This guide is for students who matriculated prior to Fall 2019. Any student matriculating in Fall 2019 or later, will refer to the Applied Practice Experience Guide in PUBH 6021 and 6022.
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Introduction: A Note from the Associate Dean of Applied Public Health

Welcome to the Practicum!

The purpose of the MPH Student Practicum Guidebook is to provide important information to you in aligning your goals and objectives; finding the ideal practice organization; connecting with your department’s practice advisor, faculty, and health organization preceptor; and delivering work products that showcase the mastery of your public health competencies.

Practicum is designed to help you apply the knowledge, skills, and theories learned in the classroom to real-world public health issues outside of the classroom. During the Practicum, you will have the chance to build relationships, collaborate on multidisciplinary teams, and jumpstart your public health career!

Today, we are witnessing public health challenges that require critical thinking to develop action plans that deliver results. Practicum will help you be ready to take on the tough jobs, to seek leadership opportunities, to continue to grow through professional education, and to move forward with a passion for excellence and make a difference as a leader. You will also learn skills to solve complex health problems and implement successful solutions to improve population health in all communities.

I am excited to work with each of you on your journey to become effective public health practitioners and leaders in our field!

Gene Migliaccio, DrPH
Associate Dean for Applied Public Health
Professor of Global Health
1. **What is the MPH Practicum?**

The Practicum is a partnership among Milken Institute School of Public Health (GWSPH) students, The George Washington University as represented by your department’s Practicum Director/Advisor (PD), and sponsoring agencies/organizations as represented by the Site Preceptor. Each party in this mutually beneficial relationship assumes certain responsibilities, performs specific functions, and accrues benefits. The Practicum is guided by a set of goals and objectives, which are based on the needs and resources of all parties involved.

As the student, you contribute to a community's resources and the solution of public health problems, while developing practical skills and personal confidence as a public health professional. If you are new to the field of public health, the Practicum serves as an essential first step in a public health career, providing an introduction to the practical skills and experience necessary for a productive and fulfilling career. If you have had prior work experience, you will find that the Practicum provides the opportunity to hone your skills or to gain new experience in a different area of the field.

Practicum opportunities are individually selected, and therefore the focus, substance, and approach of the practicum will vary depending on your particular degree, academic program, and specific interests, professional goals, and objectives. The objectives of the Practicum must be consistent with the general objectives of the School and the competencies of your academic program.

During the Practicum, you will work under the supervision of your department’s PD and Site Preceptor, who agree to supervise the Practicum directly. Decisions on the nature, site, specific objectives, and activities of the practicum are determined following discussions and agreements amongst you, the PD, and the Site Preceptor (and perhaps other faculty resources that have expertise in the area). This guidebook outlines the roles and responsibilities of each person involved in your Practicum.

**Why is a Practicum Required?**

All accredited schools of public health require a practicum. The Council on Education for Public Health (CEPH), the accrediting body for schools of public health, Accreditation Criterion 2.4 states that “all graduate professional public health degree students must develop skills in basic public health concepts and demonstrate the application of these concepts through a practice experience that is relevant to the students’ areas of specialization.” (CEPH, 2011)

CEPH further interprets this criterion by saying that “practical knowledge and skills are essential to successful practice. A planned, supervised and evaluated practice experience is an essential component of a professional public health degree program. These opportunities can take place in a variety of agencies and organizations and should include local and state public health agencies to the extent possible and appropriate. Opportunities may also include those in
appropriate local, state, national, and international non-governmental agencies and organizations. An essential component of the practice experience is supervision by a preceptor qualified to evaluate the professional competence of the student. Schools must have well-defined learning objectives, procedures and criteria for evaluation of the practice experience.” (CEPH, 2011)

In concordance with these requirements, all MPH students in GWSPH are required to satisfactorily complete a practice experience or Practicum prior to graduation.

Since practical knowledge and skills are essential to a successful career in public health, a planned, supervised and evaluated Practicum is an integral component of a public health professional degree program. The goals of the Practicum are to:

1. Provide an opportunity for you to synthesize, integrate, and apply practical skills, knowledge, and training learned through courses;
2. To gain professional experience in a public health work environment; and
3. To work on public health projects that are of particular interest to you.

GWSPH’s location in the nation’s capital and robust online program with students across the country and globe affords students access to a multitude of current Practicum sites. To help facilitate this experience, the GWSPH Office of Applied Public Health created this guidebook to give you an overall picture of the practicum and expectations.

