

Handshake Student Manual

MPH
Practicum/Applied
Practice Experience



Milken Institute School
of Public Health

THE GEORGE WASHINGTON UNIVERSITY

THE GEORGE
WASHINGTON
UNIVERSITY

WASHINGTON, DC

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Handshake Support

If you need assistance with the Handshake platform you can:

1. Use the [Handshake Help Center](#) to look for your specific question
2. Search the [Experiences page](#) of Handshake Help Center
3. Use the live chat feature on the Help Center webpage or through the Contact Support in the upper right corner

Submitting Your Practicum Plan

Log in to Handshake

*Please note: Once a Practicum Plan is started in Handshake Experiences, it does **NOT** save. It must be completed all at the same time*

1. Login to Handshake using SSO to access the Experiences feature

The screenshot displays the Handshake user interface. On the left, a navigation menu includes a green 'H' logo and links for Jobs, Events, Employers, Inbox, and Career center. The main content area has a dark blue background with a white notification bar at the top that says '✓ Logged in'. Below this, large orange text reads 'The best way to get noticed by employers? Reach out.' To the right of this text are two white cards with blue arrows pointing right. The first card is titled 'Attend an event' and contains the text 'Learn more about employers or roles you're interested in, directly from the source.' The second card is titled 'Make your profile stand out' and contains the text 'Add key information to match with the most relevant jobs and opportunities.' At the bottom of the page, there is a white footer with the George Washington University Career Center logo and text, and a yellow box on the right that says 'Get the Handshake app' with the subtext 'Stay on top of new jobs with notifications plus get reminders for interviews and eve'.

Navigate to Handshake Experiences

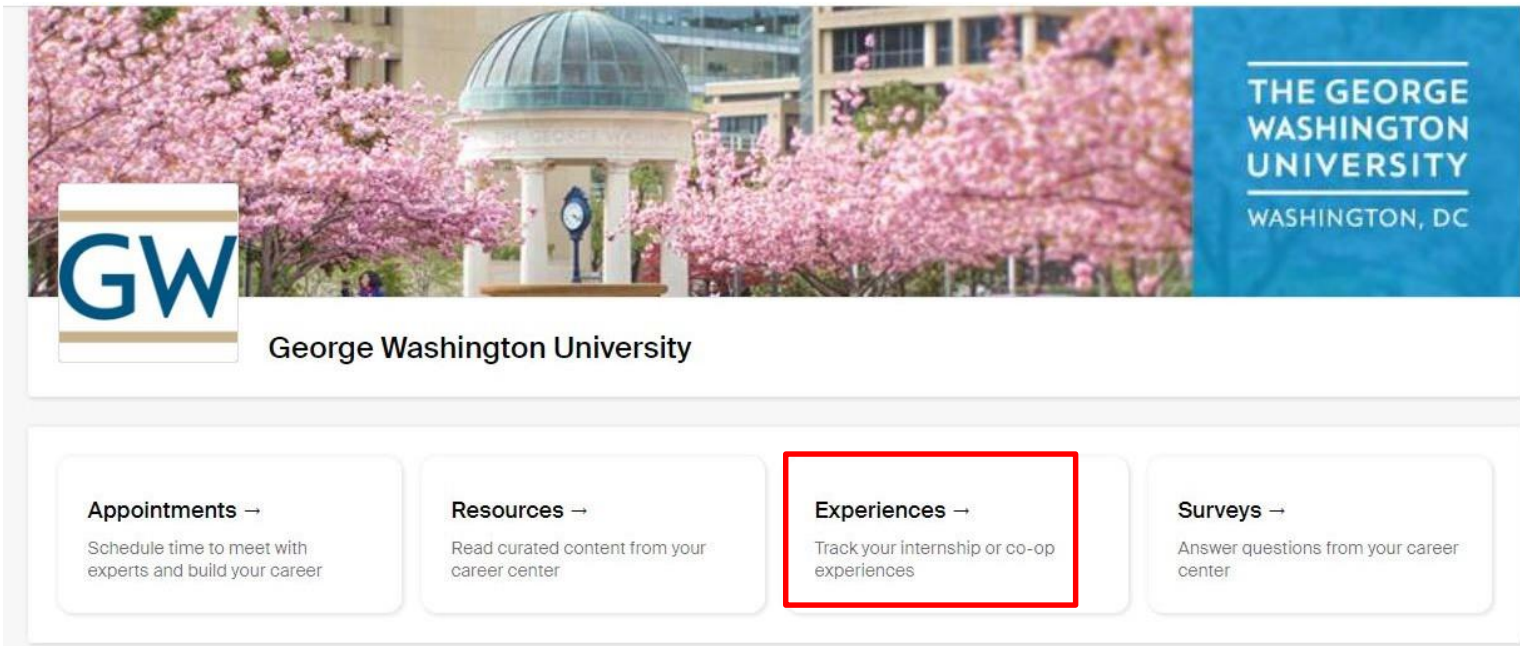
2. Either on the left-hand side or below the main banner, select **Career Center**.

The screenshot displays the Handshake interface. On the left-hand side, a vertical navigation menu is visible with a green 'H' logo at the top. The menu items are: Jobs, Events, Employers, Inbox, and Career center. The 'Career center' item is highlighted with a red rectangular border. The main content area features a dark blue banner with the text: 'The best way to get noticed by employers? Reach out.' To the right of this text are two white boxes with blue arrows pointing right. The first box is titled 'Attend an event' and contains the text: 'Learn more about employers or roles you're interested in, directly from the source.' The second box is titled 'Make your profile stand out' and contains the text: 'Add key information to match with the most relevant jobs and opportunities.' At the bottom of the page, there is a white footer area. On the left, it shows the 'GW' logo and the text: 'George Washington University Career Center -- View your school's resources'. On the right, there is a yellow box with the text: 'Get the Handshake app Stay on top of new jobs with notifications plus get reminders for interviews and eve'.

