

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:

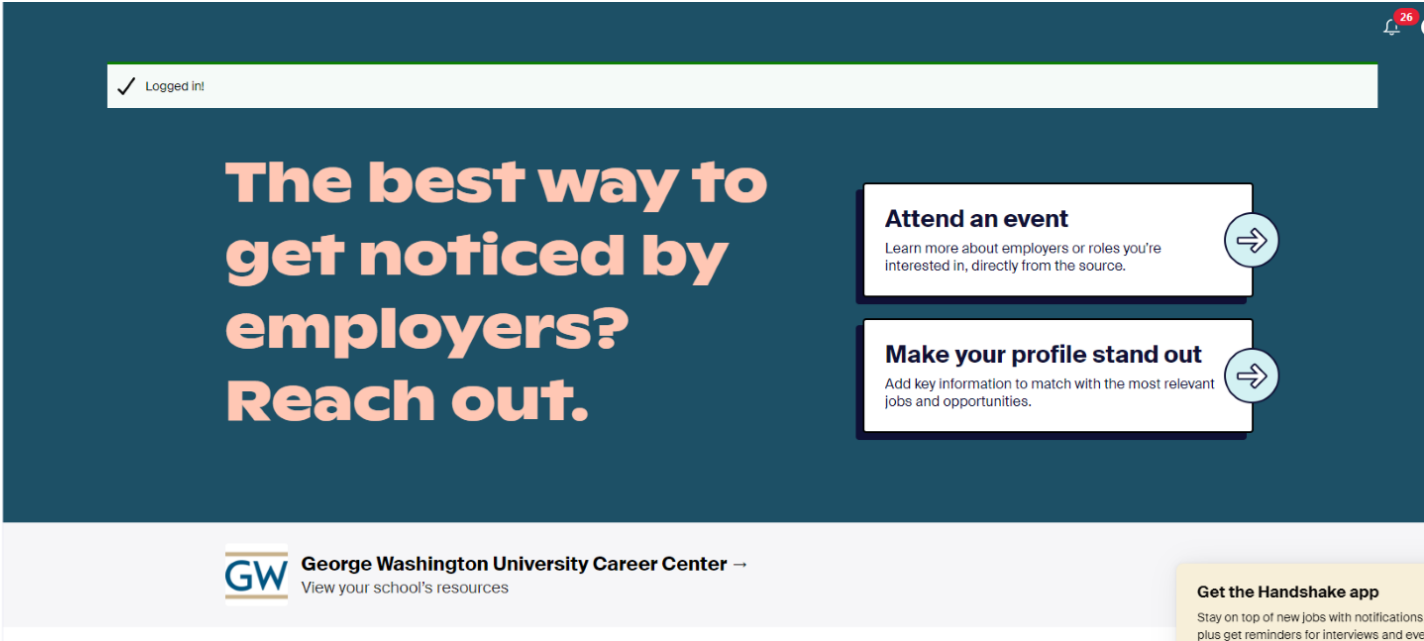
1. Use the [Handshake Help Center](#) to look for your specific question
2. Search the [Experiences page](#) of Handshake Help Center
3. Use the live chat feature on the Help Center webpage or through the Contact Support in the upper right corner

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 vertical 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 'Logged in' notification at the top. Below this, large orange text reads 'The best way to get noticed by employers? Reach out.' To the right, two white boxes with blue arrows point to 'Attend an event' (with subtext: 'Learn more about employers or roles you're interested in, directly from the source.') and 'Make your profile stand out' (with subtext: 'Add key information to match with the most relevant jobs and opportunities.'). At the bottom, the 'George Washington University Career Center' logo and name are visible, along with a 'Get the Handshake app' banner that says 'Stay on top of new jobs with notifications plus get reminders for interviews and eve'.

