not complete all the requirements listed above in the second semester, the student will be required to re-register. For practicum sites that require professional liability insurance, see page 5.

PROCEDURES

- **Before registering for 5397, the student is required to review the Practice Experience in Public Health Manual. Students must submit the following documents to the Public Health Practice Experience Coordinator.**
 1. Intent to Register form (signed by Academic Advisor)
 2. Current Resume
 3. Copy of the (CITI) IRB Training Certificate
 4. Copy of the HIPAA Training Certificate
 5. Confidentiality Agreement
 6. Photographic Consent and Release Form
 7. Copy of the Online Professional Behavior Training Certificate

- Once these are received, a permission number will be provided for registration. Students should meet with their academic advisor to discuss their goals and objectives for their practice experience and determine an appropriate place for the student's practicum. In addition, through discussion by phone, email, or personal visit, the Public Health Practice Experience 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 Practice Experience in Public Health 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 submitting the following documents to the Public Health Practice Experience Coordinator prior to accumulating any hours. Students will also provide a copy of these forms to their academic advisor.
 - * **Appendix G:** Agency Agreement of Supervised Practice Experience in Public Health
 - * **Appendix H:** Site Supervisor Approval Form- completed by the Site Supervisor
 - * **Appendix I:** Description of Practice Experience in Public Health 5397 - completed by the student and the Site Supervisor
 - * **Appendix J:** Competency to Activity Form – completed by the student and academic advisor

The original forms are retained by the student for inclusion in the student's notebook.

- The student will be responsible for discussing the Practice Experience in Public Health with his or her academic advisor and receiving approval for the experience from the advisor.

- Students may start accumulating hours after the last day of the semester prior to the semester they are registered and all required forms are submitted.

The Site Supervisor is to complete an evaluation of the student using the Evaluation of Student's Performance Form (see Appendix O). 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 Experience Director before the end of the semester that the practice experience is**

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completed. The evaluation will be added to the student’s notebook by the Public Health Practice Experience Coordinator.

- **To receive credit for the Practice Experience in Public Health, the student must:**
 - * complete a minimum of 200 contact hours,
 - * complete the site evaluation
 - * participate in the poster session, and
 - * submit the required notebook (see program policies).

All forms in the Appendices are to be included in the Public Health Practice Experience Notebook that must be turned in to the Public Health Practice Experience Coordinator before credit will be given for the course. Anyone who chooses not to comply with this requirement will receive an “In Progress grade” (PR) in 5397. For an explanation of “PR”, see page 9.

APPENDICES

These forms are also available on the Center for Public Health Practice website

<http://www.hsc.unt.edu/departments/CntrPHPractice/>

STUDENT CHECKLIST

Semester before Practice Experience in Public Health

- Discuss readiness to register for 5397 with academic advisor.
- Download and review the Practice Experience in Public Health 5397 Manual.
- Download and complete Intent to Register for 5397. Submit with other documents required for registration.

During the Practice Experience in Public Health

- Meet with Site Supervisor to discuss goals and objectives for experience.
- Complete 1) Agency Agreement of Supervised Practice Experience in Public Health, 2) Site Supervisor Approval Form and 3) Description of Practice Experience in Public Health 5397 with site supervisor.
- Meet with academic advisor and complete Appendix J Competency to Activity Form
- Return a copy of these four forms to the Center for Public Health Practice and academic advisor and keep originals for inclusion in notebook. Once you have submitted copies of these four forms and the previous semester has ended (see Academic Calendar for posted last day of the semester), you are eligible to start accumulating hours.
- Submit e-mail progress reports on the following dates to the Public Health Practice Experience Director, Coordinator and academic advisor. (see Appendix K)

Reporting Schedule

Fall and Spring Semester

#1 Due - Friday of 4th week of the semester

#2 Due - Friday of 10th week of the semester (indicate if you are going to participate in the poster session)

Summer Semester

#1 Due - Friday of 3rd week of the semester

#2 Due - Friday of 5th week of the semester (indicate if you are going to participate in the poster session)

NOTE: Due dates refer to the weeks in the semester, not the weeks of your practice experience.

Guided progress reports are a way for you to document your ongoing practice experience and assess your progress. You are required to complete TWO (2) progress reports each semester until the practice experience is completed and you have participated in the poster session. In each report you should reflect on what you are learning. Your report should include:

- Include an overview of practice project and general information regarding the progress toward achieving the objectives developed by the student and site supervisor.