Navigate to Handshake Experiences

3. On the GWU page, select **Experiences**.

***Tip:** you can make an appointment with the GWSPH Career Services here as well, browse upcoming events, register for events, and explore job/internship openings.



Submit an Experience

4. Under the main Experiences page, you can Submit an Experience (aka submit your Practicum Plan) by either selecting the blue **Submit an Experience button** or navigating to the **Submit an Experience Tab**.

Experiences [Submit an Experience](#)

You have not recorded any experiences yet. Record your experience here when you are hired for a position.

[Submit an Experience](#)

Enter Details

5. The page that opens with the following section headers, this is the beginning of the Practicum plan: Details, Organization and Job.

Experiences [Submit an Experience](#)

Details

Experience template
Select a template

Term
Select a term

Organization

Organization
Type the organization name for your experience or choose from the list
Organizations may be an employer, institution, or program.

Location
Enter the location of the organization...

Industry
Select an industry

Phone number

Email

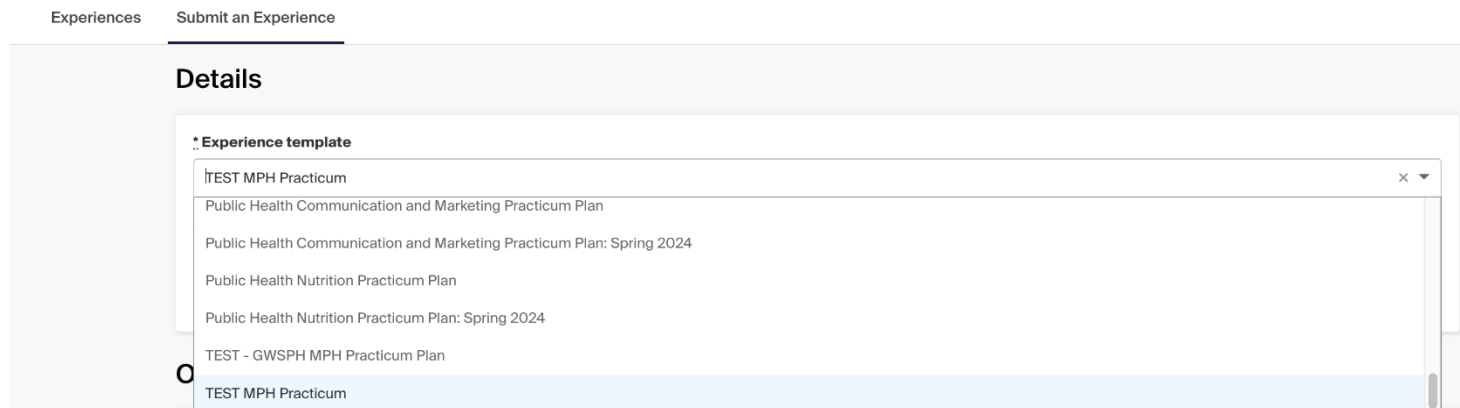
Input Site Information

6. Input all relevant information as it relates to your specific Practicum site.
 - a. Details --> You will select your Department or Programs specific Experience type and the term you are beginning your Practicum.

*Do not select a past term or Archived term

Input Site Information

7. Input all relevant information as it relates to your specific Practicum site.
 - b. Details --> You will select your Department or Programs specific Experience template which will include 2024-2025 in its title and the term you are beginning your Practicum (Fall, Spring, or Summer).



Input Site Information

- c. **Organization--> The Organization is in fact your Practicum site.**
Include your sites location (i.e. city and state or country) – no other information is needed in this section.

Organization

Organization

Test ✕ ▾

Organizations may be an employer, institution, or program.

Location

Washington, District of Columbia, United States

Industry

Select an industry ▾

Phone number

Email

Input Position Information

d. Experience --> The Experience section asks general information related to your specific Practicum experience.

Include your position title, select **Experiential Learning** under experience Type, identify if you will be full-time or part-time under Employment type, and if you are paid.

Ensure that you check the "Add experience to profile" box.

Experience

Experience
test × ▼
If you do not see your job please type your own

Department

Date
yyyy-mm-dd 📅 > yyyy-mm-dd 📅

Experience type
Experiential Learning × ▼

Employment type
Select an employment type ▼

Salary
\$

Offer date
yyyy-mm-dd 📅

Offer accepted
 Yes
 No
 Undecided

Add experience to profile?

Add Approvers

- a. Approvers --> Under Approvers, include your preceptors email address. As you type your preceptors name additional text boxes will appear for you to populate. If your preceptor is new to Handshake then their contact information will not appear, but if your preceptor has used Handshake before the text boxes will auto-populate.

Approvers

Preceptor

* **Email Address**

An approver with this email address does not exist. Please fill out the following fields to create one.

* **Name**

Title

Phone Number

Prerequisite Confirmation

b. General --> Under the General section, indicate if you have completed your CITI Training. This is required for all MPH students to complete within their first term/quarter of their MPH program here at GWPSH. Completion certificates are to be submitted to studentrecrods@gwu.edu. Also select which prerequisite courses for your specific Department or Program you have completed – *do not include those you are enrolled in for a future term. Once done, select the blue Next Page button.