Navigate to Handshake Experiences

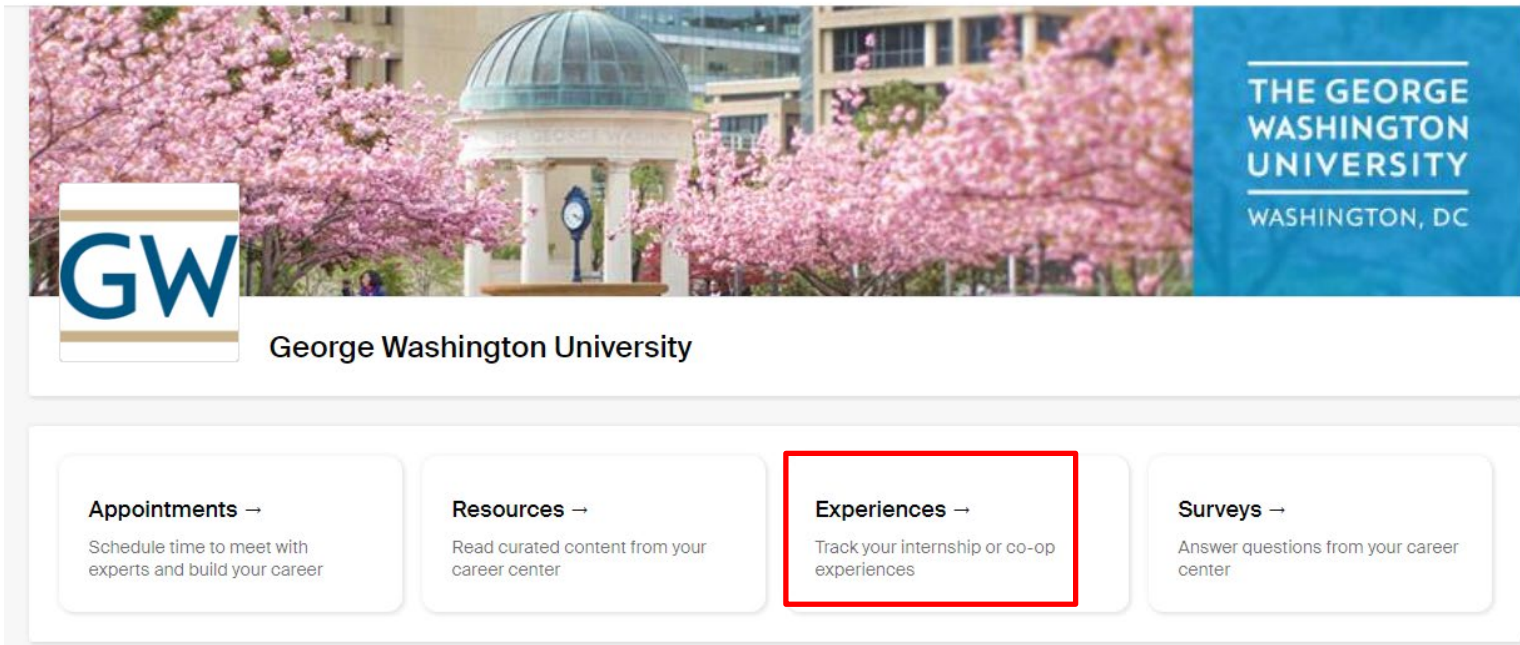
2. Either on the left hand side or below the main banner, select **Career Center**.

The screenshot displays the Handshake interface. On the left, a vertical navigation menu includes 'Jobs', 'Events', 'Employers', 'Inbox', and 'Career center', with 'Career center' highlighted by a red box. 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: 'Attend an event' (Learn more about employers or roles you're interested in, directly from the source.) and 'Make your profile stand out' (Add key information to match with the most relevant jobs and opportunities.). At the bottom left, the 'GW George Washington University Career Center' logo is visible, with the text 'View your school's resources'. At the bottom right, there is a yellow box for 'Get the Handshake app' with the text 'Stay on top of new jobs with notifications plus get reminders for interviews and eve...'. A 'Logged in' status bar is at the top, and a notification badge with the number '26' is in the top right corner.

Navigate to Handshake Experiences

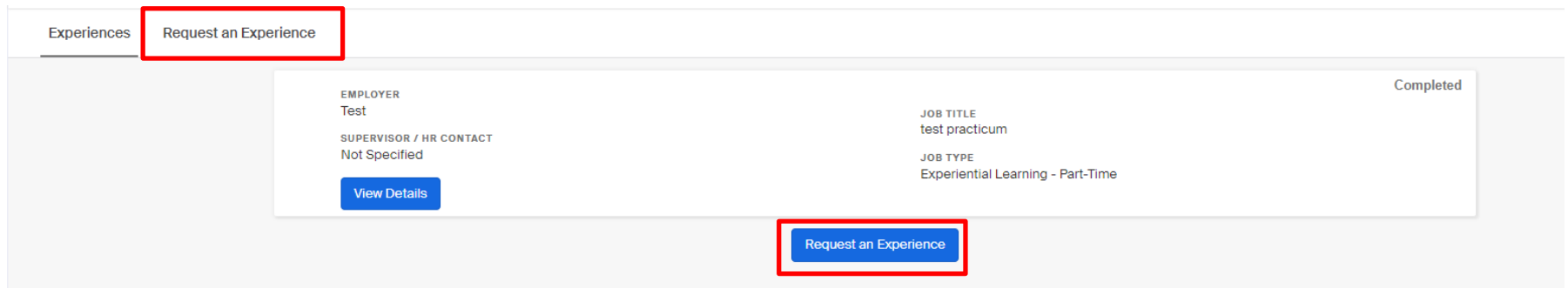
3. On the GWU page, select **Experiences**.

***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.



Request an Experience

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



The screenshot displays a web interface for managing experiences. At the top left, there is a navigation menu with two items: 'Experiences' and 'Request an Experience'. The 'Request an Experience' item is highlighted with a red rectangular box. Below the navigation menu, there is a main content area with a light gray background. On the right side of this area, the word 'Completed' is displayed. In the center, there is a white card containing the following information:

| | |
|--|---|
| EMPLOYER Test | JOB TITLE test practicum |
| SUPERVISOR / HR CONTACT Not Specified | JOB TYPE Experiential Learning - Part-Time |

Below the card, there is a blue button labeled 'View Details'. At the bottom center of the page, there is another blue button labeled 'Request an Experience', which is also highlighted with a red rectangular box.