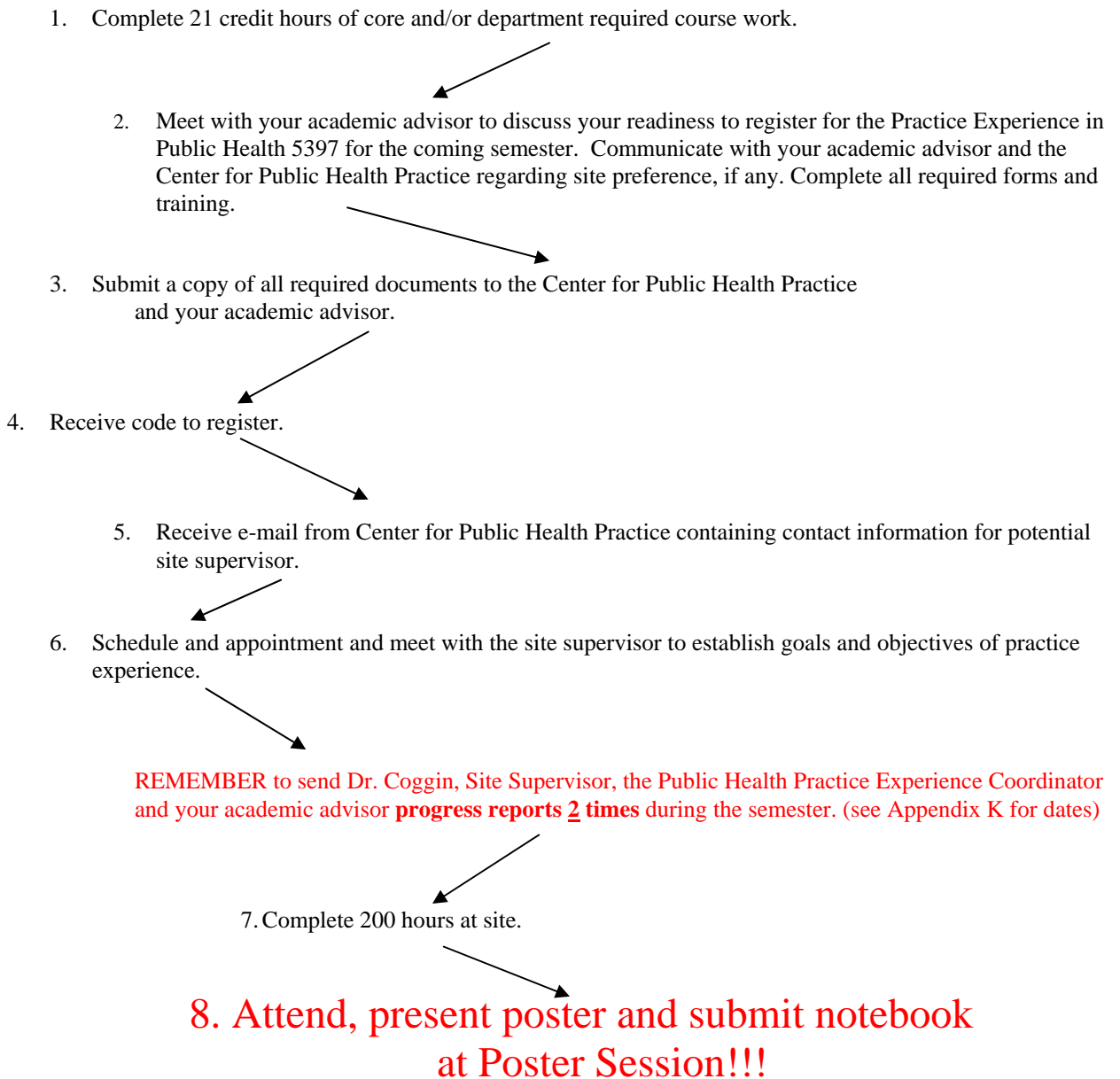
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- This report should give the advisor information regarding your progress. Please consult with your academic advisor to determine if additional information is needed for the report.
 - Progress on your practice experience: what has been achieved and why or why not? Related to previous reports, as appropriate.
 - What activities you are doing or plan to do to achieve competence. If this is out of your control, document the situation, i.e., why it is out of your control.
 - What you have learned (about yourself, the organization, working situation, public health, etc.) from your experiences.
 - General insights into how your practice experience is addressing a public health problem, fits into a larger public health context, organizational structure and/or function.
- Keep work log current
 - Begin poster preparation
 - Begin notebook preparation

At the Conclusion of Practice Experience in Public Health
--

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

Flow Chart – 5397 Practice Experience in Public Health



NOTE: If required hours are not completed, student receives “PR” grade. For an explanation of “PR”, see page 9.

Appendix C

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Intent to Register for Practice Experience in Public Health 5397

EMPL ID: Application for Semester: Fall [] Spring [] Summer [] Year

Name:

Address:

Street Address

City/State/Zip

Telephone: day

night

E-mail:

Expected Semester of Graduation: Fall [] Spring [] Summer [] Year

Employed: [] yes [] no If yes, where & hours

Course: [] BIOS 5397 [] EOHS 5397 [] EPID 5397 [] HMAP 5397 [] SABS 5397

Concentration:

Bilingual: [] Yes [] No Language

Advisor (Print Name)
Date

Advisor's Signature

Courses Completed – 21 credit hours of core and/or department required course work.

Check MPH Core Courses Completed

- [] Biostatistics for Public Health I
[] Environmental Health
[] Health Services Management
[] Health Systems & Policy
[] Intro to Health Management & Policy
[] Principles of Epidemiology
[] Social & Behavioral Aspects of PH
[] Theoretical Foundations of Individual and CH

List Dept Required Courses Completed
(include course number, prefix & title)

Total Hours Completed:

What are your Goals & Objectives from the Practice Experience?