General

Prerequisite Confirmation

*: Have you submitted your CITI Training Certificate to Student Records?

- Yes
 No
 Unsure

*: Please select all of the courses you have completed prior to your Practicum started.

- PubH 6002 Biostatistical Applications
 PubH 6003 Principles and Practices of Epidemiology
 PubH 6007 Social and Behavioral Approaches to Public Health
 PubH 6009 Fundamentals of Public Health Program Evaluation
 PubH 6011 Environmental and Biological Foundations
 PubH 6012 Health Policy
 PubH 6021 Public Health Practice & Leadership I
 PubH 6242 Clinical Epidemiology and Public Health: Reading the Research
 PubH 6611 Nutrition Assessment

Next Page

Preceptor Information

e. General --> After selecting the Next Page button, additional questions related to your preceptor will be populated under the General section. If your department utilizes the excel APEX Practicum Plan Template, this information can be found in Tab 1. The first box does not need to be populated.

General

Preceptor information

Minimum Credentials: Your Site Preceptor is one of the most important people on your Practicum Project Team. They need to be able and willing to collaborate with you to develop and approve this Practicum Scope of Work; they need to be able to mentor you and observe your work; and they need to be able to submit their evaluations of/feedback about your work. They also have to meet some minimum qualifications. In this section, please indicate whether your proposed Site Preceptor meets a few key minimum qualifications in the next three questions and provide a justification of your preceptors ability to act in the role.

.. Preceptors LinkedIn Profile or Resume

.. Has your proposed Site Preceptor demonstrated experience and/or expertise related to the competencies you aim to address during your practicum?

- Yes
 No

.. Is your proposed Site Preceptor an immediate/first-degree relative and/or does your proposed Site Preceptor have a conflict of interest that prevents them from objectively providing feedback on your performance?

- Yes
 No

.. Is your proposed Site Preceptor currently a MPH student at the George Washington University Milken Institute School of Public Health?

- Yes
 No

Preceptor Information

e. General --> Under the justification narrative section, make sure you have answered **all four** of the questions included in the statement. Select the blue Next Page button to proceed.

* Justification Narrative In this section, provide a justification and/or rationale for your selected Site Preceptor that includes the following details: (1) A description of the experience and/or expertise your proposed Site Preceptor has had and/or honed related to the competencies you aim to address; (2) Evidence that the proposed Site Preceptor has been able to collaborate with you to develop the Practicum Project Scope of Work; (3) Evidence that they would be willing and able to mentor you throughout your project implementation; (4) Evidence that they would be willing and able to provide feedback on your performance.

[Go Back](#)

[Next Page](#)

Practicum Logistics

8. The Practicum Logistics section includes important questions relevant to your Practicum. Populate each box and select the blue Next Page button.

Practicum Logistics

*: How many hours per week are you planning to work?

*: What format is your practicum?

In-person

Hybrid

Virtual/Remote

*: What is your Practicums proposed start and end date?

*: Have you discussed what professionalism looks like at your Practicum site with your preceptor?

Yes

No

*: Please describe your organizations expectations of you related to professionalism while you are engaging in activities at site.

*: In the case of unforeseen events, if you have to exit the opportunity prior to the agreed upon end date, what is the organizations expectations of you in leaving the experience i.e. 2 weeks notice, return of work items etc.

[Go Back](#) [Next Page](#)

Fill in Your Practicum Plan

9. This next section, Practicum Plan, is the last section you will complete before you submit your Practicum Plan for review.

***Note:** If your department utilizes the excel APEx Practicum Template, you will find the majority of this information under Tab 2 (Scope of Work). You can copy and paste what you have into Handshake.

General

Practicum Plan

* Create a title for your Practicum

* Provide a brief summary of your overall Practicum.

* Select your three (3) foundational competencies you plan to attain during your Practicum. ONLY select three (3).

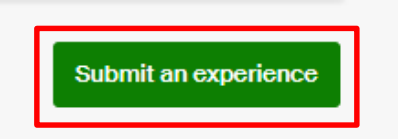
- Apply epidemiological methods to the breadth of settings and situations in public health practice
- Select quantitative and qualitative data collection methods appropriate for a given public health context
- Analyze quantitative and qualitative data using biostatistics, informatics, computer-based programming and software, as appropriate
- Interpret results of data analysis for public health research, policy or practice
- Compare the organization, structure and function of health care, public health and regulatory systems across national and international settings
- Discuss the means by which structural bias, social inequities and racism undermine health and create challenges to achieving health equity at organizational, community and societal levels
- Assess population needs, assets and capacities that affect communities' health
- Apply awareness of cultural values and practices to the design or implementation of public health policies or programs
- Design a population-based policy, program, project or intervention
- Explain basic principles and tools of budget and resource management
- Select methods to evaluate public health programs
- Discuss multiple dimensions of the policy-making process, including the roles of ethics and evidence
- Propose strategies to identify stakeholders and build coalitions and partnerships for influencing public health outcomes
- Advocate for political, social or economic policies and programs that will improve health in diverse populations
- Evaluate policies for their impact on public health and health equity
- Apply principles of leadership, governance and management, which include creating a vision, empowering others, fostering collaboration and guiding decision making
- Apply negotiation and mediation skills to address organizational or community challenges
- Select communication strategies for different audiences and sectors
- Communicate audience-appropriate public health content, both in writing and through oral presentation
- Describe the importance of cultural competence in communicating public health content Interprofessional Practice
- Perform effectively on interprofessional teams
- Apply systems thinking tools to a public health issue

* Select your two (2) Program Specific Competencies you plan to attain during your Practicum. ONLY select two (2).