Please keep in mind that departments and programs have additional requirements to tailor the experience to their specific program competencies. Students should meet with their advisors to ensure all requirements are met.

2. **Who is involved in your Practicum?**

The Practicum has several partners, starting with you and your department’s PD. You should meet with your PD to discuss your academic and professional interests, so you can determine good options for where to go to get your practice experience. Where you choose to work is ultimately up to you, and there are some great current options in the online practicum system, GWork for Public Health, as well as in the Practicum Archive which can be found in the GWSPH Source, by searching “Practicum Archive.” Your department’s PD is also an excellent source for potential Preceptors and sites. At any stage in the process, you can also engage in conversations with your academic advisor, other professors, and the Associate Dean for Applied Public Health. These individuals are in a position to give some guidance and insight into the best way for you to get the most out of this experience.
3. **An Overview of the Practicum**

As you engage in the Practicum, you will find yourself going through a process that begins with thinking about what your goals and objectives will be, aligning those with a practicum opportunity, at an approved site, working with a Site Preceptor, and evaluating the practicum.

The phases of the practicum are:

A. Prepare for Your Practicum
B. Develop Your Practicum Plan
C. Obtain Approval of Your Practicum Plan
D. Register for the Practicum
E. Complete the Practicum
F. Evaluate the Practicum

**A. Prepare for the Practicum**

Planning and preparing for your Practicum should take place at the beginning of the term prior to when you intend to start (approximately 3-4 months). During this time, you will identify your interests and the types of careers you are interested in after graduation. You should set up an appointment to meet with your PD to discuss your goals for the Practicum. Your PD will guide you through the Practicum, will review your program requirements, and will discuss potential sites and types of Practicum opportunities.

If you have not already done so, you will need to develop a resume and cover letter and identify an initial set of goals that you are interested in pursuing. If you need resume help, you may contact [GWSPH Career Services](#) to schedule an appointment.

Once you have identified your interests, it is time to start researching organizations that excite you and also identify the skill you would like to develop during your Practicum. Your PD will assist and guide you to references and established sites that reflect the programmatic focus and objectives of your MPH specialty.

You are expected to take a proactive role and demonstrate initiative in selecting a practicum site and Site Preceptor for the practicum. During this phase, you will work with the PD as you plan to participate in the Practicum. It can be a time-consuming process, so please begin planning 3-4 months before you intend to register for and start your Practicum.

**Prerequisite Information**

Your department and/or academic program may require you to complete specific courses prior to enrolling in the Practicum. Refer to your [academic program’s syllabus](#) for detail of program-specific prerequisites.
**Academic Integrity Quiz**
The Code of Academic Integrity at the George Washington University defines the standards of academically ethical behavior that we uphold as a learning community. All Milken Institute School of Public Health students need to be aware of their rights and responsibilities as members of the GW community and as defined by our code. As you will learn in this brief module, all members of the GW and Milken Institute School of Public Health academic community are held to the highest standard in all academic activities.

All GWSPH students must complete this requirement before the end of their first term. Students may not enroll in Practicum and cannot be cleared for graduation until this requirement has been marked as complete in DegreeMAP. More information regarding the Academic Integrity Quiz can be found here: [GWSPH Academic Integrity Requirements](#)

**CITI Online Course**
The CITI Course in The Protection of Human Research Subjects is required prior to enrolling in Practicum and is required for graduation clearance. To fulfill this requirement, complete the Social and Behavioral Researchers or Biomedical module.

- **Registering for the CITI course:**
  - Go to [https://www.citiprogram.org/](https://www.citiprogram.org/)
  - Click: Register.
  - Select Your Organization Affiliation by typing “George Washington University” in the search field.
  - Click: Continue to Create Your CITI Program Username/Password
  - Enter your personal information in the required fields.
  - Under “Select Curriculum,” check Human Subjects Research Training and then “Submit.”
  - Select “No” to confirm your institution choice (George Washington University)
  - Once you have completed the course, email your certificate/CITI transcript to GWSPH Student Records, gwsphrecords@gwu.edu, with your full name and GWID.
    - Keep a copy of the transcript for your records.

**B. Develop your Practicum Plan**
During this stage of the practicum process, you will work with your Site Preceptor to develop a Practicum Plan and develop your learning objectives for your Practicum. Your Practicum Plan will identify the following:

- The Practicum site where you will work,
- The person who will serve as your Site Preceptor,
- The project you will be working on,
- The learning objectives of the Practicum project,
• A description of the activities you will undertake to meet your learning objectives, and
• If applicable, a timeline for student products or deliverables.