Preferred times:

- [] Mornings [] Afternoons [] Evenings [] Weekends [] Other: No preference []

I understand that I am required to contact the Public Health Practice Coordinator prior to the beginning of the semester.

I understand that I am to discuss the Public Health Practice Experience with my advisor 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 at the poster session prior to the end of the semester.

Student Signature

Date

Center for Public Health Practice Office

Date

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Examples of the additional forms that are submitted with the Intent to Register form (Appendix C) and current Résumé to receive a permission number to register for the Practice Experience in Public Health 5397. These forms and link information are available on line at <http://www.hsc.unt.edu/departments/CntrPHPractice/>

Confidentiality Agreement

Photographic Consent and Release Form

CITI (IRB) Training

HIPAA Training

Online Professional Behavior Training

PRACTICE EXPERIENCE IN PUBLIC HEALTH SELECTION CRITERIA

All Practice Experience in Public Health 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 Practice Experience in Public Health.
- 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.
- Gives 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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COMPETENCIES

Department of Biostatistics
1. Describe the roles biostatistics serves in the discipline of public health.
2. Describe basic concepts of probability, random variation and commonly used statistical probability distributions.
3. Describe preferred methodological alternatives to commonly used statistical methods when assumptions are not met.
4. Distinguish among the different measurement scales and the implications for selection of statistical methods to be used based on these distinctions.
5. Apply descriptive techniques commonly used to summarize public health data.
6. Apply common statistical methods for inference.
7. Apply descriptive and inferential methodologies according to the type of study design for answering a particular research question.
8. Apply basic informatics techniques with vital statistics and public health records in the description of public health characteristics and in public health research and evaluation.
9. Interpret results of statistical analyses found in public health studies.
10. Develop written and oral presentations based on statistical analyses for both public health professionals and educated lay audiences.

Department of Environmental and Occupational Health
1. Assess environmental health threats that affect the health of the public.
2. Understand the interplay between theory and practice of environmental health management.
3. Understand environmental protection strategies and approaches to reduce environmental health risks.
4. Identify, develop, apply and modify an appropriate research approach to an environmental health problem based on constraints and available resources.
5. Analyze quantitative and qualitative data to describe environmental conditions that have impacts on human health.
6. Synthesize data from a variety of sources, reflective of multidisciplinary perspectives, to develop strategies for addressing complex environmental health problems. Use biostatistics and statistical software to analyze an environmental health problem.
7. Interpret and present findings in written and verbal format from an environmental health and public health perspective.

Department of Epidemiology
1. Identify the natural occurrence of disease and associated risk factors.
2. Quickly assess a public health problem using quantitative and/or qualitative data.
3. Implement appropriate study design to an epidemiologic problem.
4. Use relevant analysis for relevant study designs.
5. Interpret and present findings appropriately, and communicate epidemiologic information to lay and professional audiences.
6. Review epidemiologic literature critically.
7. Identify the importance of ethical considerations in the conduct of epidemiological studies.

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Department of Health Management and Policy
1. Identify the main components and issues of the organization, financing and delivery of health services and public health systems in the US.
2. Describe the legal and ethical bases for public health and health services.
3. Explain methods of ensuring community health safety and preparedness.
4. Discuss the policy process for improving the health status of populations.
5. Apply the principles of program planning, development, budgeting, management and evaluation in organizational and community initiatives.
6. Apply principles of strategic planning and marketing to public health.
7. Apply quality and performance improvement concepts to address organizational performance issues.
8. Apply “systems thinking” for resolving organizational problems.
9. Communicate health policy and management issues using appropriate channels and technologies.
10. Demonstrate leadership skills for building partnerships.

Department of Social and Behavioral Sciences
1. Identify basic theories, concepts and models from a range of social and behavioral disciplines that are used in public health research and practice.
2. Identify the causes of social and behavioral factors that affect health of individuals and populations.
3. Identify individual, organizational and community concerns, assets, resources and deficits for social and behavioral science interventions.
4. Identify critical stakeholders for the planning, implementation and evaluation of public health programs, policies and interventions.
5. Describe steps and procedures for the planning, implementation and evaluation of public health programs, policies and interventions.
6. Describe the role of social and community factors in both the onset and solution of public health problems.
7. Describe the merits of social and behavioral science interventions and policies.
8. Apply evidence-based approaches in the development and evaluation of social and behavioral science interventions.
9. Apply ethical principles to public health program planning, implementation and evaluation.
10. Specify multiple targets and levels of intervention for social and behavioral science programs and/or policies.

ROLES AND RESPONSIBILITIES

SITE SUPERVISORS AT SUPERVISING AGENCIES

- ❖ Aid students to develop Practice Experience in Public Health 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 Practice Experience in Public Health Poster Session & Reception.

PUBLIC HEALTH PRACTICE EXPERIENCE DIRECTOR

- ❖ 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 Practice Experience in Public Health 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 Experience Director as needed.
- ❖ Maintain contact with Public Health Practice Experience Director.
- ❖ Attend the Practice Experience in Public Health Poster Session.
- ❖ Review the Practice Experience in Public Health notebook completed by the student.
- ❖ Complete Evaluation Form.