- Understand the pathophysiology of selected chronic disease processes and the role that nutrition may play in the development of these diseases.
- Understand the factors impacting the accessibility, availability, adequacy, and safety of the food and water systems serving a community.

Fill in & Submit Your Practicum Plan

- A. Create a unique Practicum title for your experience and a brief summary of what your overall Practicum will entail.
- B. Select your three foundational competencies that you plan to attain throughout your entire experience. **ONLY select 3.**
- C. Select your two program-specific competencies you plan to attain throughout your entire experience. **ONLY select 2.**
- D. Include a description of your activities – a minimum of two are required. As well as describe your deliverables and how they will prove attainment of your selected competencies.
 - i. Each deliverable does not need to prove attainment of all five selected competencies but across your two work products all five must be represented.
 - ii. These descriptions are not only a description of what your deliverable is but **how** through the development of your deliverables you will learn or display your selected competencies.
 - iii. You are allowed to have more than two work products however, all work products must be described. It is possible that deliverables change due to site priorities and you will have an opportunity to make changes to these descriptions in your final evaluation.
- E. Select the Green Submit an Experience button



Submit an experience

Edit Your Practicum Plan

F. If a red Error message pops up indicating that some errors were made in the submission, you will be informed of which questions need editing at the very bottom of your form just above the green Submit an Experience button

A red rectangular error message box with a white 'x' icon on the left and a white 'x' icon on the right. The text inside is white and reads "There were some errors during submission." data-bbox="218 544 652 577"/>

x There were some errors during submission. **x**

Practicum Overview

9. A successful submission will direct you to your Practicum Overview.

Overview Edit Evaluations

✓ Experience was successfully updated.

ORGANIZATION
Test


TERM
Summer 2024 - GWSPH

TEMPLATE
TEST MPH Practicum

Attachments

New Attachment

Details Comments and Activity Learning Objectives

 Student

NAME
Pauline Muvezwa

CURRENT SCHOOL YEAR
Masters

SCHOOL
[George Washington University](#)

Experience

TITLE:
test

DEPARTMENT

INDUSTRY

START DATE
Unknown Time

SALARY

EXPERIENCE TYPE
Experiential Learning

ACCEPTANCE DATE
Unknown Time

END DATE
Unknown Time

Organization

ORGANIZATION
Test

PHONE

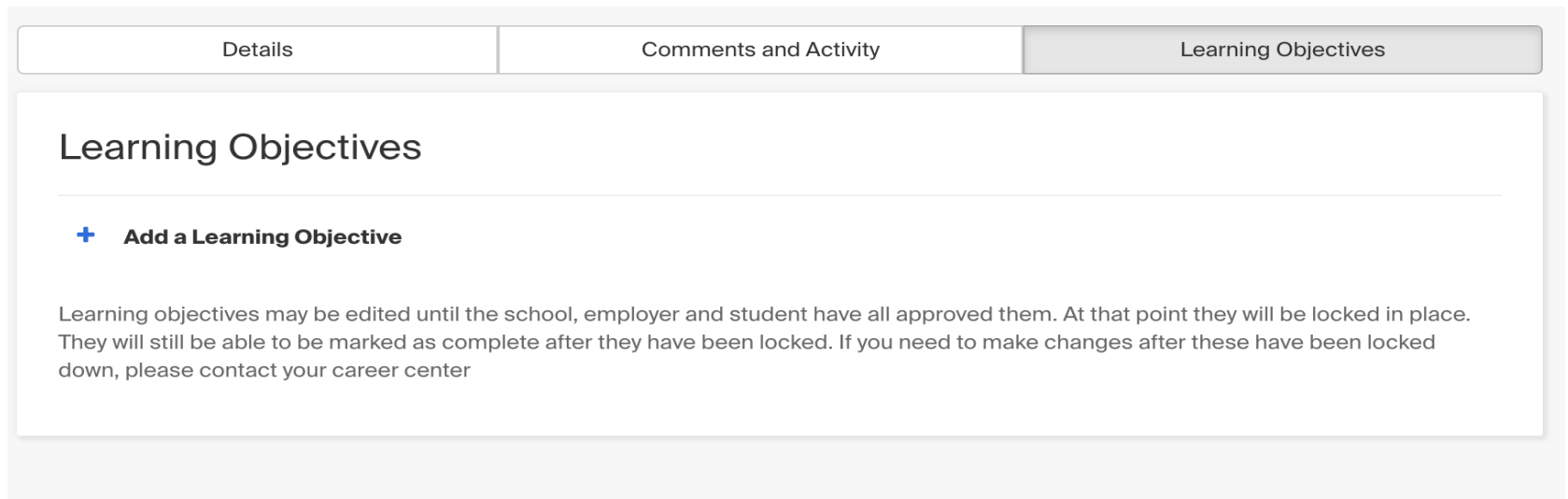
LOCATION
Washington, District of Columbia, United States

EMAIL
<mailto:>

Approvers

Learning Objectives

10. On your overview page, it's recommended that you toggle to the Learning Objectives tab and select the blue + to list your specific activities and competencies as a quick reference point. This can easily be copy/pasted from the Details tab and allows for you to edit your plan if necessary.