What are Learning Objectives?
Learning objectives are statements of what you will engage in during the Practicum or will be able to do after completion of the project. Learning objectives are measurable tasks that you and your Site Preceptor will develop before beginning your project. These objectives will also be reviewed by your PD and evaluated by your Site Preceptor at the completion of your Practicum.

Learning objectives must:
• Connect to your program-specific Practicum competencies (see syllabus),
• Frame your objectives as actionable, i.e., what you plan to do or accomplish during the experience,
• Build your professional skills, and
• Be developed with your Site Preceptor and approved by your PD.

See the table below for examples of appropriate learning objectives:

<table>
<thead>
<tr>
<th>MPH Foundational or Program-Specific Competency</th>
<th>Learning Objective</th>
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<tbody>
<tr>
<td>Assess environmental and occupational exposures.</td>
<td>Use air-monitoring equipment correctly to obtain meaningful workplace samples.</td>
</tr>
<tr>
<td>Apply knowledge of global health patterns and determinants in support of global health research.</td>
<td>Conduct a needs assessment in response to avian influenza in Uganda.</td>
</tr>
<tr>
<td>Assessing the methodology and quality of research results.</td>
<td>Synthesizing and summarizing health care policy news as it relates to children, low-income families, and Medicaid.</td>
</tr>
</tbody>
</table>

Global Health / International Practicum
If you plan to travel outside of the United States to conduct your Practicum, additional planning is required. Travel must be approved at the departmental/school and university level. You will be required to complete a detailed travel registration form with the Office of International Programs (OIP), which can only be submitted after your PD has approved your Practicum Plan. Meet with your PD early to ensure timely submission, review, and approval of your practicum plan by your department and by OIP.

Site Preceptor Qualifications
Skilled public health practitioners who are willing to serve as Preceptors (field supervisors) represent a critical component of the Practicum. Site Preceptors should have sufficient relevant...
experience to mentor you and provide a favorable learning experience enabling you to meet your learning objectives. For any specific sector of public health practice, we expect a preceptor to have either:

- A terminal degree (i.e., PhD, DrPH, MD) and current, relevant, full-time professional public health experience;
- An MPH and three or more years of relevant, full-time professional public health experience;
- A master’s degree other than an MPH and five or more years of relevant, full-time professional public health experience; or
- A bachelor’s degree and ten or more years of full-time professional public health experience.

We recognize that people come to public health from a wide variety of backgrounds, so if you are uncertain whether your preceptor is sufficiently qualified, please contact your PD or ask the potential preceptor to do so to discuss their qualifications. Your preceptor should not be a GW student or recent graduate, but adjunct faculty may serve as Preceptors at their places of primary employment (external to GW).

All new Preceptors are required to submit a Preceptor Registration in the GWork for Public Health online practicum system. To help Preceptors navigate the online practicum system, we have developed these Preceptor Training Videos.

**Site Qualifications**

Eligible Practicum sites offer practice settings that:

- Are commensurate with your academic program,
- Have well-defined activities that will enable you to apply your public health knowledge and skills,
- Offer the opportunity to engage with experienced Site Preceptors, and
- Offer a work environment conducive to the fulfillment of the GWSPH educational mission.

The location of GWSPH in Washington, DC, offers Practicum sites that span the spectrum of place and focus. Additionally, the growth of our online MPH program has helped us establish Practicum sites across the country and the globe. Available sites include local community-based organizations, local and state health departments, federal agencies, and international/global agencies and consortia. The topic areas are as diverse as the settings—health care policy, women, children, and families, HIV/AIDS, nutrition, national surveys on health and well-being, refugee health, immigrant health, rural and urban health, environmental issues, and health disparities.

**The preferred setting for a Practicum is off-campus;** the Practicum must be supervised by a preceptor who is an employee of the site organization (there are specific GW-affiliated sites
that may be practicum sites, such as the Medical Faculty Associates and the GW Cancer Institute). Be sure to check with your PD if you have a GW-related preceptor or site in mind. If you wish to request an on-campus Practicum, you must submit a request to your PD using the GWSPH Graduate Petition Form.

