Fall 2019

Jiann-Ping Hsu College of Public Health PUBH 7790/ 9790 Practicum/Preceptorship in Public Health

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**Purpose of the Course**

The purpose of the Practicum is to place students who have mastered knowledge, skills, and abilities required of contemporary public health professionals in a practice, field-based situation. The Practicum allows students an opportunity “to bridge theory to practice.”

**Description:**

According to the CEPH (2016), a practical field experience in public health is an essential component of a comprehensive public health education. The intent of the Practicum is to place students who have mastered knowledge, skills, and abilities required of contemporary public health professionals in a practice, field-based situation. This experience will be monitored, refined, and evaluated by experienced practitioners and leaders of the public health community.

The practicum experience is designed to be completed during the last academic semester and equates to a cumulative 300-hour field requirement (3 semester credit hours).

- Fall /Spring enrollment equals a minimum of 20 hours per week over the 15 week semester
- Summer enrollment equals a minimum of 25 hours per week over the 12 week semester

Although some variation may exist with respect to an exact number of hours per week at the site, the practicum represents a longitudinal experience so students are strongly urged to adhere to the hour per week minimums outlined above. In certain situations, organizational representatives may only agree to serve as preceptors if students commit to more than the number of hours per week required by the JPHCOPH. In these instances, students must...
fully understand site expectations and agree to comply with the preceptor’s requirements. Otherwise, students must choose an alternative site. In addition, students who work full time may need to take a leave, personal days and/or vacation time to help meet the required practicum hours. Being employed full-time does not excuse a student from a practicum.

**Practicum/Preceptorship Dates for fall 2019**
August 19- December 12, 2019

**Practicum/Preceptorship Handbooks**
The purpose of the handbook is to serve as a resource guide for students and others involved in academic programs in the JPHCOPH. Specifically, it provides information vital for successful completion of the Practicum/Preceptorship. The roles/responsibilities and expectations of students, faculty, and preceptors are outlined in this handbook. The manual is the policy and procedures for all MPH/DrPH students. The manual is available on Folio. Please be sure to download a copy and email the handbook to your practicum supervisor.

**MPH Core Student Learning Outcomes**

1. Select quantitative and quantitative data collection methods appropriate for a given public health context
2. Analyze and Interpret data for public health research, policy, or practice
3. Assess population needs, assets, and capacities that affect communities' health
4. Design a population-based policy, program, project or intervention
5. Communicate audience-appropriate public health content, both in writing and through oral presentation

**Assessment of Student Learning**

**Overview**
Your Practicum or Preceptorship experience requires completion and submission of various assignments as follows:

1. An introduction in Folio
2. A schedule drafted by you and approved by the Practice Liaison (Dr. Dziyana Nazaruk)
3. Completion of 300 hours (3 credit hours) at your Practicum site location
4. Log forms signed by your site supervisor
5. A reflective paper
6. An ePortfolio
7. Video Presentation
8. Completion of the Assessment of Student Learning and Exit Evaluation Survey
9. Site Supervisor evaluations and Exit Survey

**Introduce Yourself**
As a starting point, please introduce yourself to others in Folio. Class attendance for the first class day will be based on this introduction.

- Click on the module titled “Introduce Yourself.”
- Click on “Introductions.”
- Click on “Start a new thread.”
• Provide your name and enter the following:
  o Your name
  o Your degree
  o The name and location of the site where you will be interning
  o What you will be working on
  o How many hours you plan on completing this semester
  o Any other information you would like to share
• Please feel free to add comments to the introduction posts of other students.

Create Your Schedule
After you introduce yourself, you should immediately create your schedule. This should be done as soon as possible.
Since each student will be working at different sites with differing schedules, it is very important that we know what your schedule looks like. You will need to work 300 hours total to complete your Practicum experience. However, we do allow for flexibility in your schedule. As you progress in your Practicum, your schedule will be used to determine when your various submissions are due.
You will find a template schedule in Folio. The items in that schedule should be used as a checklist. The items should be completed (generally) in the order listed. The template schedule assumes you are completing a normal 300-hour experience within one semester. The dates listed are suggestions only. You may alter the dates to fit your needs. However, the Practice Liaison will be reviewing your schedule and providing feedback as needed. **The Practice Liaison must approve the schedule if any changes are made.**
Once you have finished entering the dates in the template schedule, resave it with your name, and submit it into the Folio Dropbox with your name. The Practice Liaison will review the schedule to determine if any changes need to be made. If you do not submit a revised schedule, we will assume that you will be following the dates as listed in the template.