Enter Details

5. The page that opens with the following section headers, this is the beginning of the Practicum plan: Details, Employer and Job. Only the lines with an asterisk * are required.

Experiences Request an Experience

Details

* Experience type
Select an experience type

* Term
Select a term

Employer

* Employer
Select an employer

Location
Enter the location of the employer...

Industry
Select an industry

Employer phone number

Employer email address

Input Site Information

6. Input all relevant information as it relates to your specific Practicum site.
 - a. Details --> You will select “**MPH@GW Practicum Plan**” for Experience type and the term you are beginning your Practicum.

Request an Experience

Details

* Experience type

TEST MPH Practicum

Maternal and Child Health Practicum Plan

MPH@GW Practicum Plan

Physical Activity in Public Health Practicum Plan

Public Health Communication and Marketing Practicum Plan

Public Health Nutrition Practicum Plan

TEST MPH Practicum

Input Site Information

b. Employer--> The Employer is in fact your Practicum site.

***Note:** In Handshake as of May 2023, Employer = Organization you are completing your practicum. Include your site's location (i.e. city and state or country) – no other information is needed in this section.

EX: Mary's Center, Washington, DC

Employer

* Employer

Test x ▾

Location

Washington, District of Columbia, United States

Industry

Select an industry ▾

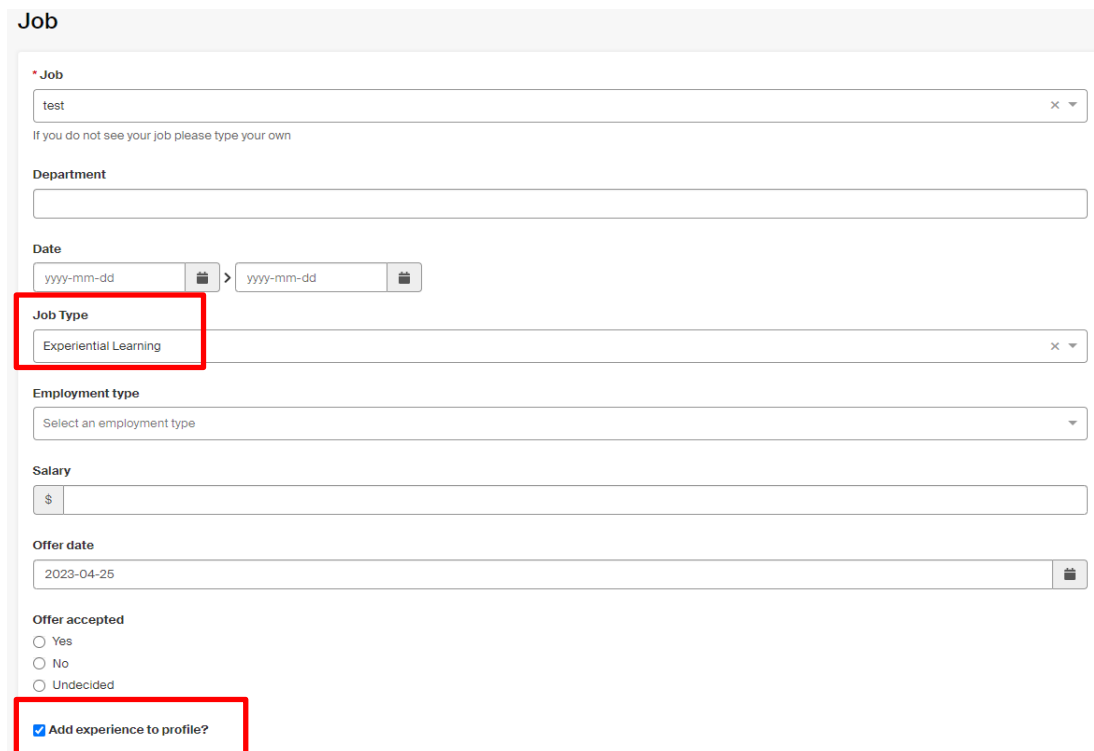
Employer phone number

Employer email address

Input Position Information

c. Job --> The Job section asks general information related to your specific Practicum experience.

Include your position title, select “**Experiential Learning**” under Job 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.



The screenshot shows a form titled "Job" with the following fields and options:

- * Job**: A text input field containing "test".
- Department**: An empty text input field.
- Date**: Two date input fields, both showing "yyyy-mm-dd".
- Job Type**: A dropdown menu with "Experiential Learning" selected. This field is highlighted with a red box.
- Employment type**: A dropdown menu with the text "Select an employment type".
- Salary**: A text input field with a "\$" symbol.
- Offer date**: A date input field showing "2023-04-25".
- Offer accepted**: Three radio button options: "Yes", "No", and "Undecided".
- Add experience to profile?**: A checkbox that is checked. This field is highlighted with a red box.

Add Approvers

d. Approvers --> Under Approvers, include **your preceptor's email address**. As you type your preceptor's 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

e. 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 gwsphrecords@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. You will use your Excel APEx Practicum Plan Template for reference; 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 listed 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.

test

[Go Back](#)

[Next Page](#)

Practicum Logistics

7. 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 Practicum's proposed start and end date?