C. Obtain Approval of Your Practicum Plan

You will submit your Practicum Plan online through the GWork for Public Health online practicum system. Your department PD and Site Preceptor must review and approve your plan before you can begin work at your Practicum site. The Practicum Plan review process often takes several weeks, depending on the time needed for additional reviews of the work or work site. Again, it is imperative to start preparing no less than one term ahead of when you plan to start. See the Student Practicum Quick List in Appendix B for details.

D. Register for Practicum

You will submit your Registration Transaction Form online through the GWork for Public Health online practicum system when you submit your Practicum plan. Your PD will sign and submit your RTF for processing once they have approved your plan. Students should follow-up with their departments directly regarding the status of their Practicum registration.

E. Complete Your Practicum

In this phase of the process, you will work under the guidance of your Site Preceptor to carry out the Practicum in accordance with the expectations set forth and agreed upon in your Practicum Plan. The Practicum requires a minimum of 60-hours of fieldwork per credit hour, for a total of 120-hours for the two credit hour course.

You are required to maintain an hours log for the entire duration of the practicum project. Once your practicum is fully approved in Online Practicum System, you will record your weekly activities in the “Track Hours” portal. Please note you may not enter hours in bulk; instead, they must be entered as you accrue them.

Completion Expectations for the Practicum

• Students are expected to complete their Practicum within the term they register for the experience.
• Students will have up to two semesters (for residential MPH students) or three quarters (for online MPH students) to complete their Practicum for credit. If circumstances (i.e., medical emergencies or other serious situations) prevent or delay a student from finishing, it is the student’s responsibility to alert their PD immediately and submit a petition requesting an extension.
• Failure to complete the Practicum within two semesters (for residential MPH students) or three quarters (for online MPH students) will result in the student receiving a grade of “No
Credit” (NC).

- Should a student receive a grade of “No Credit” for the Practicum, the student will be required to re-register for the class, pay the associated fees, and select and complete a new Practicum to receive credit for the course.

F. Evaluate Your Practicum

You will be required to complete two types of evaluations to complete your Practicum: a process evaluation referred to as the Midterm Evaluation which will be completed during your Practicum, and an outcome evaluation referred to as the Final Self-Evaluation which will be completed at the end of your Practicum.

The Midterm Evaluation is released after you log 60 hours of field experience in GWork for Public Health. After completing the Midterm Evaluation, you should schedule a meeting with your Site Preceptor to review and discuss the content. After reviewing the Midterm Evaluation, your Site Preceptor is required to sign-off (or approve) the evaluation in GWork. Your PD is also required to approve your Midterm Evaluation. You will be able to resume tracking hours in GWork after both your Preceptor and your PD have approved your Midterm Evaluation.

The Final Evaluation is released after you log a minimum of 120 hours of field experience in GWork. The Final Evaluation will ask you to evaluate your Practicum Site, your Site Preceptor, and the Practicum as a whole. Your Site Preceptor will be asked separately to evaluate your performance, as well. Your PD will review your Practicum for a grade of Credit or No Credit, based in part on the evaluation and recommendation of your Site Preceptor.

As a reminder, students are required to record Practicum hours in the “Track Hours” portal of GWork as they are accrued. Students may not enter hours in bulk.

4. Roles and Responsibilities

The roles and responsibilities of the student, preceptor, and PD are outlined in the Practicum Quick List, which can be found in the GWSPH Source by searching “Practicum Quick List.” Other key points include:

Students

- Review all Practicum-related materials including the GWSPH MPH Practicum Guidebook, the Practicum Video Tutorials in GWSPH Source, departmental and program syllabi and guides.
- Proactively engage in a dialogue about the Practicum with your Practicum Director.
- If applicable, submit the Practicum Equivalent Experience Waiver Application to your Practicum Director before the end of your first semester (residential) or second quarter (online).
- Negotiate payment or stipend with your Site Preceptor, if applicable.
- Complete all forms and submissions promptly.
➢ Behave professionally at all times.
➢ Contact your Site Preceptor and your Practicum Director with concerns including but not limited to site safety issues and sexual harassment.

**Practicum Directors**

➢ Act as a guide for you, the student.
   o Review departmental and program-specific requirements with you,
   o Discuss potential sites and types of Practicum opportunities with you, and
   o Discuss Practicum progress with you while you are completing your field experience.

➢ Review and approve the following:
   o Student application in GWork for Public Health,
   o Preceptor application in GWork for Public Health,
   o Student’s Practicum Plan,
   o Midterm Evaluation and any plan revisions if applicable,
   o Final Self Evaluation and Final Preceptor Evaluation, and
   o Practicum Equivalent Experience Waiver Applications,

➢ Grade the Practicum as Credit or No Credit based in part on the evaluation and recommendation of your Site Preceptor.