STUDENTS IN PRACTICE EXPERIENCE IN PUBLIC HEALTH

- ❖ Contact agency after the Public Health Practice Experience 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 Experience Director.
- ❖ Attend the Practice Experience in Public Health Poster preparation session and the Poster Session & Reception.

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**Agency Agreement of Supervised Practice
Experience in Public Health**

Agency Name: _____

Agency Address: _____

Agrees to Accept: _____ as an intern during the
_____ semester for a minimum of 200 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 Approval Form.

Student Signature

Date _____

Agency Representative or Site Supervisor

Date _____

Email _____

Academic Advisor

Date _____

Center for Public Health Practice Office

Date _____

Original document must be completed in full, signed by all parties and a **copy returned** to the Center for Public Health Practice Office **before** the Experience may begin. A copy should be provided, by the student, to their academic advisor. The original document is to be included in the student notebook.

School of Public Health

University of North Texas Health Science Center at Fort Worth

Practice Experience in Public Health – 5397

SITE SUPERVISOR APPROVAL FORM

Student Name _____

Site Supervisor & Title _____

Agency/Organization _____

Address _____

Email _____

Phone _____ FAX _____

I agree to:

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

(please attach a business card)

Comments:

Site Supervisor

Date

Original document must be completed in full, signed by the Site Supervisor and a **copy returned** to the Center for Public Health Practice Office **before** the Experience may begin. A copy should be provided, by the student, to their academic advisor. The original document is to be included in the student notebook.

Appendix I

School of Public Health

University of North Texas Health Science Center at Fort Worth

Practice Experience in Public Health – 5397

**DESCRIPTION OF
PRACTICE EXPERIENCE IN PUBLIC HEALTH 5397**

Semester/year _____

Name _____

Goal of Practice Experience in Public Health:

Student Objectives

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

Practice Experience in Public Health Site Supervisor

Name _____

Title _____

Agency/Organization _____

Address _____

Phone _____ FAX _____

e-mail _____

Site Supervisor Signature/Date

Student Signature/Date

Original document must be completed in full, signed by all parties and a **copy returned** to the Center for Public Health Practice Office **before** the Experience may begin. A copy should be provided, by the student, to their academic advisor. The original document is to be included in the student notebook.

School of Public Health

University of North Texas Health Science Center at Fort Worth

Practice Experience in Public Health – 5397

Please complete the Competency to Activity Form for your department.

COMPETENCY TO ACTIVITY FORM

Student Name _____

Academic Advisor _____

PART 1: Initial Self-Evaluation of Your Experience/Competence	Degree of your experience: (Please check <u>ALL</u> that apply)		
COMPETENCIES	I have only classroom knowledge of this competency	I have prior experience in this competency in a practice setting	I would like to gain more experience with this competency in my practice experience
Department of Biostatistics			
1. Describe the roles biostatistics serves in the discipline of public health.			
2. Describe basic concepts of probability, random variation and commonly used statistical probability distributions.			
3. Describe preferred methodological alternatives to commonly used statistical methods when assumptions are not met.			
4. Distinguish among the different measurement scales and the implications for selection of statistical methods to be used based on these distinctions.			
5. Apply descriptive techniques commonly used to summarize public health data.			
6. Apply common statistical methods for inference.			
7. Apply descriptive and inferential methodologies according to the type of study design for answering a particular research question.			
8. Apply basic informatics techniques with vital statistics and public health records in the description of public health characteristics and in public health research and evaluation.			
9. Interpret results of statistical analyses found in public health studies.			
10. Develop written and oral presentations based on statistical analyses for both public health professionals and educated lay audiences.			

PART 2: After completing Part 1: Initial Self-Evaluation of Competence, in the table below, fill in the competencies that will be the focus of your practice experience and with the corresponding learning goals and activities.

- Students should choose to focus on competencies related to the practice setting and consult with their academic advisor.
- Write learning goals based on the department competencies and skills you hope to achieve during the practice experience.
- Write the specific activities that you will perform during your practice experience and how they will help you achieve your learning goals.

PART 2: Competencies to Activities		
Competency	Learning Goals	Specific Activities
Example:	Example:	Example:
5. Apply descriptive techniques commonly used to summarize public health data.	Gain experience in using SPSS to analyze data.	Use data from the 1993 Ft Worth community assessment to determine the distribution of ethnic populations.
9. Interpret results of statistical analyses found in public health studies.	Gain experience in explaining what the data means.	Both verbally and in writing explain the results to Dr. Smith.
10. Develop written and oral presentations based on statistical analyses for both public health professionals and educated lay audiences	Gain experience in developing a poster presentation that explains my project.	Work with Dr. Smith to develop the poster for the poster presentation.

Signatures:

Student _____

Academic Advisor _____

Site Supervisor _____

Adapted from St. Louis University/School of Public Health

Practice Experience in Public Health – 5397

Please complete the Competency to Activity Form for your department.