The screenshot shows a user interface with three tabs: "Details", "Comments and Activity", and "Learning Objectives". The "Learning Objectives" tab is selected and highlighted. Below the tabs, the heading "Learning Objectives" is displayed. Underneath the heading is a blue plus sign icon followed by the text "Add a Learning Objective". Below this is a paragraph of text: "Learning objectives may be edited until the school, employer and student have all approved them. At that point they will be locked in place. They will still be able to be marked as complete after they have been locked. If you need to make changes after these have been locked down, please contact your career center".

Submission Confirmation

11. **Your plan has been successfully submitted!** Your preceptor will be the first to review your plan and approve it. They have 15 working days to approve your plan, as such it's recommended that you connect with your preceptor as soon as you submit your plan in Handshake to flag to them that an email with a hyperlink to approve should be in their inbox shortly.

You should receive an email shortly indicating that your request has been received.



Your experience request has been received

Your experience request is pending approval. We'll notify you when it has been reviewed.

Experience for Summer 2023 - GWSPH

test at test

**After your Practicum Plan is Approved
(but before you can begin your Practicum)**

Not for Health Policy Students

Approval Email Notification

1. After your Preceptor and your Practice Team has approved your plan you will receive an email notifying you.

Handshake <handshake@notifications.joinhandshake.com> [Unsubscribe](#)
to me ▾

Apr 5, 2024, 2:11PM (7 days ago)



Good news! Your **experience** request has been approved

Your **experience** has been approved for this term.

Experience for Summer 2024 - GWSPH

test at Test

[See Experience](#)

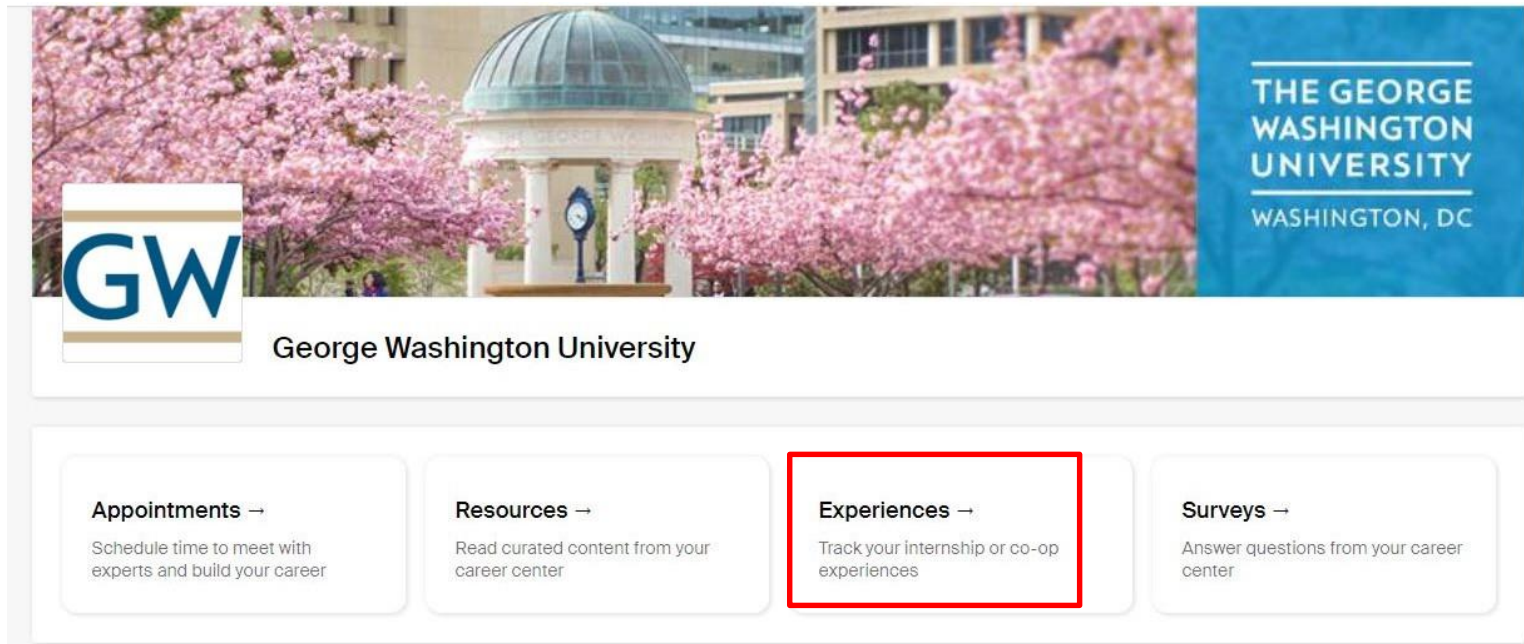
[Unsubscribe](#)



Handshake (Stryder Corp.)
P.O. Box 40770, San Francisco, CA 94140

Navigate to Handshake Experiences

2. When you have received the email from Handshake, login to your Handshake account and navigate to the Experiences feature again.



View Practicum Details

3. Under the main Experiences tab, select the View Details button of your approved Practicum experience.

Experiences Submit an Experience

ORGANIZATION

Test

SUPERVISOR / HR CONTACT

Not Specified

[View Details](#)

EXPERIENCE TITLE

test

EXPERIENCE TYPE

Experiential Learning

Approved

Download Your Practicum Plan Details

- Once the page is open, **select Ctrl+P** to print a copy of your Practicum plan to your desktop as either a Word doc or PDF.