➢ Address any reports of concerns including but not limited to site safety issues and sexual harassment.

**Site Preceptors**

➢ Review the **GWSPH Preceptor Practicum Guidebook** and the **Preceptor Training Videos**.

➢ Register in GWork for Public Health and complete the following:
   o Preceptor Professional Profile Application, and
   o Project Proposal (job description).

➢ Review and approve your Practicum Plan.

➢ Engage with you on-site and provide constructive feedback and guidance, including but not limited to skill acquisition and professional conduct.

➢ Verify your weekly hours.

➢ Complete the following:
   o Midterm Evaluation in conjunction with you, the student, and
   o Final Site Preceptor Evaluation.

➢ Negotiate payment or stipend with you, the student, if applicable.

➢ Address any reports of concerns including but not limited to site safety issues and sexual harassment.
5. **The Online Practicum System: GWork for Public Health**

The online practicum system, GWork for Public Health provides you with a single location to find current Practicum opportunities and other resources.

For an in-depth tutorial on how to use GWork for Public Health, watch the Practicum Video Tutorials in GWSPH Source (search Practicum Video Tutorials).

6. **Relationship to the Culminating Experience**

The Practicum and the Culminating Experience are two distinct MPH curriculum requirements. However, you may have the opportunity to link the two requirements.

The Practicum is a field-based experience in which students apply, implement, and improve their ability to integrate classroom knowledge in a professional public health setting. The Culminating Experience (CE) is an opportunity for students to combine all of their coursework to pose a question and find an answer. The CE includes (a) Concept Paper, (b) Proposal, (c) Final Report and/or an Oral Presentation.

Both practice-based and research-based Practicums can potentially be developed into a central thesis theme that can be further explored and investigated within the CE. You should proactively start a dialogue with your PD and your Academic Advisor to determine any program-specific linkages or required delineation of Practicum and CE.

7. **Human Subjects Research Determination Requirements**

In addition to the CITI Online Course, you will have additional requirements if you are engaging in research involving human participants or their data.

The Practicum may address additional foundational or concentration-specific competencies, if appropriate. In some instances, this means that some students may choose Practicum opportunities that include research. In these circumstances, students are required to articulate the plan to engage in research activity in their Practicum plans, and will also be required to complete research questionnaires before beginning the work, OR if the direction of the project changes.

Students who are conducting research should work closely with their departmental PD, and review the GWSPH Research Policy and Procedure Guidance website as well as the Human Subjects Determination Policy for the school as their projects will be required to go through the SPH research oversight process and possibly the GW IRB. Note that this process can be lengthy, and we advise a minimum of 45 days is allowed for its completion.
The GW Office of Human Research defines a human subject as “a living individual about whom an investigator (whether professional or student) conducting research obtains: data through intervention or interaction with the individual or identifiable private information.”

Because of the potential for conflict of interest, investigators do not have the authority to make an independent determination that human subjects research is exempt. For student projects like practicum, only the student’s academic institution, GW, in this case, can make the determination. As part of the Practicum, students will submit their Practicum Plan to the SPH Student Project Oversight Portal.

Key points regarding human subjects research determination and your Practicum:

- All student projects outside of activities limited to the classroom need to be entered into the portal. This portal helps us keep track of the great work our students are doing.

- Student projects include CEs, practicum and field lab placements, dissertations, independent studies, final projects, and other projects for school credit.

- This process allows the Dean's Office of Research Excellence (ORE) to support your educational journey while ensuring compliance with GWU policies.

- ORE manages this portal. For general questions about the process, please email sphstudentirb@gwu.edu.

- To ensure full compliance with regulations and GWU policies, you may not begin your project until you have received a determination by email that you are approved to do so. GWSPH’s Oversight Team and the University’s IRB will not approve studies retroactively.

All technical questions or issues with the portal should be directed to Joe Schmitthenner (jschmitthenner@gwu.edu).

8. Financial Compensation

Financial compensation for the Practicum, if available, is a matter to be negotiated between you and your Site Preceptor. The possibility of payment is not a consideration in the approval of the practicum. In most cases, because of the limited duration and nature of practicum placements, they are unpaid. Furthermore, it is your responsibility to cover any fees that may be associated with your site (e.g., required immunizations, background checks, drug tests, personal protective equipment, or travel).