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

Yes
 No

* Please describe your organization's 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 are the organization's 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

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

***Note:** Please reference your APEX Practicum Template for this section, you will find the majority of this information under Tab 2 (Scope of Work). You should copy and paste what you have there 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

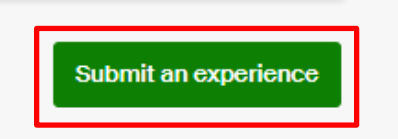
* Select your two (2) Program Specific Competencies you plan to attain during your Practicum. ONLY select two (2).

- 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

(Reference your APEX Practicum Template)

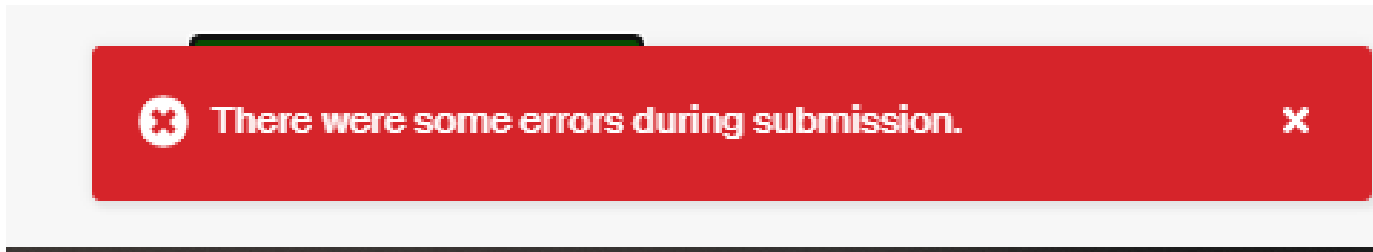
- A. Create a unique Practicum title for your experience and a brief summary of what your overall Practicum will entail
- B. Select your three foundational competencies that you plan to attain throughout your entire experience. **ONLY select 3.**
- C. Select your two program-specific competencies you plan to attain throughout your entire experience. **ONLY select 2.**
- D. Include a description of your activities – a minimum of two are required. Please also 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 competencies 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.



Practicum Overview

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

Overview Edit Evaluations

✓ Experience was successfully created. Successfully added work experience to profile

EMPLOYER
test

TERM
Summer 2023 - GWSPH

TEMPLATE
TEST MPH Practicum

Attachments

New Attachment

Details Comments and Activity Learning Objectives

Student

NAME
Geri Kemper Seeley

CURRENT SCHOOL YEAR
Doctorate

SCHOOL
George Washington University

Job

TITLE:
test

DEPARTMENT

INDUSTRY

START DATE
Unknown Time

SALARY

JOB TYPE
Experiential Learning - Part-Time

ACCEPTANCE DATE
Unknown Time

END DATE
Unknown Time

Employer

EMPLOYER
test

PHONE

LOCATION
Washington, District of Columbia, United States

EMAIL
mailto:

Approvers

PLEASE CONTINUE TO STEP 10

Upload Your Endorsement Form

10. You should have received a Preceptor Oversight Endorsement Form from your Academic Advisor. Once your preceptor has completed the form please upload it here under the “**New Attachments**” button after you submit your plan for approval. Please title the signed form as YourName_Endorsement Form_Signed

The screenshot shows a web application interface with a sidebar on the left and a main content area on the right. The sidebar contains the following information:

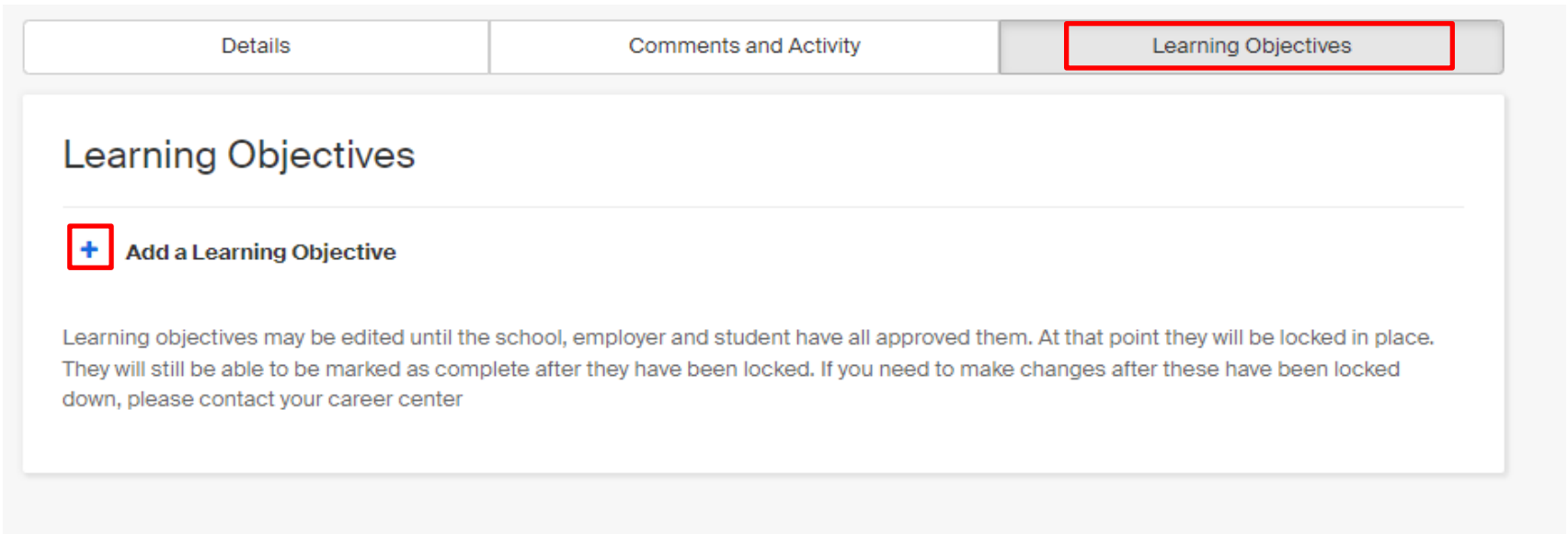
- EMPLOYER: test
- TERM: Summer 2023 - GWSPH
- TEMPLATE: TEST MPH Practicum
- Attachments section with a blue button labeled "New Attachment" highlighted by a red rectangle.