COMPETENCY TO ACTIVITY FORM

Student Name _____

Academic Advisor _____

PART 1: Initial Self-Evaluation of Your Experience/Competence	Degree of your experience: (Please check <u>ALL</u> that apply)		
COMPETENCIES	I have only classroom knowledge of this competency	I have prior experience in this competency in a practice setting	I would like to gain more experience with this competency in my practice experience
Department of Environmental and Occupational Health			
1. Assess environmental health threats that affect the health of the public.			
2. Understand the interplay between theory and practice of environmental health management.			
3. Understand environmental protection strategies and approaches to reduce environmental health risks.			
4. Identify, develop, apply and modify an appropriate research approach to an environmental health problem based on constraints and available resources.			
5. Analyze quantitative and qualitative data to describe environmental conditions that have impacts on human health.			
6. Synthesize data from a variety of sources, reflective of multidisciplinary perspectives, to develop strategies for addressing complex environmental health problems. Use biostatistics and statistical software to analyze an environmental health problem.			
7. Interpret and present findings in written and verbal format from an environmental health and public health perspective.			

PART 2: After completing Part 1: Initial Self-Evaluation of Competence, in the table below, fill in the competencies that will be the focus of your practice experience and with the corresponding learning goals and activities.

- Students should choose to focus on competencies related to the practice setting and consult with their academic advisor.
- Write learning goals based on the department competencies and skills you hope to achieve during the practice experience.
- Write the specific activities that you will perform during your practice experience and how they will help you achieve your learning goals.

PART 2: Competencies to Activities		
Competency	Learning Goals	Specific Activities
Example:	Example:	Example:
4. Identify, develop, apply and modify an appropriate research approach to an environmental health problem based on constraints and available resources.	Gain experience in developing a research project.	Discuss the project with Dr. Smith and academic advisor (name).and develop a research plan.
5. Analyze quantitative and qualitative data to describe environmental conditions that have impacts on human health.	Use SPSS or SAS to analyze the data from Dr. Smith.	Clean and input data from the project.
7. Interpret and present findings in written and verbal format from an environmental health and public health perspective.	Gain experience in developing a poster presentation that explains my project.	Work with Dr. Smith to develop the poster for the poster presentation.

Signatures:

Student _____

Academic Advisor _____

Site Supervisor _____

Adapted from St. Louis University/School of Public Health

Practice Experience in Public Health – 5397

Please complete the Competency to Activity Form for your department.

COMPETENCY TO ACTIVITY FORM

Student Name _____

Academic Advisor _____

PART 1: Initial Self-Evaluation of Your Experience/Competence	Degree of your experience: (Please check <u>ALL</u> that apply)		
COMPETENCIES	I have only classroom knowledge of this competency	I have prior experience in this competency in a practice setting	I would like to gain more experience with this competency in my practice experience
Department of Epidemiology			
1. Identify the natural occurrence of disease and associated risk factors.			
2. Quickly assess a public health problem using quantitative and/or qualitative data.			
3. Implement appropriate study design to an epidemiologic problem.			
4. Use relevant analysis for relevant study designs.			
5. Interpret and present findings appropriately, and communicate epidemiologic information to lay and professional audiences.			
6. Review epidemiologic literature critically.			
7. Identify the importance of ethical considerations in the conduct of epidemiological studies.			

PART 2: After completing Part 1: Initial Self-Evaluation of Competence, in the table below, fill in the competencies that will be the focus of your practice experience and with the corresponding learning goals and activities.

- Students should choose to focus on competencies related to the practice setting and consult with their academic advisor.
- Write learning goals based on the department competencies and skills you hope to achieve during the practice experience.
- Write the specific activities that you will perform during your practice experience and how they will help you achieve your learning goals.

PART 2: Competencies to Activities		
Competency	Learning Goals	Specific Activities
Example:	Example:	Example:
2. Quickly assess a public health problem using quantitative and/or qualitative data.	Decide if quantitative or qualitative methods should be used and what software is appropriate.	Meet with Dr. Smith to discuss the methods to be used for analysis.
4. Use relevant analysis for relevant study designs.	Gain experience using SPSS software.	Meet with academic advisor to discuss software.
5. Interpret and present findings appropriately, and communicate epidemiologic information to lay and professional audiences.	Gain experience in developing a poster presentation that explains my project.	Work with Dr. Smith to develop the poster for the poster presentation.

Signatures:

Student _____

Academic Advisor _____

Site Supervisor _____

Adapted from St. Louis University/School of Public Health

Practice Experience in Public Health – 5397

Please complete the Competency to Activity Form for your department.

COMPETENCY TO ACTIVITY FORM

Student Name _____

Academic Advisor _____

PART 1: Initial Self-Evaluation of Your Experience/Competence	Degree of your experience: (Please check <u>ALL</u> that apply)		
COMPETENCIES	I have only classroom knowledge of this competency	I have prior experience in this competency in a practice setting	I would like to gain more experience with this competency in my practice experience
Department of Health Management and Policy			
1. Identify the main components and issues of the organization, financing and delivery of health services and public health systems in the US.			
2. Describe the legal and ethical bases for public health and health services.			
3. Explain methods of ensuring community health safety and preparedness.			
4. Discuss the policy process for improving the health status of populations.			
5. Apply the principles of program planning, development, budgeting, management and evaluation in organizational and community initiatives.			
6. Apply principles of strategic planning and marketing to public health.			
7. Apply quality and performance improvement concepts to address organizational performance issues.			
8. Apply “systems thinking” for resolving organizational problems.			
9. Communicate health policy and management issues using appropriate channels and technologies.			
10. Demonstrate leadership skills for building partnerships.			