9. Professional Behavior

A critical component of the practicum is practicing appropriate professional behavior in the
workplace. As such, you are expected to function as a professional at all times and are responsible for the activities and work described in your Practicum Plan.

Examples of professional behavior include:

- Dressing professionally,
- Being respectful to your supervisor and coworkers (e.g., not engaging in gossip),
- Using professional language,
- Being prepared for assignments and meeting project deadlines,
- Arriving and departing at agreed-upon hours,
- Informing your Site Preceptor of anticipated absences or delays in arrival, and
- Maintaining at all times, including when the practicum ends.

You should demonstrate the standard of behavior expected of other employees in the organization, including compliance with the organization’s policies and procedures. This component is evaluated by the Site Preceptor as discussed in the evaluations, and also indirectly by the PD.

10. Petition for Practicum Equivalent Experience

Although there are no automatic exemptions or waivers of the practicum, in rare situations it is possible to receive Practicum Equivalent Experience waiver. In adherence to rules and policies set by CEPH, this request can only be approved if you can provide evidence of substantial prior public health experience relevant to your program-specific competencies. In general, this would include **three or more years of relevant, full-time public health work in your discipline prior to matriculation in the MPH program**.

If you wish to apply for Practicum Equivalent Experience, you must submit your waiver application before the end of your first semester (for residential MPH students) or before the end of your second quarter (for online MPH students).

To submit a waiver application, complete the Practicum Equivalent Experience form on the Applied Public Health Practice Website. In addition to the form, you will be required to submit a copy of your resume with relevant public health workplace references, as well as a description of how your experience has demonstrated the acquisition and application of program-specific competencies for your academic program.

Applied public health practice experience is a graduation requirement for all MPH students attending an accredited school of public health. When a Practicum Equivalent Experience is approved, this graduation requirement is not being waived — rather, prior equivalent experience is accepted in fulfillment of this requirement. The request must be approved by your Academic Advisor, PD, and the Associate Dean of Applied Public Health. If you are granted Practicum Equivalent Experience, you will be required to replace the two Practicum credits with an approved elective.
11. International Students

Curricular Practical Training (CPT) is required before international (F-1) students begin their Practicum. The International Services Office (ISO) and the GW Career Center are actively involved in the CPT process. For more information, please contact the International Services Office: Old Main Suite 205 1922 F Street, NW Washington, DC 20052
Phone: 202-994-4477  Fax: 202-994-4488  Email: iso@gwu.edu

12. University Policy Statements

Practicum Site and Safety Precautions

The George Washington University cannot guarantee the safety of practicum sites. While at your practicum site, you should take reasonable precautions to assure your safety. Should you be asked to do something that you deem unsafe during a Practicum, or if you believe that conditions at a practicum site are unsafe, you should immediately report any such safety concerns to your Site Preceptor and PD.

Sexual Harassment

The George Washington University is committed to maintaining a work and learning environment in which students, faculty, and staff are free from sexual harassment. The University’s Policy and Procedures on Sexual Harassment are posted on its web site: http://my.gwu.edu/files/policies/SexualHarassmentFINAL.pdf. If you believe you have been subjected to sexual harassment, you should report the problem to the Site Preceptor and PD or any other University official, including the Department Chair or Dean.

University Policy on Equal Opportunity

The George Washington University does not unlawfully discriminate against any person on the basis of race, color, religion, sex, national origin, age, disability, veteran status, or sexual orientation. This policy covers all programs, services, policies, and procedures of the University, including admission to educational programs and employment. The University is subject to the District of Columbia Human Rights Law.

Inquiries concerning the application of this policy and federal laws and regulations concerning discrimination in education or employment programs and activities may be addressed to: Sabrina Ellis, Vice President for Human Resources https://hr.gwu.edu/department-directory, or to the Assistant Secretary for Civil Rights of the U.S. Department of Education.
# APPENDIX A: GWSPH Practicum Contacts