The main content area has three tabs: "Details", "Comments and Activity", and "Learning Objectives". The "Details" tab is active and shows the following information:

- Student** (with GW logo):
 - NAME: Geri Kemper Seeley
 - CURRENT SCHOOL YEAR: Doctorate
 - SCHOOL: George Washington University
- Job**:
 - TITLE: test
 - SALARY: Unknown Time
 - DEPARTMENT: Unknown Time
 - JOB TYPE: Experiential Learning - Part-Time
 - INDUSTRY: Unknown Time
 - ACCEPTANCE DATE: Unknown Time
 - START DATE: Unknown Time
 - END DATE: Unknown Time
- Employer**:
 - EMPLOYER: test
 - LOCATION: Washington, District of Columbia, United States
 - PHONE: Unknown Time
 - EMAIL: mailto:Unknown Time
- Approvers**:
 - Preceptor
 - STATUS: **Approved:**

Learning Objectives


11. 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 with a red border. Below the tabs, the page title 'Learning Objectives' is displayed. A red square containing a blue plus sign is positioned to the left of the text 'Add a Learning Objective'. Below this, a paragraph of text explains that learning objectives can be edited until approved by the school, employer, and student, after which they are locked but can still be marked as complete. It also advises contacting the career center for changes after locking.

Details Comments and Activity Learning Objectives

Learning Objectives

 Add a Learning Objective

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

12. Your plan has been successfully submitted!

Please respond via REPLY ALL to the “Last Name_First Name Handshake Approval Process” email you received from your Academic Advisor to let them know you have successfully submitted your plan. Skipping this step will delay the approval process!

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 should be in their inbox shortly.

You should also 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.

