

The steps below must be completed in order before you will be able to proceed to the next step.

Progress Checks	Task	Who's Responsible
	Review Practicum guidebook and create student practicum account in the Online Practicum System (OPS)	Student
	Approve student account in OPS <i>*Some Practicum Directors may require a meeting with student prior to approval*</i>	Practicum Director
	Complete CITI training & email to GWSPH Student Records Office for review	Student
	Verify & record CITI training	GW SPH Student Records Office
<p>The remaining student steps can only be completed if the site, site preceptor and project proposal are already approved and entered into the practicum system. <u>Sites and preceptors not yet in the online practicum system (OPS) need to complete the following steps before students can move to next steps.....</u></p>		
<input type="checkbox"/>	Create site preceptor account in OPS	Preceptor
<input type="checkbox"/>	Create site account (if organization is not already in system)	Preceptor
<input type="checkbox"/>	Approve preceptor (& site if needed)	Practicum Director
<input type="checkbox"/>	Approve preceptor (& site if needed)	Associate Dean of Practice
<input type="checkbox"/>	Submit a project proposal	Preceptor
	Find a site and project in the system, discuss possible plan with preceptor, upload project plan	Student
<p style="color: red;">For Practicum sites outside of of the United States, the following steps must be completed before you can proceed</p>		

	Create GW Password Account <i>*Practicum Director will provide student with link to GW Passport*</i>	Student
	Complete Risk Questionnaire	Student
	Approve/ Deny	Office of Int. Programs/ Practicum Director
	Complete International Programs Registration	Student
	Complete and sign RTF form*, email to Practicum Director for signature *Each MPH program has its own section of 6014. Enter the correct CRN. CRN Lookup (view schedule of classes instead of searching)	Student
	Sign project plan	Practicum Director
	Sign project plan	Preceptor
	Sign and upload RTF form and e-mail to GWSPH Student Records Office	Practicum Director
	Verify RTF, send to Registrar for processing	GW SPH Student Records Office
	Log 60 hours of practicum	Student
	Complete Midpoint Evaluation (discuss with Site Preceptor first)	Student
	Sign Midpoint Evaluation	Practicum Director
	Sign Midpoint Evaluation	Site Preceptor
	Log a minimum of 120 hours of practicum (total)	Student
	Final Evaluation of site	Student

	Final Evaluation of student	Site Preceptor
	Review and sign off on final evaluation from preceptor and submit grade	Practicum Director