Name your Practicum Plan: Your First and Last Name_ Practicum Plan

The screenshot displays a web application interface for managing a practicum plan. The main content area is divided into three tabs: 'Details', 'Comments and Activity', and 'Learning Objectives'. The 'Details' tab is active, showing a form for a student named Pauline Muvezwa at George Washington University, currently in the Masters program. The form includes sections for 'Experience' and 'Organization'. The 'Experience' section has fields for Title, Department, Industry, Start Date, End Date, Salary, Experience Type, and Acceptance Date. The 'Organization' section has fields for Organization, Location, and Phone. There is also an 'Approvers' section with a 'Preceptor' field. A 'New Attachment' button is visible in the left sidebar. On the right, a print overlay is active, showing options for 'Destination' (Save as PDF), 'Pages' (All), and 'Layout' (Portrait). The print overlay also includes a 'More settings' dropdown and 'Cancel' and 'Save' buttons.

Field	Value
NAME	Pauline Muvezwa
CURRENT SCHOOL YEAR	Masters
SCHOOL	George Washington University
TITLE	test
DEPARTMENT	Experiential Learning
INDUSTRY	Unknown Time
START DATE	Unknown Time
END DATE	Unknown Time
LOCATION	Washington, District of Columbia, United States

Option 1: Download Your Endorsement Form

5. Download the Fillable Endorsement from under Attachments and email it to your preceptor. Have them complete the form, and then email it to your Practice Team for their signature. They will share a fully signed version back to you.

Overview Edit Evaluations

ORGANIZATION
Test

TERM
Summer 2024 - GWSPH

TEMPLATE
TEST MPH Practicum

Attachments

New Attachment

Details Comments and Activity Learning Objectives

GW Student

NAME
Pauline Muvezwa

CURRENT SCHOOL YEAR
Masters

SCHOOL
George Washington University

Experience

TITLE:
test

EXPERIENCE TYPE
Experiential Learning

DEPARTMENT

ACCEPTANCE DATE
Unknown Time

INDUSTRY

END DATE
Unknown Time

START DATE
Unknown Time

SALARY

Organization

ORGANIZATION
Test

LOCATION
Washington, District of Columbia, United States

PHONE

EMAIL
mailto:

Approvers

Preceptor

STATUS:
Pending

Option 2: Download Your Endorsement Form

5. Your preceptor will have downloaded a Fillable Endorsement when reviewing your Practicum Plan and will email it to you once they approve your plan. Email it to your Practice Team for their signature. They will share a fully signed version back to you.

Approvers

Preceptor

STATUS:

Approved:

Submit to the Office of Research Excellence (ORE) via the Student Project Oversight Portal

5. Once your Endorsement form is fully signed and your Practicum Plan is saved to your computer, navigate to the [Student Project Oversight Portal](#), respond to the survey questions and upload your saved Practicum Plan and the Endorsement form that was emailed to you by your Practice Team.

The survey is more than one page and you will receive a confirmation email if your submission was successful.

Determination from the Office of Research Excellence (ORE)

5. Approvals from the Office of Research Excellence take anywhere from 48 to 72 hours. **Only *after* you have received a determination email from the Office of Research Excellence may you officially begin your Practicum hours.**

NO hours before the determination email can count towards your required 120 hours.

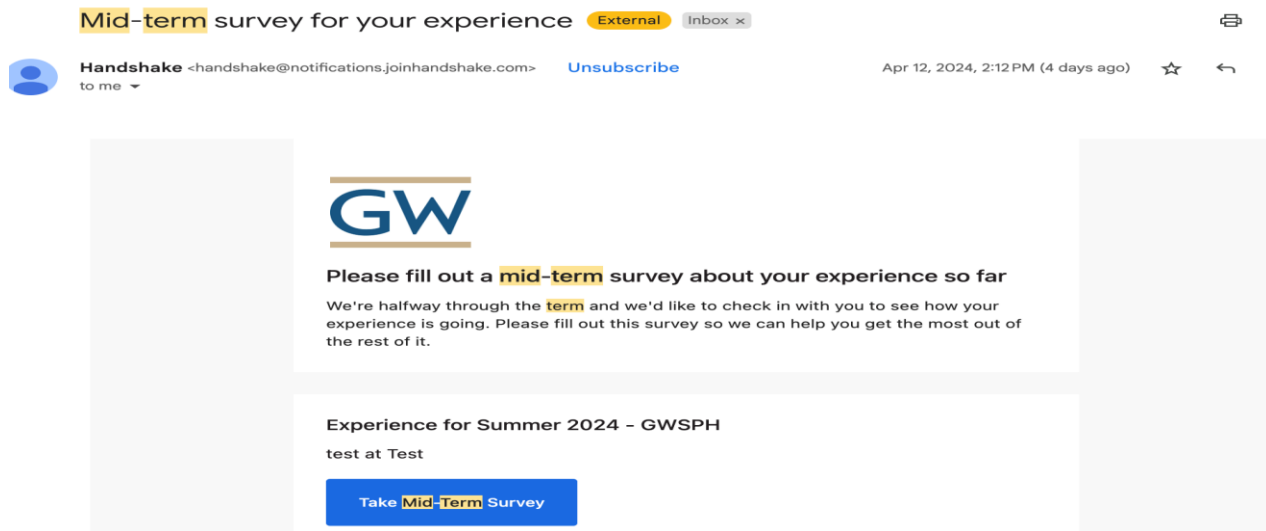
Important Note

5. If you receive any emails from Handshake that are for a Midpoint Attestation or Final Evaluation, **save these emails for use when you have reached 60 hours and 120 hours at your Practicum site.** You should only complete these at the middle and end of your Practicum project

Midpoint Attestation

Accessing the Midpoint Attestation

1. You can access your Midpoint Attestation by accessing the hyperlink in the email sent to you early in your Practicum. **If you do not have a copy of the email with the hyperlink, reach out to your Practice Team to have them send you the email directly.**



Completing the Midpoint Attestation

2. Complete your Midpoint attestation – results will **NOT** be seen by your Preceptor, only your Practice Team.

Student Name Pauline Muvezwa

Page 1

* I attest that I have completed at least 60 hours at this time.

