

MASTER OF PUBLIC HEALTH

PRACTICE EXPERIENCE IN PUBLIC HEALTH

**BIOS 5397
EOHS 5397
EPID 5397
HMAP 5397
SABS 5397**

STUDENT MANUAL

**SCHOOL OF PUBLIC HEALTH
*UNIVERSITY OF NORTH TEXAS HEALTH SCIENCE CENTER
AT FORT WORTH***

<http://www.hsc.unt.edu/departments/CntrPHPractice/>

(Rev 06/30/11)

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INTRODUCTION

MISSION OF THE CENTER FOR PRACTICE EXPERIENCE IN PUBLIC HEALTH

The mission of the Center for Public Health Practice (CPHP) is to coordinate educational opportunities for students, faculty and public health professionals that will advance health knowledge and minimize health disparities among populations.

One component of the CPHP is to plan, supervise and evaluate the Practice Experience in Public Health for students within the School of Public Health who are completing academic requirements that require applied public health experiences in practice settings. The primary goals of these diverse educational experiences are to enhance public health knowledge, create an awareness of challenges and opportunities in public health, and provide a comprehensive experience that is mutually beneficial to the student and the supervising organization.

PURPOSE OF THE PRACTICE EXPERIENCE IN PUBLIC HEALTH

The Practice Experience in Public Health is designed to provide the student with opportunities to gain practical experience in public health or community settings. It provides for diversity of experience and emphasizes public health practices. The Practice Experience in Public Health offers the student an opportunity to gain further insight into public health content, problems, issues and opportunities. A well-conducted Practice Experience in Public Health can be mutually rewarding for the student as well as for the supervising organization.

GOAL

The Practice Experience in Public Health will increase the student's knowledge of the principles and issues of public health, and the student's skills in the practice of public health.

DEPARTMENT OBJECTIVES - COMPETENCIES

By the end of the course the student will complete one or more of these objectives:

- develop measurable realistic learning goals for Practice Experience in Public Health project based on individual department competencies.
- increase knowledge of population based health delivery systems, i.e. managed care organizations, public health departments and clinics, community based organizations and volunteer organizations.
- identify relationships and contributions of community activities (social, cultural, environmental) that impact the practice of public health.
- to define, assess, and describe the health status of populations, determinants of health and illness, factors contributing to health promotion and disease prevention, and factors influencing the use of health services.*

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- effectively present accurate demographic, statistical, programmatic, and scientific information to professional and lay audiences.*
- apply the basic public health sciences, including behavioral and social sciences, biostatistics, epidemiology, environmental public health, and prevention of chronic and infectious diseases and injuries.*

*Source: Health Resources and Services Administration and Centers for Disease Control and Prevention

Contact Information

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Center for Public Health Practice

PROGRAM POLICIES

Eligibility

To be eligible to begin the Practice Experience in Public Health, students must meet the following criteria:

- Have successfully (earned a grade of A, B or C) COMPLETED at least 21 credit hours of core and/or department required course work.
- Have a cumulative grade point average of at least 3.0 on course work earned toward Master of Public Health degree.

Liability Insurance

Students who complete their practice experience hours at a site that requires liability insurance are required to be enrolled in three (3) semester credit hours of practice experience each semester in which they are working at the site and logging hours toward the completion of the practice experience requirements. Students who take more than one semester to complete their practice experience hours will be required to enroll continuously in three (3) semester credit hours of practice experience until the successful completion of the course requirements.

Background Check

Students who complete their practice experience hours at a site that requires a background check must complete a background check form available in the Human Resources Office. The background check should be completed within 30 days prior to beginning the practice experience or it must be repeated.

Enrollment for F-1 Visa Holders

Students who are attending the School of Public Health on an F-1 visa are required to maintain full-time enrollment (student status) while completing their degree requirements for the MPH. International students who do not complete their practice experience within one (1) semester will be required to enroll in three (3) semester credit hours of practice experience until the successful completion of the course requirement if they are not enrolled in any other coursework in the School of Public Health. Below are several examples of when enrollment in the practice experience is required if the course requirements are not completed. For additional questions, please contact the Office of International Student Services.

Example 1: A student enrolls in the fall semester for the practice experience and is taking 9 SCH of coursework, which includes the practice experience. The student does not complete the practice experience. The student takes 6 SCH of coursework that does not include the practice experience in the spring semester. The student is not required to enroll in 3 hours of practice experience, unless they are working for an organization that requires liability insurance.

