

# Handshake Preceptor 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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# Reviewing the Practicum Plan

# Email from Handshake

1. Shortly after your student submits a Practicum Plan within Handshake, you will receive an email from Handshake with a subject line: **Experience Requested by [student name]**.

Experience requested by Geri Kemper Seeley > Inbox x

**Handshake** <handshake@notifications.joinhandshake.com>  
to me ▾



Please review this experience request for Geri Kemper Seeley

Please respond promptly to ensure this experience is approved in a timely fashion.

Experience for Summer 2023 - GWSPH

Geri Kemper Seeley

test at test

[Review Experience Request](#)

# Reviewing the Practicum Plan

**\*Note:** The blue button remains active for 15 business days and will continue to be a live link even after you have reviewed and approved the students plan. If you experience difficulties with the link, please email [sphprac@gwu.edu](mailto:sphprac@gwu.edu) with your student in CC. We will do our best to troubleshoot for you or bring in the Handshake support team to resolve the issue.

2. Select the blue Review Experiences Request button to review and approve the students plan.

Experience requested by Geri Kemper Seeley > [Inbox x](#)

Handshake <handshake@notifications.joinhandshake.com>  
to me ▾



Please review this experience request for Geri Kemper Seeley  
Please respond promptly to ensure this experience is approved in a timely fashion.

Experience for Summer 2023 - GWSPH

Geri Kemper Seeley  
test at test

[Review Experience Request](#)

# Reviewing the Practicum Plan

3. When you select the blue button, a new webpage will open.
- \*Note: If you have a pop-up blocker on, this may prevent you from seeing the Plan to review.**

Handshake | George Washington University

Experiences  
Review Experience Request

**Please respond within 8 days**  
The deadline to approve or decline this experience is May 3, 2023 03:59 AM

- Job Details**  
Summer 2023 - GWSPH
- Student Survey  
24 answers
- Your Survey  
18 Questions
- Your Response

**Job Details**

test Washington, District of Columbia, I

Job Title test

Department

Job Type Experiential Learning - Part-Time

Salary

Acceptance Date

Duration

[Next: Experience Details](#)

# Reviewing the Practicum Plan

4. At the top of the page you will see a banner that includes how many days you have remaining to respond to the Plan. There are five pages for you to review – Job details, Experience Details, Student survey, Your survey, and Your response. At the bottom of each page is a blue Next button that will take you to the next page.

Handshake | George Washington University

Experiences  
Review Experience Request

**Please respond within 8 days**  
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**Job Details**

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Next: Experience Details

Next: Experience Details

# Reviewing the Practicum Plan

5. Under the Experience Details page there are attachments for you to download as reference such as a Preceptor Guidebook and Handshake manual.

**IF** the following form is present under the attachments section, take the appropriate steps as outlined below:

A) Student Project Oversight Endorsement Form – download this form and complete all questions before **returning it back to your GWSPH student via email.**

# Approving the Practicum Plan

- On the last page you have an option to provide a comment or select Decline or Approve Experience.

- Job Details  
Summer 2023 -  
GWSPH
- Student Survey  
24 answers
- Your Survey  
18 Questions
- Your Response**

## Response



**What do you think?**

Please choose whether to approve or decline this experience below.

Reason (Optional)

[Previous](#) [Decline](#) [Approve Experience](#)

# Approving the Practicum Plan

7. If you decide to decline the experience, contact your student and explain the necessary changes that need to be made to the plan to allow them to edit and resubmit.

- Job Details  
Summer 2023 -  
GWSPH
- Student Survey  
24 answers
- Your Survey  
18 Questions
- Your Response**

## Response



**What do you think?**

Please choose whether to approve or decline this experience below.

Reason (Optional)

[Previous](#) [Decline](#) [Approve Experience](#)

# Approving the Practicum Plan

8. A Thank you banner will appear when the submission is successful.

Experiences

Review Experience Request

✓ **Thank you! Your review has been received**  
You chose to approve this experience on Apr 25, 2023 11:00 AM.

# Completing the Final Evaluation

# Email from Handshake

1. As a preceptor you will have to navigate through Handshake only twice – once to approve the Practicum Plan and at the end of the experience to evaluate the student. **This is a required component of the Practicum and students will not receive credit for their Practicum until you have completed the Final Evaluation.** An email with the subject line **Experience Final Evaluation [student name]** will be sent to you from Handshake – select the blue Take Final Survey button to complete.

handshake <handshake@notifications.joinhandshake.com>  
to me ▾



Please fill out a final evaluation for Geri Kemper Seeley

We're almost through the term and we'd like you to evaluate this student's experience.  
Please fill out this survey so we can evaluate this students experience.

Experience for Summer 2023 - GWSPH

Geri Kemper Seeley

test at test

Take Final Survey

# Completing & Submitting the Final Evaluation

2. Complete all three pages of the survey, using the blue Next Page button to proceed to all the pages before selecting the green Submit Evaluation button.

Student Name: Geri Kemper Seeley

### Evaluation of the Student

\* Was the student able to meet all planned goals as it related to the Practicum?

Yes  
 No

\* Did the student demonstrate reliability, professional behavior, and take initiative?

Poor  
 Below Average  
 Average  
 Above Average  
 Excellent

\* Did the student demonstrate good oral and written communication skills, reliability with group work, and acceptance of feedback?

Next Page

Submit evaluation

# Submitting the Final Evaluation

3. A green Thank you! Banner will appear when the submission is successful.

Thank you! Your evaluation has been received.

You submitted your response less than a minute ago