Yes
 No

* I attest that no changes have been made to my Practicum Plan activities or deliverables at this time.

Yes
 No

If no, please describe the changes that were made. *required if changes were made*

* If changes were made, I have contacted my Practice Team and determined if I needed to resubmit to the Office of Research Excellence

Yes
 No
 N/A

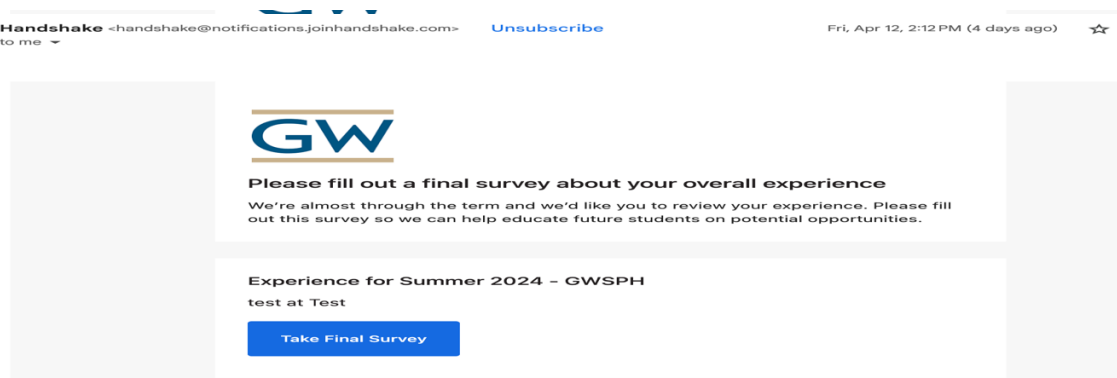
Final Evaluation

Accessing the Final Evaluation

*Please note: Once a Final Evaluation is started in Handshake Experiences, it does **NOT** save. It must be completed all at the same time*

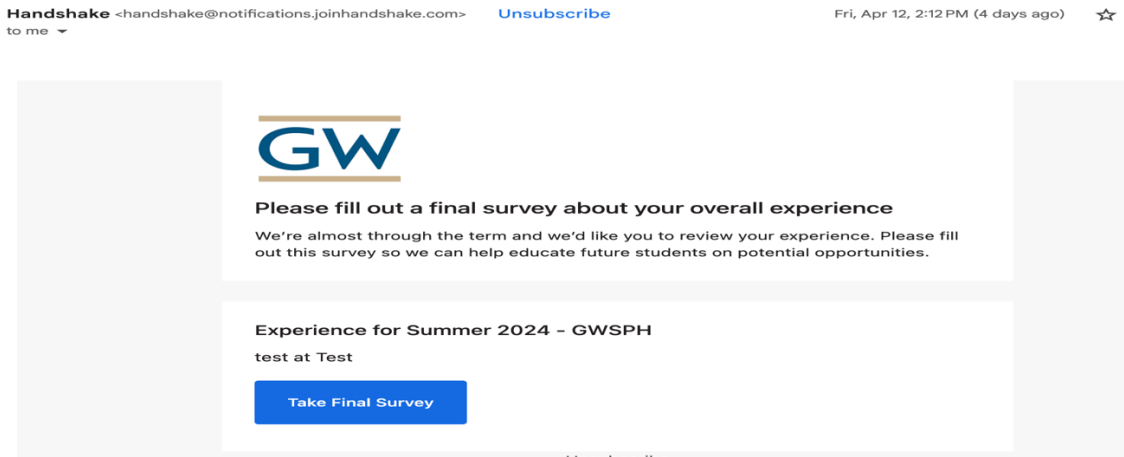
1. Similar to the Midpoint Attestation, you received an activation email early in your Practicum experience which you should have saved until you were done with your 120 hours. **If you do not have a copy of this email, notify your**

Practice Team and they will resend the email to you.