Example 2: A student enrolls in the fall semester for the practice experience and is taking 9 SCH of coursework, which includes the practice experience. The student does not complete the practice experience. The student has completed all other coursework for the MPH degree. The student is required to enroll in 3 SCH of practice experience in the spring semester so they adhere to F-1 visa guidelines.

Example 3: A student enrolls in spring semester for the practice experience and is taking 3 hours of practice experience. The student does not complete the practice experience. The student is required to enroll in 3 SCH of practice experience in the summer semester so they adhere to F-1 visa guidelines.

Honor Code

Policies of the University of North Texas Health Science Center

Chapter 07 – Student Affairs, Education and Funding

07.126 Student Code of Conduct and Discipline

I. Policy Statement.

The primary concern of the University of North Texas Health Science Center (Health Science Center) is the student. The Health Science Center attempts to provide for all students a campus environment that is conducive to academic endeavor and social and individual growth. To that end, rules, regulations and guidelines have been established to govern student behavior. The student's relationship with the Health Science Center has been formulated into a student code of conduct and discipline. Enrollment at the Health Science Center is considered implicit acceptance of these and other policies applicable to students, all of which are educational in nature and designed to help students understand expectations and accept responsibility for their own actions. This code and other policies are subject to change with reasonable notice. The student is responsible for obtaining and becoming familiar with all published rules and guidelines. This information is available on the Health Science Center intranet web site.

The complete UNTHSC Student Policy Handbook and Student Code of Conduct can be found on the web at <http://www.hsc.unt.edu/Sites/DivisionofStudentAffairs/>

Site Selection

The Practice Experience in Public Health offers a student an opportunity to apply skills learned in the classroom in a public health practice setting and apply individual department competencies. The Practice Experience in Public Health is NOT intended to be restricted to a research-based experience in an academic setting. Preference is given to practice-based sites.

The student should indicate primary area of public health interest on the Intent to Register Form (found on the SPH Center for Public Health Practice web site). Every attempt will be made to match the School of Public Health student's interest and department competencies when recommending placement sites. A student may find a site through his/her own networks or meet with the Public Health Practice Coordinator for assistance to find an appropriate site.

Poster Session

- To complete the course, the **student will produce a professional style poster** for the Practice Experience in Public Health Poster Session. The subject of the poster will be an overview of the Practice Experience in Public Health. The poster session will provide an opportunity for the School of Public Health students, site supervisors, faculty and staff to review the individual student's practice experience. The poster session is hosted by the Center for Public Health Practice during the fall, spring and summer semesters.
- **In addition to the poster**, each student is required to complete an electronic Portfolio for review by the Director, academic advisor and site supervisor.

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Course Evaluation

The student will receive 3 semester hours of credit and a letter grade:

Practice Experience in Public Health Site Supervisor online evaluation	1/3
Director evaluation of poster/online Portfolio	1/3
Academic advisor evaluation of poster/online Portfolio	1/3
<u>The scores from the above evaluators will be averaged for final grade</u>	

- The Practice Experience in Public Health site supervisor will be asked to complete an online evaluation. This evaluation is to be completed by the site supervisor prior to the end of the semester in which the practice experience is completed.

See the PROCEDURES section of this manual for specific requirements that must be met in order to receive credit for this course.

GRADING SCALE

The School of Public Health uses the letters A, B, C, PR and F in the grading system.

A	=	4.0 grade points for each semester hour (90-100)
B	=	3.0 grade points for each semester hour (80-89)
C	=	2.0 grade points for each semester hour (70-79)
PR	=	If required hours are not completed, student receives “PR” and the student will be required to re-register for the following semester.

PROCEDURES

- **Before registering for 5397, the student is required to review the Practice Experience in Public Health Manual. Students must submit the following documents to the Public Health Practice Coordinator.**
 1. Intent to Register form (signed by academic advisor)
 2. Email a Current Resume to the Center for Public Health Practice
 3. Confidentiality Agreement
 4. Photographic Consent and Release Form

Upload the following documents to the student’s online Portfolio and email the Center for Public Health Practice once completed.

1. Copy of the (CITI) IRB Training Certificate
2. Copy of the HIPAA Training Certificate
3. Copy of the Online Professional Behavior Training Certificate
4. Current Resume

The student will receive a permission code once the above documents have been submitted and uploaded to the online Portfolio.