PART 2: After completing Part 1: Initial Self-Evaluation of Competence, in the table below, fill in the competencies that will be the focus of your practice experience and with the corresponding learning goals and activities.

- Students should choose to focus on competencies related to the practice setting and consult with their academic advisor.
- Write learning goals based on the department competencies and skills you hope to achieve during the practice experience.
- Write the specific activities that you will perform during your practice experience and how they will help you achieve your learning goals.

PART 2: Competencies to Activities		
Competency	Learning Goals	Specific Activities
Example:	Example:	Example:
2. Describe the legal and ethical bases for public health and health services.	Gain experience in communicating the legal and ethical reasons in decision making.	Read background for legal decisions and discuss with Dr. Smith and academic advisor to clarify.
7. Apply quality and performance improvement concepts to address organizational performance issues.	Gain experience in application of application of quality improvement performance standards.	Read the background material related to the performance standards.
9. Communicate health policy and management issues using appropriate channels and technologies.	Gain experience in communicating health policy regulations with general public.	Read the background material and prepare a draft to discuss with Dr. Smith and academic advisor (name).

Signatures:

Student _____

Academic Advisor _____

Site Supervisor _____

Adapted from St. Louis University/School of Public Health

Practice Experience in Public Health – 5397

Please complete the Competency to Activity Form for your department.

COMPETENCY TO ACTIVITY FORM

Student Name _____

Academic Advisor _____

PART 1: Initial Self-Evaluation of Your Experience/Competence	Degree of your experience: (Please check <u>ALL</u> that apply)		
COMPETENCIES	I have only classroom knowledge of this competency	I have prior experience in this competency in a practice setting	I would like to gain more experience with this competency in my practice experience
Department of Social and Behavioral Sciences			
1. Identify basic theories, concepts and models from a range of social and behavioral disciplines that are used in public health research and practice.			
2. Identify the causes of social and behavioral factors that affect health of individuals and populations.			
3. Identify individual, organizational and community concerns, assets, resources and deficits for social and behavioral science interventions.			
4. Identify critical stakeholders for the planning, implementation and evaluation of public health programs, policies and interventions.			
5. Describe steps and procedures for the planning, implementation and evaluation of public health programs, policies and interventions.			
6. Describe the role of social and community factors in both the onset and solution of public health problems.			
7. Describe the merits of social and behavioral science interventions and policies.			
8. Apply evidence-based approaches in the development and evaluation of social and behavioral science interventions.			
9. Apply ethical principles to public health program planning, implementation and evaluation.			
10. Specify multiple targets and levels of intervention for social and behavioral science programs and/or policies.			

PART 2: After completing Part 1: Initial Self-Evaluation of Competence, in the table below, fill in the competencies that will be the focus of your practice experience and with the corresponding learning goals and activities.

- Students should choose to focus on competencies related to the practice setting and consult with their academic advisor.
- Write learning goals based on the department competencies and skills you hope to achieve during the practice experience.
- Write the specific activities that you will perform during your practice experience and how they will help you achieve your learning goals.

PART 2: Competencies to Activities		
Competency	Learning Goals	Specific Activities
Example:	Example:	Example:
5. Describe steps and procedures for the planning, implementation and evaluation of public health programs, policies and interventions.	Gain experience in program planning, implementation and evaluation	Read background material related to the _____ program where I am working.
6. Describe the role of social and community factors in both the onset and solution of public health problems.	Gain experience in analyzing the factors which impact a community and identify program components that will mediate the factors.	Find the community data and develop a draft of results for Dr Smith.
8. Apply evidence-based approaches in the development and evaluation of social and behavioral science interventions.	Increase experience with searching for evidenced based programs.	Compile the information into a comprehensive draft for Dr. Smith.

Signatures:

Student _____

Academic Advisor _____

Site Supervisor _____

Adapted from St. Louis University/School of Public Health

School of Public Health

University of North Texas Health Science Center at Fort Worth

Practice Experience in Public Health – 5397

Progress Report Guidelines

Students should email Dr. Coggin, Site Supervisor, the Public Health Practice Experience Coordinator and their academic advisor an update regarding their practice experience.

Reporting Schedule

Fall and Spring Semester

#1 Due - Friday of 4th week of the semester

#2 Due - Friday of 10th week of the semester (indicate if you are going to participate in the poster session)

Summer Semester

#1 Due - Friday of 3rd week of the semester

#2 Due - Friday of 5th week of the semester (indicate if you are going to participate in the poster session)

NOTE: Due dates refer to the weeks in the semester, not the weeks of your practice experience.