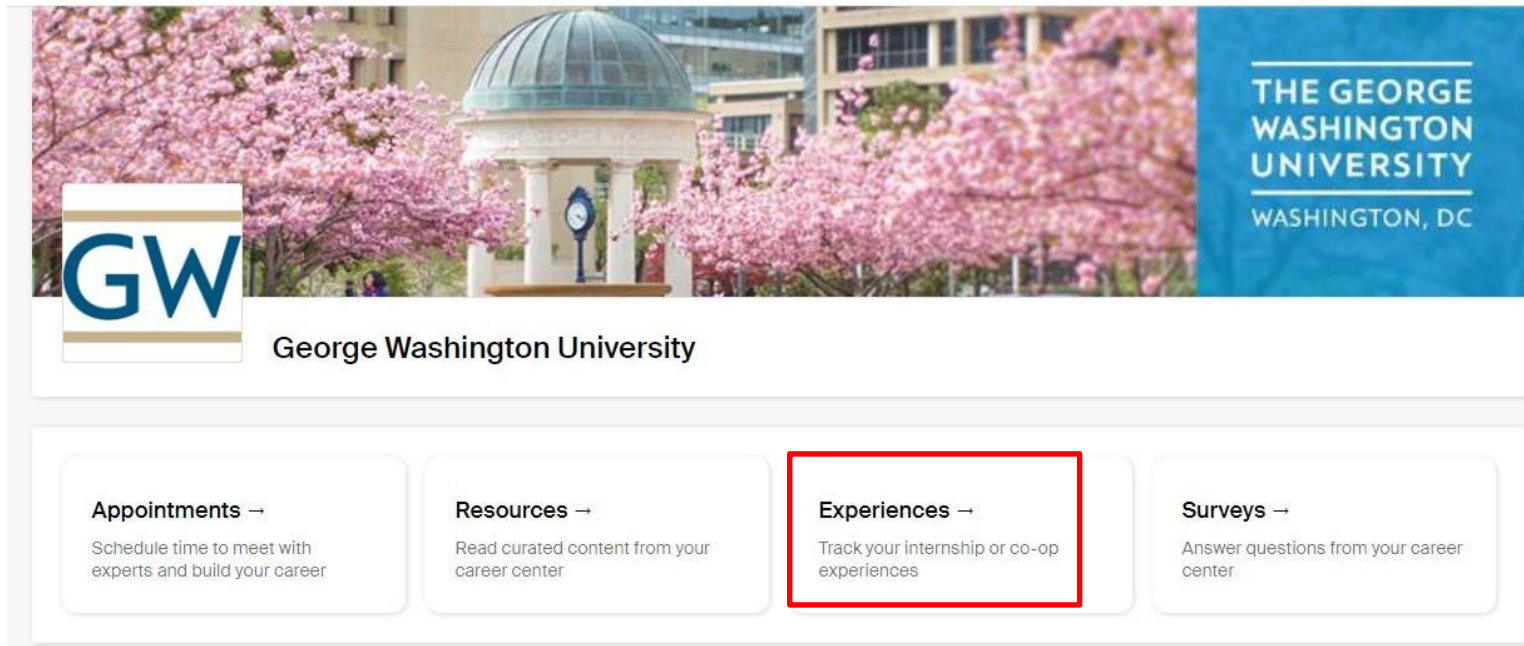
Completing the Final Evaluation

2. Select the Take Final Survey button and complete the survey.



Reviewing Your Practicum Plan

3. If you need to review your Practicum Plan before completing, login to your Handshake account and navigate to the Experiences feature to review the Details and/or Learning Objectives.



Completing the Final Evaluation

4. When completing the Final Evaluation, each deliverable does not need to prove attainment of all five competencies, but across all your described deliverables you **MUST** have five competencies checked off.

Completing the Final Evaluation

5. On the first page it will ask you if you have uploaded your deliverables to the Attachments section, this can either be done before you start the Final Evaluation or after and is **REQUIRED.**

Student Name Pauline Muvezwa

Practicum Activity and Deliverable Review

* Describe your first deliverable you are submitting

* Describe the activities you took part in throughout your practicum to develop that deliverable

* What Foundational competencies did you attain during the development of this deliverable? These can be found in your Practicum Plan.

1. Apply epidemiological methods to the breadth of settings and situations in public health practice

2. Select quantitative and qualitative data collection methods appropriate for a given public health context

Completing the Final Evaluation

6. Select Next Page to evaluate the Practicum experience and then evaluate your Preceptor.



Submitting the Final Evaluation

7. After completing all three pages of the Final Evaluation, select the green Submit evaluation button.



Submit evaluation

Uploading Your Deliverables

8. Once you submit the Final Evaluation, navigate to the Experiences Feature within Handshake and select View Details of your Practicum Experience.

Experiences Request an Experience

EMPLOYER
test

SUPERVISOR / HR CONTACT
Not Specified

[View Details](#)

JOB TITLE
test

JOB TYPE
Experiential Learning - Part-Time

Approved

Uploading Your Deliverables

9. On this home page of your experience, there is a blue New Attachment button, select it.

The screenshot displays a web interface for managing an experience. At the top, there are navigation tabs: 'Overview', 'Edit', and 'Evaluations'. The main content area is divided into several sections:

- Organization:** Test
- Term:** Summer 2024 - GWSPH
- Template:** TEST MPH Practicum
- Attachments:** A blue button labeled 'New Attachment' is visible.
- Details:** A tabbed interface with 'Details', 'Comments and Activity', and 'Learning Objectives' tabs. The 'Details' tab is active, showing:
 - Student:** GW logo, Name: Pauline Muvezwa, Current School Year: Masters, School: George Washington University.
 - Experience:** Title: test, Experience Type: Experiential Learning, Department, Industry, Start Date: Unknown Time, End Date: Unknown Time.
 - Organization:** Organization: Test, Location: Washington, District of Columbia, United States, Email: malto:.
 - Approvers:** Preceptor, Status: Pending.

Uploading Your Deliverables

10. Upload your deliverables, one at a time. A minimum of two is required. Be sure to click the green Create Attachment button.

Name

This is the public name of the document

Document

Global Public H...tocol v3 (2).docx

Approvers of the experience will be able to view and download this attachment.

You're Finished!

11. A green banner will appear that indicates a successful upload.

Once you have uploaded two deliverables, **you are officially done with the Practicum!**

Wait to hear from your Preceptor or Practice Team if there are any questions, if you do not hear from them, check your profile to see if everything was approved indicating you will receive credit for the Practicum/APEX.