

Georgia Southern University

## Digital Commons@Georgia Southern

---

Public Health Syllabi

Public Health, Jiann-Ping Hsu College of

---

Fall 2021

### PUBH 7790/9790 - Practicum/Preceptorship in Public Health

Dziyana Nazaruk

Georgia Southern University, Jiann-Ping Hsu College of Public Health, dnazaruk@georgiasouthern.edu

Follow this and additional works at: <https://digitalcommons.georgiasouthern.edu/coph-syllabi>



Part of the [Public Health Commons](#)

---

#### Recommended Citation

Nazaruk, Dziyana, "PUBH 7790/9790 - Practicum/Preceptorship in Public Health" (2021). *Public Health Syllabi*. 502.

<https://digitalcommons.georgiasouthern.edu/coph-syllabi/502>

This other is brought to you for free and open access by the Public Health, Jiann-Ping Hsu College of at Digital Commons@Georgia Southern. It has been accepted for inclusion in Public Health Syllabi by an authorized administrator of Digital Commons@Georgia Southern. For more information, please contact [digitalcommons@georgiasouthern.edu](mailto:digitalcommons@georgiasouthern.edu).

**Georgia Southern University**  
**Jiann-Ping Hsu College of Public Health**  
**PUBH 7790/ 9790**  
**Practicum/Preceptorship in Public Health**  
**Fall 2021**

**Instructor:** Dziyana Nazaruk, DrPH, MPH, MSSM  
**Office:** Solms Hall 109D  
**Phone:** (912)-344-2686  
**E-Mail Address:** dnazaruk@georgiasouthern.edu  
**Office Hours:** Tuesdays 11 am- 4 pm  
Or By Appointment

Course Catalog available at:  
<http://em.georgiasouthern.edu/registrar/resources/catalogs/>  
under Jiann-Ping Hsu College of Public Health Programs

**FOLIO Access:** <https://my.georgiasouthern.edu/portal/portal.php>

*Access to course materials are available for up to one year after graduation.*

**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 2021**

August 11- December 6, 2021

### **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.

### **Performance-Based Objectives:**

1. Complete all Practicum/ Preceptorship Assignments on Folio
2. Translate the information taught in the classroom in practice
3. Develop and exhibit a professional level of work performance
4. Demonstrate learning and application in Public Health Science skills
5. Demonstrate learning and application in Cultural Competency
6. Develop and utilize interpersonal skills
7. Learn the organization structure and functioning of the site

### **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 creditf 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

#### **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:
  - Your name
  - Your degree
  - The name and location of the site where you will be interning
  - What you will be working on
  - How many hours you plan on completing this semester
  - 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 4 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:

- A description of your Practicum/Preceptorship location
- What attracted you to this 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 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. The Office of Career Services will email the evaluation link to your site supervisor.

### **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. The evaluation link is located on Folio.

### **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 the above tasks and documents are required *prior* to the student receiving a final grade.

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

### **Template Schedule Fall 2021**

NAME:	
DUE DATE	NOTES
8/11/2021	<b>Introduce yourself</b> in the Folio discussion forum. This introduction will be used as evidence of class attendance on the first day of class.
8/11/2021	Begin practicum/preceptorship
8/12/2021	Submit this <b>schedule</b> to Folio for approval. You may change the dates of the narratives and log forms to fit your internship schedule. Do not change the order of items.
9/06/2021	Submit <b>1st log form</b> signed by your site supervisor to Folio (based on weeks 1-3)
9/27/2021	Submit <b>2nd log form</b> signed by your site supervisor (based on weeks 4-6)
9/27/2021	Review ePortfolio instructions in Folio and create your <b>ePortfolio structure</b> . Share your ePortfolio with Dr. Nazaruk. Instructions for sharing can be found in Folio.
10/18/2021	Submit <b>3rd log form</b> (weeks 7-9) signed by your site supervisor to Folio.
10/18/2021	Submit the <b>draft of your reflective paper</b> 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.
11/15/2021	Submit <b>4<sup>th</sup> log form</b> (weeks 10-14) signed by your site supervisor to Folio. You should have accomplished 300 hours by this date.
12/03/2021	Submit your <b>reflective paper</b> to Folio
12/03/2021	<b>Finalize your ePortfolio</b> . Send an email to Dr. Nazaruk indicating the portfolio is completed.
12/03/2021	Complete the <b>Exit Evaluation (Located in Folio)</b>
12/03/2021	Complete the <b>Assessment of Student Learning Survey (Located in Folio)</b>
12/05//2021	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."

### **Illnesses**

“We want you to take appropriate precautions for your health as well as the well-being of your classmates. If you become ill during the term, please contact me immediately. We will work through what you will need to do, to either continue working in class or make up work that might have been missed during your absence. If you have an illness that would result in an extended absence, you will need to contact the Dean of Students office. In the event of serious illness, injury, or extenuating circumstances, the DOS office will notify professors at your request.

If you need to self-report either a confirmed or suspected positive COVID-19 diagnosis, have received self-quarantine requirements, or have symptoms with pending test results, please complete the CARES Center [COVID-19 self-reporting form](#) (through the [MyGeorgiaSouthern portal](#) under "COVID-19 Information & Resources"). You may also reach the CARES Center by using the [MyGS mobile app](#), calling 912-478-CARE (M-F 8am-5pm), or emailing [covidsupport@georgiasouthern.edu](mailto:covidsupport@georgiasouthern.edu). The CARES Center should not be used for medical advice. If you need medical advice, you need to call your health provider or 911.”

### **ADA Accommodations**

In compliance with the Americans with Disabilities Act (ADA), this course will honor requests for reasonable accommodations made by individuals with disabilities or demonstrating appropriate need for learning environment adjustments. Students must self-disclose their disability to the Student Accessibility Resource Center (SARC) before academic accommodations can be implemented. Students requesting alternative educational arrangements must submit a completed COVID-19 Alternative Educational Arrangement Request Form to [the SARC office](#). For additional information, please call the SARC office at (912) 478-1566 on the Statesboro campus, or at (912) 344-2572 on the Armstrong and Liberty campuses.

### **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/>