<table>
<thead>
<tr>
<th>Department</th>
<th>Program</th>
<th>Practicum Contact</th>
<th>Email</th>
<th>Office Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Environmental and Occupational Health</td>
<td>Environmental Health Science and Policy</td>
<td>Natasha Dupee</td>
<td><a href="mailto:nrdupee@gwu.edu">nrdupee@gwu.edu</a></td>
<td>202-994-5845</td>
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<tr>
<td></td>
<td>Global Environmental Health</td>
<td>Peter LaPuma</td>
<td><a href="mailto:plapuma@gwu.edu">plapuma@gwu.edu</a></td>
<td>202-994-5185</td>
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<td>Sabrina McCormick</td>
<td><a href="mailto:sabmc@gwu.edu">sabmc@gwu.edu</a></td>
<td>202-994-3779</td>
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<td>Epidemiology and Biostatistics</td>
<td>Biostatistics and Bioinformatics</td>
<td>Ann Goldman-Hawes</td>
<td><a href="mailto:annieg@gwu.edu">annieg@gwu.edu</a></td>
<td>202-994-4581</td>
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<td>Joseph Schmitthenner</td>
<td><a href="mailto:jschmitthenner@gwu.edu">jschmitthenner@gwu.edu</a></td>
<td>202-994-7154</td>
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<td>Exercise and Nutrition Sciences</td>
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<td>Physical Activity in Public Health</td>
<td>Michelle Stevens</td>
<td><a href="mailto:mmsteven@gwu.edu">mmsteven@gwu.edu</a></td>
<td>202-994-0086</td>
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</tbody>
</table>
**APPENDIX B: Practicum Quick List**

<table>
<thead>
<tr>
<th>✔</th>
<th>Practicum Quick List: Tasks</th>
<th>Responsible Party</th>
</tr>
</thead>
<tbody>
<tr>
<td>✔</td>
<td>Review Practicum guidebook and departmental practicum syllabus. Create a student account in GWork for Public Health (online practicum system)</td>
<td>Student</td>
</tr>
</tbody>
</table>
| ✔ | Approve student account in GWork  
*Some departments may require a meeting with the student prior to approval.* | PD |
| ✔ | Complete CITI training and submit to GWSPH Student Records (gwsphrecords@gwu.edu) | Student |
| ✔ | Verify and record CITI training in DegreeMAP | Student Records |

The remaining student steps can only be completed if the practicum site and project proposal have been submitted by the Site Preceptor in GWork and approved by GWSPH. If the practice site is not yet in GWork, the following steps must be completed before students can submit their project plan.

| ✔ | Submit practicum site and Site Preceptor registration in GWork. Site Preceptors may also submit the project proposal at this time. | Site Preceptor |
| ✔ | Approve practicum site and Site Preceptor registration | PD |
| ✔ | Approve practicum site and Site Preceptor registration | Office of Applied Public Health |
| ✔ | Submit a project proposal in GWork if not submitted with registration | Site Preceptor |

Once the steps above have been completed, students can move forward with the submission of their practicum project plan in GWork. Students should discuss the plan in detail with both their PD and their Site Preceptor.

| ✔ | Submit practicum project plan in GWork | Student |
|   | All international practicum must be approved through the Office of International Programs (OIP) before students can proceed with practice opportunities outside of the United States. |   |
| ✔ | Complete the International Practicum Proposal Application | Student |
| ✔ | Approve / Deny | OIP & PD |

Once the International Practicum Proposal is fully approved, students may move forward with the final steps.

| ✔ | Sign and upload Registration Transaction Form (RTF) with practicum project plan in GWork | Student |
| ✔ | Approve the practicum project plan in GWork | PD |
| ✔ | Approve the practicum project plan in GWork | Site Preceptor |
| ✔ | Verify, sign, and send the RTF to GWSPH Student Records | PD |

Students may begin their practicum after all of the previous steps have been completed.

| ✔ | Log hours weekly in GWork | Student |
| ✔ | Record 60 hours of practicum | Student |
| ✔ | Complete the mid-point evaluation in GWork | Student |
| ✔ | Review and approve mid-point evaluation | PD |
| ✔ | Review and approve mid-point evaluation | Site Preceptor |

Students may continue to log hours in GWork after their mid-point evaluation has been approved by both their PD and Preceptor.

| ✔ | Log hours weekly in GWork | Student |
| ✔ | Record a minimum of 120 total hours of practicum | Student |
| ✔ | Complete final self-evaluation of the practicum | Student |
| ✔ | Complete final evaluation of the student | Site Preceptor |
| ✔ | Review and approve the final evaluation | PD |
| ✔ | Input grade (credit or no credit) | PD |
APPENDIX C: Using the Online Practicum System

Step 1: Log into the Online Practicum System, GWork for Public Health

Step-by-step videos can be found in GWSPH Source, and searching for Practicum Video Tutorials.