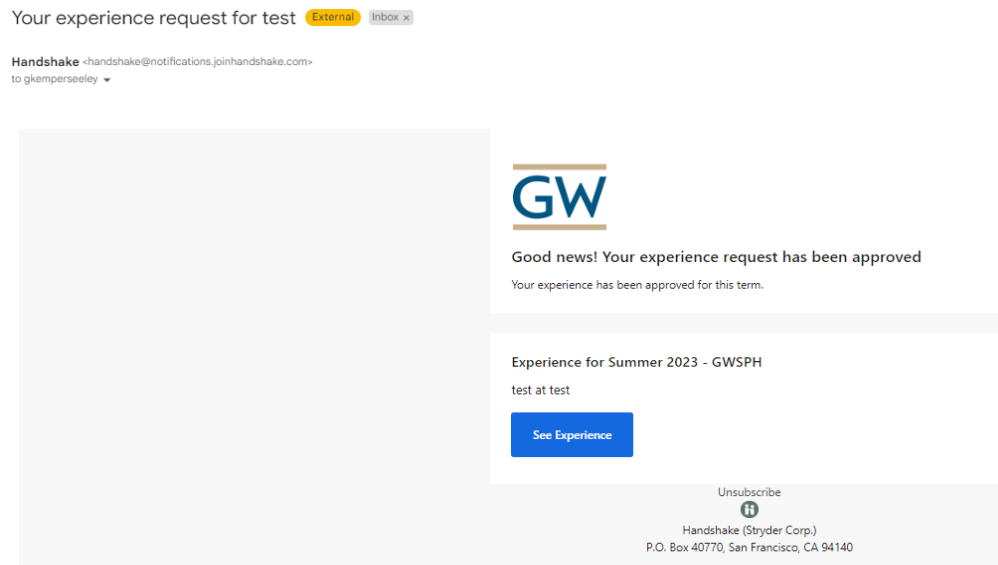
Experience for Summer 2023 - GWSPH

test at test

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

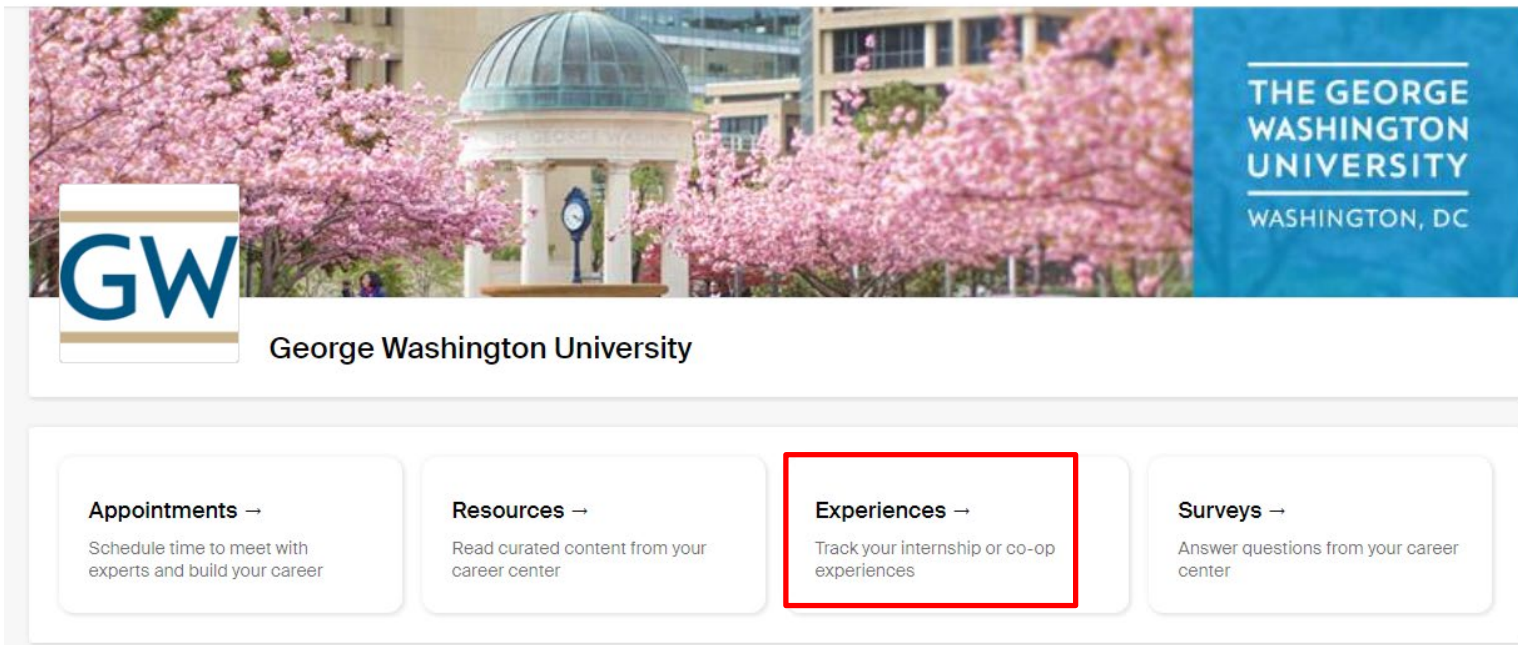
Approval Email Notification

1. After your Preceptor and your Practice Team has approved your plan you will receive an email notifying you.
2. If the practicum director, Dr. Nagaraj determines that you need additional approval through the Office of Research Excellence, a signed Endorsement form will be attached to your Practicum Plan and you will move on to the next step on page 27. If you do not need additional approval through the Office of Research you can jump to page 33.



Navigate to Handshake Experiences

3. When you have received the confirmation email, 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 Request an Experience

| | | |
|--|---|----------|
| EMPLOYER test | JOB TITLE test | Approved |
| SUPERVISOR / HR CONTACT Not Specified | JOB TYPE Experiential Learning - Part-Time | |
| View Details | | |

Download Your Practicum Plan Details

4. 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

EMPLOYER
test
TERM
Summer 2023 - GWSPH
TEMPLATE
TEST MPH Practicum

Attachments
New Attachment

Details | Comments and Activity | Learning Objectives

GW Student

NAME: Geri Kemper Seeley
CURRENT SCHOOL YEAR: Doctorate
SCHOOL: George Washington University

Job

TITLE: test
SALARY: Unknown Time
JOB TYPE: Experiential Learning - Part-Time
DEPARTMENT: Unknown Time
ACCEPTANCE DATE: Unknown Time
INDUSTRY: Unknown Time
START DATE: Unknown Time
END DATE: Unknown Time

Employer

EMPLOYER: test
LOCATION: Washington, District of Columbia, United States
EMAIL: mailto:
PHONE: mailto:

Approvers

Preceptor
STATUS: Approved

Print | 4 pages

Destination: Save as PDF

Pages: All

Layout: Portrait

More settings

Save Cancel

Approved
NAME: Geri Kemper
TITLE: Program Manager

Download Your Endorsement Form

5. Under Attachments, download the version of the Endorsement form that was sent to you by Dr. Nagaraj.

The screenshot displays a web application interface for managing endorsement forms. On the left, a sidebar contains the following information:

- EMPLOYER: test
- TERM: Summer 2023 - GWSPH
- TEMPLATE: TEST MPH Practicum
- Attachments section with a blue button labeled "New Attachment" highlighted by a red box.