Completion of 300 hours
The completion of 300 hours is a mandatory requirement. This equals to a 3-hour credit course. You may split the 300 hours up between semesters. You can also complete your 300 hours at different sites, although that does involve a considerable amount of paperwork since an application will need to be completed for each site location.

Log Form
The **Weekly Log Form** presented to your site supervisor should contain a brief, abbreviated version of your full narrative. You'll see that there is a box on the form titled "Narrative Describing Activities and Accomplishments. Simply place a condensed version of your narrative in that box.
Complete the form and have your supervisor sign it. Save the document as “Log Form Weeks 1-3,” “Log Form Weeks 4-6,” etc. Then, upload the document (in pdf format) to your Dropbox folder.
A sample log form is included in Folio.

Reflective Paper
Your reflective paper should be submitted in two iterations:
  1. A written draft
  2. A final version (approximately 5 pages, single spaced)
If you are splitting your Practicum over 2 or more semesters, you may wait to submit the two versions during the final semester.
Your reflective paper should be well written. What you include in your reflective paper is really up to you, based on what you feel is important. At a minimum, it must address your Practicum experience. Here are some ideas you might want to consider:

Your experience at JPHCOPH:
- A description of your Practicum/Preceptorship location
- What attracted you to this particular experience
- Your duties
- Challenges you experienced
- Accomplishments
- Professional growth areas
- Anything else you feel is relevant to describe your experience

**ePortfolio**

All students are required to create an ePortfolio documenting the Practicum experience. All portfolio items will be uploaded into Folio using the web-based ePortfolio platform. At a minimum the portfolio must contain:
- An Introduction or welcome page
- An “about me” page describing yourself
- A thorough description of your Practicum
  - Location and description of the Practicum site
  - A description of your role and job duties
  - Consider answering the following:
    - What did you learn?
    - What are the public health implications of your experience?
    - How did the experience involve your degree core and concentration competencies?
    - Were there any applications to other public health disciplines?
    - What were the strengths of completing your Practicum at this site?
- A current curriculum vitae

Optional items that may be included
- Practicum Weekly Log Forms
- Weekly Narratives
- Practicum Activities List
- Documentation/Examples of Work/Achievement of Practicum Activities (such as data projects, presentations, publications, etc.)
- Final Draft of Reflective Narrative
  - Reflect over entire experience at JPHCOPH
  - Bridges gap between theory and practice
- Mid-Term and Final Evaluations
- Photographs of your experience are encouraged
• Any other artifact items relevant or illustrative to your Practicum experience

**Do not include** any confidential personal information or any information from your Practicum that your site supervisor would consider confidential or private. Always check with your site-supervisor prior to including site-related documents or information.

**Important:** When you create your Portfolio, you must share the Portfolio with the Practice Liaison (Dr. Nazaruk -- dnazaruk@georgiasouthern.edu) with editing privileges. Instructions for sharing can be found in this module. A document giving further instructions on how to create the Portfolio has been included in this module.

**Site Supervisor Submission Responsibilities**
Site supervisors or your Practicum have the responsibility of submitting the following:
1. A midterm evaluation
2. A final evaluation
3. An exit survey

Please be aware that these submissions from the site supervisor are required for your performance assessment and final grade.

**Video and PowerPoint Presentation:**
All students are required to make a video presentation of their Practicum experience. Video Presentation will be uploaded into Folio. You will be responsible for recording a 2-3 minute video presentation and creating a corresponding PowerPoint presentation. The video portion of your presentation will be recorded using a digital video recorder or similar device. The PowerPoint presentation that you create needs to correspond with the video presentation.