Student Name _____

Progress Report # _____

Academic Advisor _____

Guided progress reports are a way for you to document your ongoing practice experience and assess your progress. You are required to complete TWO (2) progress reports each semester until the practice experience is completed and you have participated in the poster session. In each report you should reflect on what you are learning. Your report should include:

- Include an overview of practice project and general information regarding the progress toward achieving the objectives developed by the student and site supervisor.
- This report should give the advisor information regarding your progress. Please consult with your academic advisor to determine if additional information is needed for the report.
- Progress on your practice experience: what has been achieved and why or why not? Include information related to previous reports, as appropriate.
- What activities you are doing or plan to do to achieve competence. If this is out of your control, document the situation, i.e., why it is out of your control.
- What you have learned (about yourself, the organization, working situation, public health, etc.) from your experiences.
- General insights into how your practice experience is addressing a public health problem, fits into a larger public health context, organizational structure and/or function.

Date	What competencies did you address this period? (list from Part 2 of Competency to Activity Form)	What activities were involved?	Reflections: what are your reactions to your work/what you are learning? (see list above for more suggestions about content)

List any other competencies not previously indicated.

Date	What additional competencies did you address this period?	What activities were involved?	Reflections: what are your reactions to your work/what you are learning? (see list above for more suggestions about content)

Adapted from St. Louis University/School of Public Health

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 PRACTICE EXPERIENCE IN PUBLIC HEALTH 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 does 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.

School of Public Health

University of North Texas Health Science Center at Fort Worth

Practice Experience in Public Health – 5397

EVALUATION OF STUDENT'S PERFORMANCE

This evaluation is to be used by the supervisor of the Practice Experience in Public Health. The supervisor's assessment, along with the Public Health Practice Experience Director'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 Practice Experience in Public Health

Supervisor Name & Title _____

Email _____

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			
1. Ambitious	1	2	3	4	5	NA
2. Takes the Initiative	1	2	3	4	5	NA
3. Enthusiastic	1	2	3	4	5	NA
4. Dependable/Reliable	1	2	3	4	5	NA
5. Personable	1	2	3	4	5	NA
6. Flexible	1	2	3	4	5	NA

RELATIONSHIPS WITH OTHERS

7. Diplomatic and Tactful	1	2	3	4	5	NA
8. Able to meet and mix with others	1	2	3	4	5	NA
9. Cooperates with others	1	2	3	4	5	NA
10. Functions as a team leader	1	2	3	4	5	NA
11. Able to accept suggestions	1	2	3	4	5	NA
12. Able to accept criticism	1	2	3	4	5	NA
13. Sensitive to cultural diversity	1	2	3	4	5	NA
14. Able to work as part of a team	1	2	3	4	5	NA

PROFESSIONAL QUALIFICATIONS AND JOB PERFORMANCE

15. Command of technical subject matter	1	2	3	4	5	NA
16. Able to organize work/time	1	2	3	4	5	NA
17. Responds to supervision	1	2	3	4	5	NA
18. Able to express ideas in writing	1	2	3	4	5	NA
19. Able to communicate ideas orally	1	2	3	4	5	NA
20. Knowledge of public health issues/principles	1	2	3	4	5	NA
21. Able to research problems	1	2	3	4	5	NA
22. Accepts responsibility	1	2	3	4	5	NA
23. Use of logical, organized steps for program planning and implementation	1	2	3	4	5	NA
24. Able to design & conduct program evaluation	1	2	3	4	5	NA
25. Able to analyze national, state, local policies implications for public health	1	2	3	4	5	NA
26. Potential for professional growth	1	2	3	4	5	NA
27. Overall quality of work	1	2	3	4	5	NA

Page 2 - Evaluation of Student's Performance

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

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

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

GRADING SCALE

The School of Public Health uses the letters A, B, C and F in the grading system.

A	=	4.0 grade points for each semester hour (90-100)
B	=	3.0 grade points for each semester hour (80-89)
C	=	2.0 grade points for each semester hour (70-79)

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

Appendix P

School of Public Health

University of North Texas Health Science Center at Fort Worth

Practice Experience in Public Health – 5397

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

This evaluation form will be used for the purpose of evaluating and improving the Practice Experience in Public Health 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 Practice Experience in Public Health.

Name _____ Semester/Year _____

Inclusive dates of your Practice Experience in Public Health

Site Name and Address

Site Supervisor _____

Average number of hours you worked weekly _____

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

9. Allowed initiative and creativity on the part of the student.	1	2	3	4	5	NA
10. Met at least weekly with student to discuss progress and/or problems.	1	2	3	4	5	NA
11. Provided constructive criticism and guidance	1	2	3	4	5	NA
12. Served as an effective professional role model for student.	1	2	3	4	5	NA
13. Overall, how would you rate the learning experience you received?	1	2	3	4	5	NA
14. Overall, how would you rate your site supervisor?	1	2	3	4	5	NA

15. What are the strengths of this site and its programs?

16. What are the weaknesses of this site and its programs?

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

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

Appendix Q

School of Public Health

University of North Texas Health Science Center at Fort Worth

Practice Experience in Public Health – 5397

Practice Experience in Public Health 5397 Evaluation

To be completed separately by both the Public Health Practice Experience Director and academic advisor for each student.