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- **The Practice Experience in Public Health must include at least 200 contact hours.** Practice Experience in Public Health hours are to include time spent in the actual work setting or performing duties assigned by the site supervisor. **These hours do NOT include time spent in travel to and from the location of the experience NOR do they include hours completing the online Portfolio or the poster required for completion of the course.**
- **For any Practice Experience in Public Health sites outside the United States, each student must obtain his/her own international health and medical evacuation insurance.** A travel release form must also be signed and submitted to the Center for Public Health Practice. Students are not eligible to complete their practice experience in a country that has a current Travel Alert/Warning in effect.
- Students should meet with their academic advisor to discuss their learning goals and objectives and the departmental competencies covered in their practice experience as well as discuss an appropriate place for the student's practicum. The departmental competencies are available on the Office of Student and Academic Services' Curriculum Plans web page. In addition, through discussion by phone, email, or personal visit, the Public Health Practice Coordinator will assess the area of interest of the student and attempt to match experience and interest to a specific site.
- The Public Health Practice Coordinator will provide the student with the name of the contact person at a potential Practice Experience in Public Health site.
- Then the student is responsible for initiating the contact and making an appointment with the site supervisor for the purpose of developing learning goals and objectives and discussing the competencies to be gained during the experience.
- The student will be responsible for discussing the site selection with his or her academic advisor and receiving approval for the experience from the advisor.
- Students may start accumulating hours after the last day of the semester prior to the semester they are registered and all required forms are submitted and uploaded to the online Portfolio.

The site supervisor is to complete an online evaluation of the student by accessing the link provided in the email from the Center for Public Health Practice.

- **To receive credit for the Practice Experience in Public Health, the student must:**
 - * complete a minimum of 200 contact hours,
 - * participate in the poster session, and
 - * complete the online Portfolio (see program policies).

Anyone who chooses not to comply with the requirements of the course will receive an "In Progress grade" (PR) in 5397. For an explanation of "PR", see page 7.

APPENDICES

The Intent to Register form is available on the Center for Public Health Practice website

http://www.hsc.unt.edu/departments/CntrPHPractice/Info_Forms.cfm

Appendix A

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STUDENT CHECKLIST

Semester before Practice Experience in Public Health

- Discuss readiness to register for 5397 with academic advisor.
- Review the Practice Experience in Public Health 5397 Manual.
- Download and complete Intent to Register for 5397 form. Submit required documents to the Center for Public Health Practice and upload other documents required for registration to the Portfolio.
- When referred to a site, meet with site supervisor to discuss learning goals and objectives and departmental competencies for experience.
- Complete Agency Information of Supervised Practice Experience in Public Health and upload to the Portfolio.
- Complete Competency to Activity Form and upload to the Portfolio after meeting with academic advisor and site supervisor to discuss your project.

During the Practice Experience in Public Health

- Once you have submitted and uploaded copies (see p. 7) of the required forms and the previous semester has ended (see Academic Calendar for posted last day of the semester), you are eligible to start accumulating hours.
- Upload progress reports to the online Portfolio. Once uploaded, email the Director, Public Health Practice Coordinator, academic advisor and site supervisor.
- Keep work log current
- Begin poster preparation
- Develop and upload final abstract using abstract template provided in online Portfolio after approved by academic advisor and site supervisor. Once uploaded, email a copy of the abstract as a word document to the Public Health Practice Coordinator.