The main content area has three tabs: "Details", "Comments and Activity", and "Learning Objectives". The "Details" tab is selected and shows the following information:

Student

| | | | |
|--------|------------------------------|---------------------|-----------|
| NAME | Gerl Kemper Seeley | CURRENT SCHOOL YEAR | Doctorate |
| SCHOOL | George Washington University | | |

Job

| | | | |
|------------|------|-----------------|-----------------------------------|
| TITLE: | test | SALARY | |
| DEPARTMENT | | JOB TYPE | Experiential Learning - Part-Time |
| INDUSTRY | | ACCEPTANCE DATE | Unknown Time |
| START DATE | | END DATE | Unknown Time |

Employer

| | | | |
|----------|------|----------|---|
| EMPLOYER | test | LOCATION | Washington, District of Columbia, United States |
| PHONE | | EMAIL | mailto: |

Approvers

Preceptor

STATUS:
Approved:

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

6. If you need to submit to ORE, navigate to the [Student Project Oversight Portal](#) website, respond to the survey questions and upload your saved Practicum Plan and the signed Endorsement form. 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)

7. 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

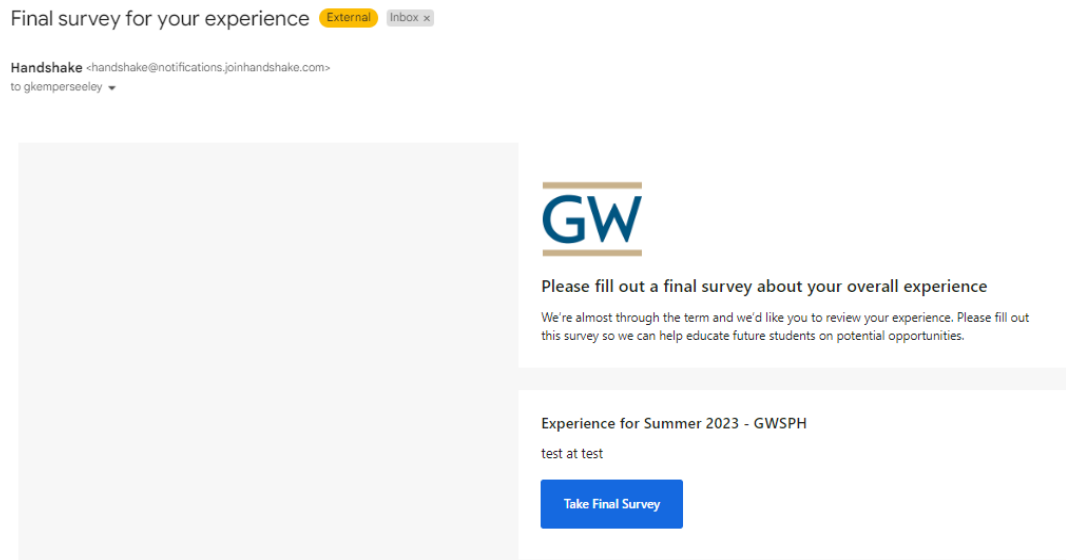
8. If you receive any emails from Handshake that are for the Final Evaluation, **save this email for use when you have reached 120 hours at your Practicum site.** You should only complete the evaluation at the end of your Practicum project, once you have completed all 120 hours and your work products/deliverables.

Final Evaluation

Accessing the Final Evaluation

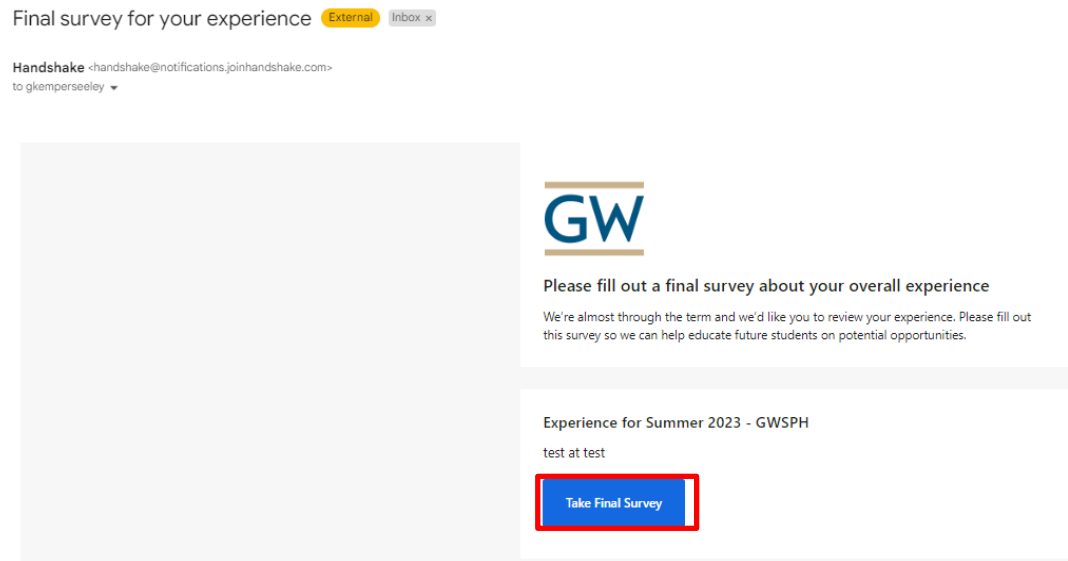
*Please note: Once a Final Evaluation is started in Handshake Experiences, it does **NOT** save. It must be completed all at the same time*