POINTS RECEIVED

NOTEBOOK (25 points) ----- _____

Tabbed sections

All sections listed in Manual are included

Progress Reports (2 each semester)

Required number of hours at site (minimum of 200 hours)

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

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

POSTER (25 points) ----- _____

Appearance

Content

Accuracy

TOTAL POINTS ----- /100

COMMENTS

Signature _____ **Date** _____

Appendix R

School of Public Health

University of North Texas Health Science Center at Fort Worth

Practice Experience in Public Health – 5397

Practice Experience in Public Health Poster Session Guidelines

1. All students enrolled in Practice Experience in Public Health 5397 are required to present a poster at the end of the semester during which they complete the experience.
2. E-mail abstract to the Public Health Practice Experience Coordinator by the stated deadline before the poster session. Include the name of your academic advisor, agency and your site supervisor in your abstract. Attached are the abstract guidelines.
3. The poster must be set up by **announced time** on the day of the session unless you have made prior arrangements with the Public Health Practice Experience Director.
4. Once set up and during the Poster Session, 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. The notebook should be a three-ring binder. A soft side type notebook rather than hard side type of notebook is suggested. These must be kept in a file for accreditation.

Note Book

- The **Practice Experience in Public Health notebook**: The Title page includes the student name, semester, name of the experience project, name and location of site and name of site supervisor.

Begin tabs after the title page and place the name on each tab as illustrated in the photo. There should be a tabbed section for each item listed below. The names of tabs are bolded below.

- a. **Abstract** (used for the poster –see Appendix S for Guidelines)
- b. **Forms**
 - Appendix C
 - Appendix G
 - Appendix H
 - Appendix I
 - Appendix J
- c. **Reflection Paper** (see Appendix M for Guidelines)
- d. **Progress Reports** Copies of the required progress reports (see Appendix K for Guidelines)



Practice Experience in Public Health – 5397

- e. **Site Analysis** of Practice Experience in Public Health (see Appendix N for Guidelines)
- f. **Work Log** of work hours (200 minimum) signed by the Practice Experience in Public Health site supervisor (see Appendix L for form). Hours should be totaled on the last page of the work log.
- g. **Materials** (Agency materials and/or pamphlets)
- h. **Résumé** (see Appendix T for Guidelines)
- i. **Presentation** (Copy of information presented on the poster, e.g. PowerPoint slide handout)
- j. **Student Evaluation** of Practice Experience in Public Health Site (see Appendix P for form).

The Public Health Practice Experience Coordinator will add the previously submitted forms.

- 1. Intent to Register form
- 2. Copy of the (CITI) IRB Training Certificate
- 3. Copy of the HIPAA Training Certificate
- 4. Confidentiality Agreement
- 5. Photographic Consent and Release Form
- 6. Copy of the Online Professional Behavior Training Certificate

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

- Use a three-panel, tri-fold poster board. These are available for purchase through the Public Health Student Association or local Office Supply stores.
- 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 from your site/project on which you worked during the experience (e.g. flyers, brochures, photos of activities, etc)
 - k. you should consult with your academic advisor regarding specific content of the poster. This may include statistical analysis. Input from the advisor is encouraged especially with regards to potential publications arising from the project.

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

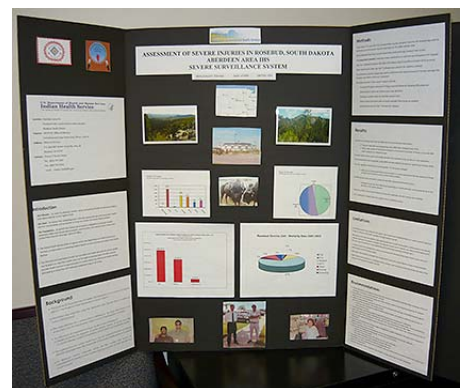
<http://lorien.ncl.ac.uk/ming/dept/tips/present/posters.htm>

<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. Posters should be a foldable tri-panel board approximately 36 x 48 inches in size.**



Appendix S

School of Public Health

University of North Texas Health Science Center at Fort Worth

Practice Experience in Public Health – 5397

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.

Abstracts must be received via email by Dr. Coggin and Susan Harlin by the stated deadline before the poster session.

Title of Project: (underline and all caps)

Student Name:

Academic Advisor and Department:

Site Supervisor Name and Location:

Introduction/Background: study objectives, hypothesis, or a description of the problem.

Methods: study design, including a description of participants, procedures, measures, and appropriate statistical analyses.

Results: specific results in summary form

Conclusions: description of the main outcome of the study.

References:

1. http://www.apha.org/NR/rdonlyres/7A002CAD-8518-40AA-9905-6269C5DD1A8D/0/SA_Abstracts_Guide_05.pdf
2. <http://www.apha.org/membergroups/newsletters/sectionnewsletters/hiv/winter05/1442.htm>

Remember:

- A. The abstract should answer 4 main questions:
 - What did you study? (Introduction)
 - What did you do? (Methods)
 - What did you find? (Results)
 - What does it all mean? (conclusions)
- B. Write for a wide audience
- C. Keep it simple and straightforward
- D. Be sure the abstract makes sense by itself
- E. The abstract should be single spaced and 300 words or less

Your abstract will be published as you submit it. Please be sure to edit and proof read final copy

Adapted from UMDNJ/School of Public Health

Appendix T

School of Public Health

University of North Texas Health Science Center at Fort Worth

Practice Experience in Public Health – 5397

Sample Résumé 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.