**Please include the following:**
1. Introduction of the Practicum Site (photos are encouraged)
2. Practicum objectives
3. The connection between your objectives, and Core and Concentration Competencies
4. Practicum duties
5. Results
6. Strengths and Weaknesses

**Completion of the Assessment of Student Learning and Exit Evaluation Survey**
The Assessment of Student Learning Survey and Exit Evaluation Survey should be done once all other requirements have been completed.

**Grading and Feedback**
You will receive continuous feedback on your performance and the progression of your Practicum or Preceptorship throughout the entire period.
Evaluation of the Practicum experience involves a structured process. The structured evaluation will be conducted according to a standardized rubric point system that evaluates the following:

- Mid-term and final evaluation surveys. These mid-term and final evaluations are linked to specific competencies, so these instruments are unique to each concentration.
- Log forms
- Final Reflective Narrative
- ePortfolio
- Timely submission of all required documents
- Communication between the student and Practice Liaison
- Also, periodic communication between the Practice Liaison and the Practicum/Preceptorship Site Supervisor will constitute a form of unstructured evaluation.

All of the above tasks and documents are required prior to the student receiving a final grade. A final grade will not be entered for the current semester unless all of the materials are received the Friday before final exam week.

Upon completion, a grade of “Satisfactory” or “ Unsatisfactory” will be recorded.

**Template Schedule Fall 2019**

<table>
<thead>
<tr>
<th>NAME:</th>
<th>DUE DATE</th>
<th>NOTES</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>8/20/2019</td>
<td><strong>Introduce yourself</strong> in the Folio discussion forum. This introduction will be used as evidence of class attendance on the first day of class.</td>
</tr>
<tr>
<td></td>
<td>8/20/2019</td>
<td>Begin practicum/preceptorship</td>
</tr>
<tr>
<td></td>
<td>8/20/2019</td>
<td>Submit this <strong>schedule</strong> to Folio for approval. You may change the dates of the narratives and log forms to fit your particular internship schedule. Do not change the order of items.</td>
</tr>
<tr>
<td></td>
<td>9/17/2019</td>
<td>Submit <strong>1st log form</strong> signed by your site supervisor to Folio (based on weeks 1-3)</td>
</tr>
<tr>
<td></td>
<td>10/08/2019</td>
<td>Submit <strong>2nd log form</strong> signed by your site supervisor (based on weeks 4-6)</td>
</tr>
<tr>
<td></td>
<td>10/14/2019</td>
<td>Review ePortfolio instructions in Folio and create your <strong>ePortfolio structure</strong>. Share your ePortfolio with Dr. Nazaruk. Instructions for sharing can be found in Folio.</td>
</tr>
<tr>
<td></td>
<td>10/29/2019</td>
<td>Submit <strong>3rd log form</strong> (weeks 7-9) signed by your site supervisor to Folio.</td>
</tr>
<tr>
<td></td>
<td>10/29/2019</td>
<td>Submit the <strong>draft of your reflective paper</strong> to Folio based on your previous outline to Folio. Your draft should be relatively complete at this point except for any final experiences from the end of your practicum/preceptorship experience.</td>
</tr>
<tr>
<td></td>
<td>12/10/2019</td>
<td>Submit <strong>4th log form</strong> (weeks 10-14) signed by your site supervisor to Folio. You should have accomplished 300 hours by this date.</td>
</tr>
<tr>
<td></td>
<td>12/10/2019</td>
<td>Submit <strong>your reflective paper</strong> to Folio</td>
</tr>
</tbody>
</table>
12/10/2019 | Submit the video presentation of your practicum experience

12/10/2019 | **Finalize your ePortfolio.** Send an email to Dr. Nazaruk indicating the portfolio is completed.

12/11/2019 | Complete the Exit Evaluation (Located in Folio)

12/11/2019 | Complete the MPH Assessment of Student Learning Survey (Located in Folio)

12/11/2019 | All requirements must be complete

**Response Times**

During a normal work week (i.e., Monday 9:00 AM through Friday 5:00 PM) students can expect responses as follows:

- Email: within 48 hours
- Discussion posts: within 72 hours
- Assignment grades: within 72 hours - 1 week of submission date.