1. You should have received a Final Evaluation email and saved it 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.**



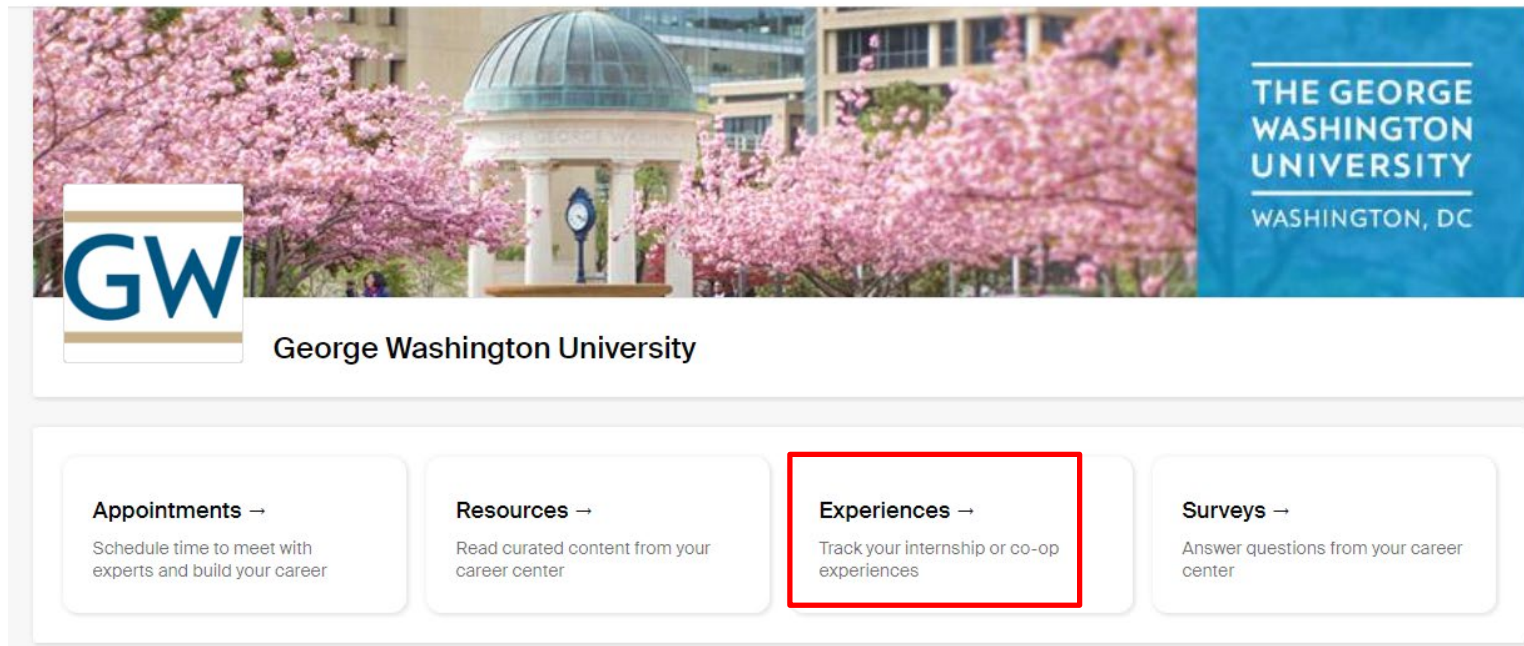
Completing the Final Evaluation

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: Geri Kemper Seeley

Practicum Activity and Deliverable Review

* Describe your first deliverable you are submitting

test

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

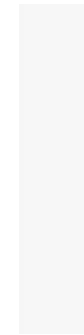
test

* 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.

Overview Evaluations

EMPLOYER
test
TERM
Summer 2023 - GWSPH
TEMPLATE
TEST MPH Practicum

Attachments

New Attachment

Details

Comments and Activity

Learning



Student

NAME
Geri Kemper Seeley
SCHOOL
George Washington University

CURRENT SCHOOL YEAR
Doctorate

Job

TITLE:
test
DEPARTMENT
INDUSTRY
START DATE
Unknown Time

SALARY
JOB TYPE
Experiential Learning - Part-Time
ACCEPTANCE DATE
Unknown Time
END DATE
Unknown Time

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.