a. Go to: www.publichealth-gwu-csm.symplicity.com
b. Select “Student/Alumni”

c. You will be taken to the GWU single-sign on page.
   i. Input your NetID (first part of your email address before the @)
   ii. Input your Password (same as your email address password)
   iii. Select “Login”
Step 2: Submit a Practicum Application

a. Select “My Account”
b. Select “Practicum”
c. Enter the information into the required fields.
d. Once you have completed your application select “SUBMIT APPLICATION”. If you are not ready to submit your application, select “SAVE AS DRAFT”

- Your PD will ONLY be notified of your submission, not of the saved draft.
e. Once you have submitted your application, you will be taken back to your homescreen. The “Application” field will say “Submitted”, “Pending”, or “Approved”. Once this field says “Approved”, you can move on to the next steps.
Step 3: Finding a Project & Submitting a Plan

a. Login to GWork for Public Health > Select “My Account” > Select “Practicum”
b. Once you are logged in, you can see if your Practicum Application has been approved.
c. Once your application is approved, you can select “Job Opportunities / Practicum Sites”
d. Filter opportunities by “SCHOOL OF PUBLIC HEALTH PRACTICUM”
e. Click on an opportunity that interests you.
f. To learn more about the opportunity, you may be able to contact the preceptor directly via their provided email address.
g. To submit your Practicum Plan to the selected opportunity, select “My Account” and then “Practicum”.

https://publichealth-gwu.csu.simplicity.com/students/in_les&ss=explaining&mode=list&current_section=example
h. Select “SUBMIT NEW PROJECT PLAN”

Your application must be approved to Submit a New Project Plan.
i. Input the required information including the term in which you plan to start practicum, and your academic department (e.g. Online MPH@GW, Epidemiology).
j. Input your Practicum Site’s name exactly as it is registered in GWork.
k. To find the site’s Project Proposal, select the arrow in the “Project Proposal” field. If a proposal does not populate, the Preceptor must submit one prior to your submission.
I. Once you are ready to submit your plan (all required fields must be complete), select “SUBMIT”. If you are not ready to submit your plan, select “SAVE AS DRAFT”
m. After you have submitted your Practicum Plan, you will be taken back to your homescreen where you will see your plan as “Pending”. This will change to “Approved” after both your PD and Preceptor have approved the plan in GWork.
Step 4: Log Hours in GWork for Public Health

a. Login to GWork for Public Health. Select “My Account” and then Select “Practicum”.

![Image showing GWork interface with My Account and Practicum selected]
b. Select “Track Hours”
c. The Track Hours screen will open. Select the appropriate start and end date for the hours you are inputting. Select “ADD HOURS” for all new submissions – a new field for Day Start, Day End, Hours, and Tasks will populate. Click “SUBMIT” when finished.
   - Students must select “ADD HOURS” for new submissions. Failing to do so will overwrite current hours logged.
d. After logging 60 hours, the “Track Hours” portal will close and you will be required to complete a Midterm Evaluation.

The track hours portal will not reopen until the Midterm is complete and approved by both your PD and your Preceptor.
Step 5: Midterm Evaluation

a. To complete the Midterm Evaluation, login to GWork, select “My Account, select “Practicum”, and then select “Midterm Evaluation”.

![Image of GWork interface with My Account and Practicum sections highlighted, showing the Midterm Evaluation link.](https://publichealth-gwu-csm.simplicity.com/students/index.php?s=profile&css=explearning&mode=list&current_section=)
b. Complete all of the Midterm Evaluation required fields. Examples below.

List the activities that you have accomplished to date and the corresponding learning objectives as stated in the Practicum Plan. (up to 5)

Learning Objective 1:

This is a text
c. Once you have completed all of the required fields, select “SUBMIT”. This will notify your PD and Preceptor of your submission.

The “Track Hours” portal will only open after your Midterm Evaluation has been approved by both your PD and your Preceptor.
Step 6: Student Self-Evaluation

a. After recording at least 120-hours, you will be prompted to complete a final “Self Evaluation”.

To complete the evaluation, select “Self Evaluation”.
b. Complete all of the required fields. Examples below.

![Image of Student Self Evaluation]

Learning Objectives:
List your learning objectives. Did you achieve your learning objectives in your practicum? Why or why not?

Writing area for additional comments.

![Image of My Account]

c. Once you have completed all of the required fields, select “SUBMIT”. Your PD and your Preceptor will be notified of your submission.

Your Preceptor must complete a separate Final Evaluation of your Practicum before it will be reviewed for a grade.