Exceptions: I may not check FOLIO or GSU email over the weekends. If you send me an email after 5:00 PM on Friday, please do not expect a response until the following Monday.

All assignments will be graded promptly so that students may accurately calculate their grades at any point in time during the semester. There are times when extraordinary circumstances occur (e.g., serious illness, death in the family, etc.). In such circumstances, and/or if you need additional time to satisfactorily complete any course requirement, please consult with the instructor within a reasonable amount of time. Extensions are not guaranteed and will be granted solely at the discretion of the instructor.

**Academic Misconduct**

As a student registered at this University, it is expected that you will adhere to only the strictest standards of conduct. It is recommended that you review the latest edition of the Student Conduct Code book, as well as the latest Undergraduate & Graduate Catalog to familiarize yourself with the University’s policies in this regard. Your continued enrollment in this course is an implied contract between you and the instructor on this issue; from this point forward, it is assumed that you will conduct yourself appropriately.

**Plagiarism**

According to the Academic Dishonesty Policy of Georgia Southern University, Plagiarism includes (but is not limited to):

- A. Directly quoting the words of others without using quotation marks or indented format to identify them.
- B. Using published or unpublished sources of information without identifying them.
C. Paraphrasing material or ideas without identifying the source.
D. Unacknowledged use of materials prepared by another person or agency engaged in the selling of term papers or other academic material.

If you are accused of plagiarism by a JPHCOPH, the following policy, as per the Judicial Affairs website: (http://students.georgiasouthern.edu/judicial/faculty.htm) will be enforced:

PROCEDURES FOR ADJUDICATING ACADEMIC DISHONESTY CASES

First Offense - In Violation Plea
1. If the professor and the Dean of Students agree that the evidence is sufficient to warrant a charge of academic dishonesty, the professor should contact the Office of Judicial Affairs to determine if this is a first violation of academic dishonesty. The incident will be reported via the following website: http://students.georgiasouthern.edu/judicial/faculty.htm
2. If it is a first violation, the professor should talk with the student about the violation. If the student accepts responsibility in writing and the professor decides to adjudicate the case, the following procedures will be followed:
   a. The student will be placed on disciplinary probation for a minimum of one semester by the Office of Judicial Affairs.
   b. The student will be subject to any academic sanctions imposed by the professor (from receiving a 0 on the assignment to receiving a failing grade in the class).
   c. A copy of all the material involved in the case (Academic Dishonesty Report Form and the Request for Instructor to Adjudicate Form) and a brief statement from the professor concerning the facts of the case and the course syllabus should be mailed to the Office of Judicial Affairs for inclusion in the student’s discipline record.

First Offense - Not In Violation Plea (student does not admit the violation)
If the professor and the Dean of Students agree that the evidence is sufficient to warrant a charge of academic dishonesty, the professor should contact the Office of Judicial Affairs to determine if this is the first or second violation of academic dishonesty. The student will be charged with academic dishonesty and the University Judicial Board or a University Hearing Officer would hear the case. If the student is found responsible, the following penalty will normally be imposed:
   a. The student will be placed on Disciplinary Probation for a minimum of one semester by the Office of Judicial Affairs.
   b. The student will be subject to any academic sanctions imposed by the professor.

Second Violation of Academic Dishonesty
If the professor and the Dean of Students agree that the evidence is sufficient to warrant a charge of academic dishonesty, and if it is determined this is the second violation, the student will be charged with academic dishonesty and the University Judicial Board or a University Hearing Officer would hear the case. If the student is found responsible, the following penalty will normally be imposed:
   a. Suspension for a minimum of one semester or expulsion.
   b. The student will be subject to any academic sanctions imposed by the professor.
NOT RESPONSIBLE FINDING
When a student is found not responsible of academic dishonesty, the work in question (assignment, paper, test, etc.) would be forwarded to the Department Chair. It is the responsibility of the Chair to ensure that the work is evaluated by a faculty member other than the individual who brought the charge and, if necessary, submit a final grade to the Registrar. For the protection of the faculty member and the student, the work in question should not be referred back to the faculty member who charged the student with academic dishonesty. In the case of a Department Chair bringing charges against a student, an administrator at the Dean’s level will ensure that the student’s work is evaluated in an appropriate manner.