At the Conclusion of Practice Experience in Public Health

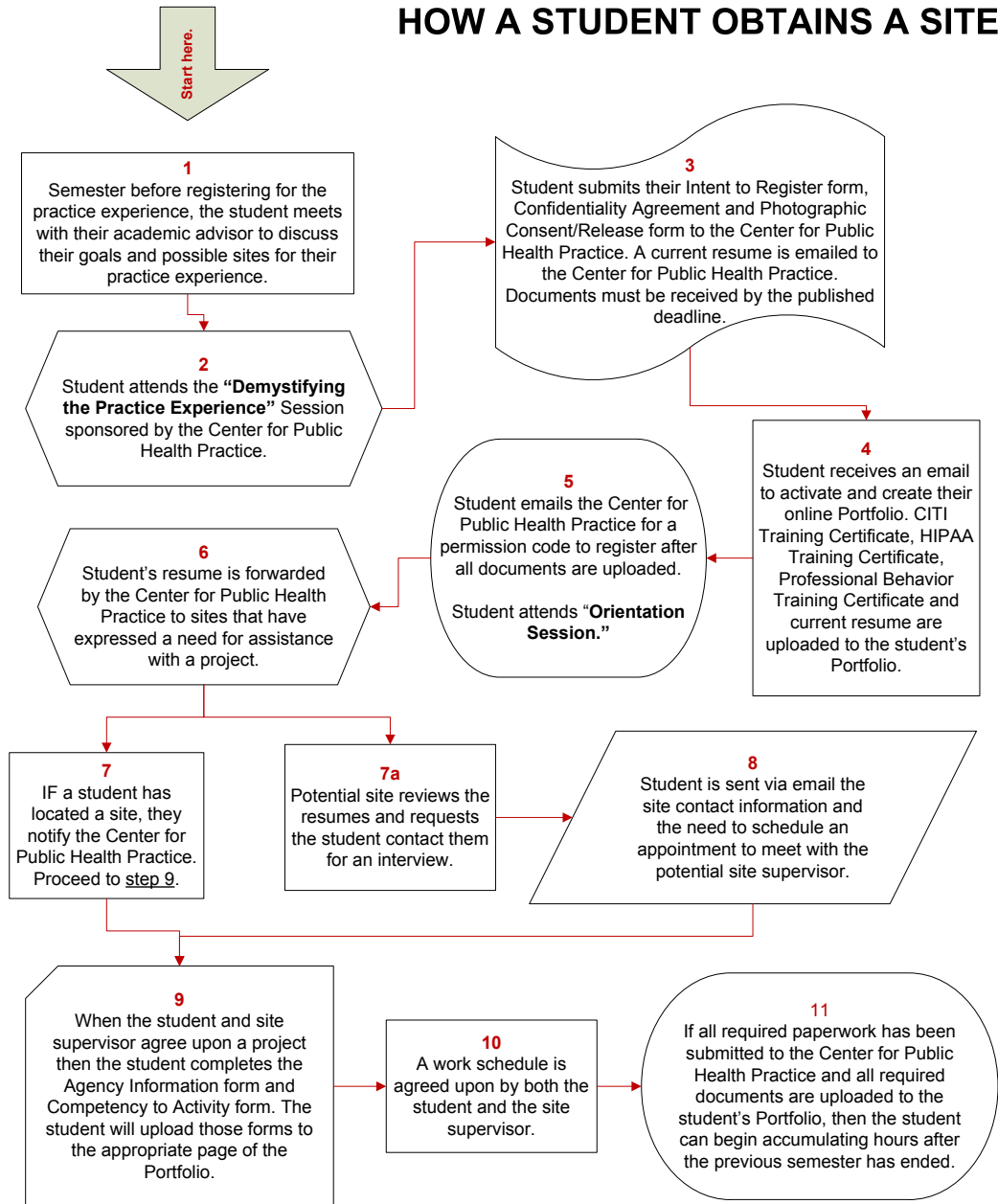
- Complete all required sections of the online Portfolio by the day of the Poster Session
- Submit abstract and upload a copy of the abstract to the Portfolio
- Complete and present poster according to guidelines

Appendix B

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Appendix C

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Intent to Register for Practice Experience in Public Health 5397

ID Number: Application for Semester: Fall [] Spring [] Summer [] Year

Name:

Address:

Street Address

City/State/Zip

Telephone: day

night

UNT Health Science Center E-mail:

Expected Semester of Graduation: Fall [] Spring [] Summer [] Year

Employed: [] yes [] no If yes, where & hours

US Citizen []

Permanent Resident []

International Student []

Access to a car: [] yes [] no

Course: [] BIOS 5397 [] EOHS 5397 [] EPID 5397 [] HMAP 5397 [] SABS 5397

Concentration:

Bilingual: [] Yes [] No Language

Advisor (Print Name)

Advisor's Signature

Date

Courses Completed – 21 credit hours of MPH core and/or department required course work. This does not include any elective courses. Students should refer to their Curriculum Plan for this information.

Check MPH Core Courses Completed

- [] Biostatistics for Public Health I
[] Environmental Health
[] Intro to Health Management & Policy
[] Principles of Epidemiology
[] Theoretical Foundations of Individual and CH

List Dept Required Courses Completed

(include course number, prefix & title)

Does not include any Electives Courses

Total MPH Core and Department Required Hours Completed (Does not include Elective Courses):

What would you like to gain from the Practice Experience?

Preferred times:

- [] Mornings [] Afternoons [] Evenings [] Weekends [] Other: No preference []

I understand that I am required to contact the Public Health Practice Coordinator prior to the published deadline that I will be registering for the practice experience.

I understand that I am to discuss the Public Health Practice Experience with my advisor and notify my advisor, site supervisor, Director and Public Health Practice Coordinator when uploading my two progress reports to my Portfolio during the semester.

I understand I must present a poster and complete all requirements prior to the poster session or I will be required to re-register for the course.

Student Signature

Date

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Examples of the additional forms that are required are located in the online Portfolio. Students will receive a permission number to register once the required forms are submitted to the Center for Public Health Practice and uploaded to the online Portfolio.