CONFIDENTIALITY
In accordance with provisions of the Family Educational Rights and Privacy Act of 1974 and the Georgia Open Records Act, any information related to a violation of academic dishonesty or the outcome of a judicial hearing regarding academic dishonesty, is prohibited and must be treated as confidential by members of the faculty.

Accommodations for Individuals with Disabilities
In compliance with the Americans with Disabilities Act (ADA), Georgia Southern University will honor requests for reasonable accommodations made by individuals with disabilities. Students must self-disclose any disability for which an accommodation is being sought to the Student Disability Resource Center (SDRC) before academic or other accommodations can be implemented. For additional information, please call the Director of EEO and Title IX at (912) 478-5136 / TDD (912) 478-0273 or the SDRC Director at (912) 478-1566 / TDD (912) 478-0666. The TDD phone numbers are intended for individuals with hearing impairments.

University Calendar for the Semester
The University Calendar is located with the semester schedule, and can be found at: http://em.georgiasouthern.edu/registrar/resources/calendars/

One Final Note
The contents of this syllabus are as complete and accurate as possible. The instructor reserves the right to make any changes necessary to the syllabus and course material to ensure better student learning. The instructor will announce any such changes in class. It is the responsibility of the student to know what changes have been made in order to successfully complete the requirements of the course.

This syllabus, and all materials distributed and presented during this course are protected by copyright law. You are authorized to take notes in this class but that authorization extends to only making one set of notes for your personal use and no other use. You are not authorized to sell, license, commercially publish, distribute, transmit, display, or record notes from this class unless you have my written consent to do so.
STUDENT CONDUCT CODE
The Student Conduct Code is the official University publication governing student conduct and behavior. It is the responsibility of each student to become familiar with the rules and regulations governing student life. Student conduct procedures, appeal procedures, and disciplinary sanctions are found in the Student Conduct Code at http://students.georgiasouthern.edu/conduct. I acknowledge that I have read and understand this statement referencing the Student Conduct Code.

ACADEMIC DISHONESTY
The University goal is to foster an intellectual atmosphere that produces educated, literate people. Because cheating and plagiarism are at odds with that goal, they shall not be tolerated in any form. Students are expected to adhere to the rules and regulations as set forth in the Student Conduct Code. Therefore, all work submitted by a student must represent that student's own ideas and effort; when the work does not, the student has engaged in academic dishonesty. Plagiarism occurs when a person passes in another person's work as his or her own, borrows directly from another person's work without proper documentation, and resubmits his or her own work that has been previously submitted without explicit approval from the instructor. For example, academic dishonesty occurs whenever a student participates in any of the following: Cheating submitting material that is not yours as part of your course performance; using information or devices that are not allowed by the faculty; obtaining and/or using unauthorized materials; fabricating information, research, and/or results; violating procedures prescribed to protect the integrity of an assignment, test, or other evaluation; collaborating with others on assignments without the faculty's consent; cooperating with and/or helping another student to cheat; demonstrating any other forms of dishonest behavior. Plagiarism directly quoting the words of others without using quotation marks or indented format to identify them; using sources of information (published or unpublished) without identifying them; paraphrasing materials or ideas without identifying the source; self-plagiarism - resubmitting work previously submitted without explicit approval from the instructor; unacknowledged use of materials prepared by another person or agency engaged in the selling of term papers or other academic material. NOTICE: The list above is intended only to provide general guidelines for recognizing and avoiding common types of academic dishonesty. It is in no way an exhaustive or comprehensive list of all the types of academic dishonesty. For more information about academic honesty, see the Student Conduct Code at http://students.georgiasouthern.edu/conduct. I acknowledge that I have read and understand the Academic Dishonesty Policy.

I have read the syllabus and understand the contents and course requirements.

________________________  ____________________  ________________
Student Name (print)  Student Signature  Date