Appendix D

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Adapted from University of South Florida/College of Public Health

PRACTICE EXPERIENCE IN PUBLIC HEALTH SELECTION CRITERIA

All Practice Experience in Public Health Sites must meet the following selection criteria:

- The site is an organization, agency, or community link that provides planning or services relevant to public health.
- The site enables the student to further develop and apply specific skills or competencies learned in the School of Public Health academic program.
- The site provides a supervisor who is willing and able to spend regularly scheduled time with the student and provide guidance.
- The site should afford the student regular/daily contact with public health practitioners.
- The site supervisor exhibits a willingness to gradually increase student responsibility and independence over the duration of the Practice Experience in Public Health.
- The site exhibits a willingness to provide support, ranging from a workspace, to stipends or salary, transportation and lodging (if available and appropriate).
- The site is a good match with the needs and interests of the student.
- The site offers a uniquely valuable experience.

DESIRABLE PUBLIC HEALTH PRACTICE SITE SUPERVISOR TRAITS

- Approachable
- Interested in the student's academic career goals
- Gives assignments that balance basic work with more substantive tasks
- Monitors the student's activities through regular meetings
- Provides feedback
- Helps the student meet student's learning goals and objectives and achieve competencies for the practice experience.
- Provides adequate resources, materials and money to allow the student to complete assigned tasks.
- Shows appreciation for student's efforts.
- Gives professional career path advice.
- Tries to integrate student with the regular staff.
- Views mistakes as learning opportunities.
- Introduces student to others who can assist with career opportunities.
- Gives student a chance to learn new skills.
- Allows the student to take part in projects from beginning to end.

Appendix E

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ROLES AND RESPONSIBILITIES

SITE SUPERVISORS AT SUPERVISING AGENCIES

- ❖ Aid students to develop Practice Experience in Public Health goals and objectives during first week.
- ❖ Explain the structure and function of the agency.
- ❖ Help student(s) plan and execute specific programs/activities.
- ❖ Introduce student(s) to other community agencies.
- ❖ Supervise student(s) during planning.
- ❖ Sign work log for time spent with the agency.
- ❖ Invite student(s) to professional meetings and encourage presentations at those meetings when appropriate.
- ❖ Model professional work habits and attitudes.
- ❖ Evaluate student performance utilizing an online evaluation.
- ❖ Attend the Practice Experience in Public Health Poster Session & Reception.

DIRECTOR

- ❖ Act as representative of the School of Public Health.
- ❖ Contact agencies for placement of student.
- ❖ Consult with agency concerning selection, experience, and progress of student(s) working at the agency.
- ❖ Conduct site visitations with supervisors to verify agency can provide appropriate experiences.
- ❖ Visit student(s) on site as needed.
- ❖ Consult with agency supervisor as needed.
- ❖ Keep individual student files for contract, logs, and program plans.
- ❖ Maintain contact with agencies and site supervisors.
- ❖ Act as an advocate for the student.
- ❖ Coordinate orientation class session and poster session.
- ❖ Review and evaluate each student's poster and the online Portfolio.
- ❖ Download and archive the online Portfolios from the students.
- ❖ Complete the online Grading Form.

PUBLIC HEALTH FACULTY ACADEMIC ADVISOR

- ❖ Discuss readiness to register for Practice Experience in Public Health with student.
- ❖ Sign forms as necessary.
- ❖ Serve as a content resource for the student as needed.
- ❖ Consult with agency site supervisor and Director as needed.
- ❖ Maintain contact with Director.
- ❖ Attend the Practice Experience in Public Health Poster Session.
- ❖ Review the Practice Experience in Public Health online Portfolio completed by the student.
- ❖ Download and complete the online Grading Form and forward to the Director.

STUDENTS IN PRACTICE EXPERIENCE IN PUBLIC HEALTH

- ❖ Contact agency after the Public Health Practice Coordinator has confirmed placement.
- ❖ Determine (in writing) learning goals and objectives and departmental competencies to be addressed. Discuss these with agency site supervisor during the first meeting.
- ❖ Adhere to agency regulations, policies and procedures.
- ❖ Maintain good personal hygiene.
- ❖ Dress appropriately for role and responsibilities during the experience.
- ❖ Maintain professionalism, confidentiality, and ethical standards.
- ❖ Keep a record of time spent at the agency or agency related activities.
- ❖ Participate in professional and in-service activities as appropriate.
- ❖ Attend seminars related to public health practices experience.
- ❖ Perform additional duties as assigned by site supervisor or Director.
- ❖ Attend the Practice Experience in Public Health Abstract preparation session and the Poster Session & Reception.

Adapted from University of South Florida/College of Public Health