



**CENTER FOR**  
**Public Health Practice**

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**MASTER IN PUBLIC HEALTH**

**SPH 5855**

**PUBLIC HEALTH PRACTICE EXPERIENCE**

**STUDENT MANUAL**

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

*(Rev 10/24/08)*

School of Public Health

*University of North Texas Health Science Center at Fort Worth*

**Public Health Practice Experience – SPH 5855**

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## **INTRODUCTION**

### **PURPOSE OF THE PUBLIC HEALTH PRACTICE EXPERIENCE**

The Public Health Practice Experience 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 Public Health Practice Experience offers the student an opportunity to gain further insight into public health content, problems, issues and opportunities. A well-conducted Public Health Practice Experience can be mutually rewarding for the student as well as for the supervising organization.

### **GOAL**

The Public Health Practice Experience 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.

### **OBJECTIVES**

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

- develop measurable realistic goals and objectives for Public Health Practice Experience project and identify criteria for evaluation.
- 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.
- increase knowledge 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.\*
- 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

## PROGRAM POLICIES

### Eligibility

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

- Have 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 within the Public Health Program.
- Students **may not receive credit** for both the Public Health Practice Experience and Professional Report (SPH 5900) and/or Thesis (SPH 5950) and/or Field Studies in International Health I & II (SCBS 5560 or SCBS 5570) during the same time period while completing the Public Health Practice Experience (no double dipping).

### Requirements

**Students must have prior approval from the Public Health Practice Coordinator to enroll in Public Health Practice Experience SPH 5855 and receive semester credit.** To begin the registration process, students must complete an Intent to Register for Public Health Practice Experience form (Appendix C found on the SPH Center for Public Health Practice website) and send to their academic advisor and Public Health Practice Coordinator along with a current résumé. Students must also complete the online IRB (CITI) Training program, and complete the HIPAA training program compliance information provided by UNTHSC. The IRB (CITI) training program can be found on the Office for the Protection of Human Subjects website (<http://www.hsc.unt.edu/research/researchoffice/irb.html>). The HIPAA training program can be found on the UNTHSC Intranet website (<https://intranet.hsc.unt.edu/HIPAATrain/>). Upon completion of these training programs, students are required to print the training confirmation forms. In addition, there is also a Confidentiality Agreement that will need to be signed by your advisor and submitted to our office prior to receiving the permission code. It is available at <http://www.hsc.unt.edu/departments/CntrPHPractice/>. **All forms must be returned to the Public Health Practice Coordinator before a permission number will be provided for registration.**

- **The Public Health Practice Experience must include at least 200 contact hours.** Public Health Practice Experience hours are to include time spent in the actual work setting or performing duties assigned by the site supervisor. **They do NOT include time spent in travel to and from the location of the experience NOR do the hours include hours completing the notebook or the poster required for completion of the course.**
- During the semester(s) of the Public Health Practice Experience, the **student will send two (2) updates on the practice experience to the Public Health Practice Coordinator, academic advisor and Susan Harlin by e-mail.** Guidelines for e-mail posting are in Appendix I.
- **For any Public Health Practice Experience sites outside the United States, each student must obtain his/her own international health and medical evacuation insurance.**

### Site Selection

The Public Health Practice Experience offers a student an opportunity to apply skills learned in the classroom in a public health practice setting. The Public Health Practice Experience is not intended to be only a research based experience in an academic setting.

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 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 Public Health Practice Experience Poster Session. The subject of the poster will be an overview of the Public Health Practice Experience. 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 School of Public Health and the Public Health Student Association during the fall, spring and summer semesters. See Appendix P for the poster guidelines
- **In addition to the poster**, each student is required to submit a **Public Health Practice Experience notebook** for review by the Public Health Practice Coordinator and academic advisor.



### **Note Book**

- The **Public Health Practice Experience notebook\*** should contain the following tabbed sections (Begin tabs after title page and place name on each tab.):
  - a. Title page (with student name, date, name of the experience project, site, name and location, name of site supervisor)
  - b. Abstract (used for the poster –Appendix)
  - c. Completed Forms
    - (see Appendix for forms\*)
  - d. Reflection Paper (Appendix K)
  - e. Copies of the required progress reports (2 each semester enrolled during practice experience)
  - f. Student Analysis of Public Health Practice Experience Site (Appendix L)
  - g. Work journal or log of work hours (200 minimum) signed by the Public Health Practice Experience site supervisor (Appendix J). Hours should be totaled on the last page of the work journal.
  - h. Agency materials and/or pamphlets.
  - i. Current résumé (Appendix R for sample form)
  - j. Copy of information presented on the poster (e.g. PowerPoint slide handout)
  - k. Completed Student Evaluation of Public Health Practice Experience Site (Appendix N).



(\*The Public Health Practice Coordinator will add any forms received early as the notebooks are being graded)

**Public Health Practice Experience – SPH 5855**

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- Additional information regarding the poster session and notebook may be given to the student at the Public Health Practice Orientation Class held approximately one week after the semester begins.
- **Field Studies in International Health I & II (SCBS 5560 and SCBS 5570) are separate courses and do not replace SPH 5855. These courses are usually facilitated by another faculty member other than the Public Health Practice Coordinator.** The faculty member may choose to follow the guidelines in this manual.

**Course Evaluation**

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

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

- **The Public Health Practice Experience Site Supervisor will be asked to complete an Evaluation of Student’s Performance Form (see Appendix M).** A copy of this form is to be completed and returned to the Public Health Practice Coordinator by the supervisor before the end of the semester.

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, A-, B+, B, C+, C, F, P, NP, I, PR, W, WF and Z in the grading system.

A	=	4.0 grade points for each semester hour (95-100)
A-	=	3.7 grade points for each semester hour (90-94)
B+	=	3.3 grade points for each semester hour (85-89)
B	=	3.0 grade points for each semester hour (80-84)
C+	=	2.7 grade points for each semester hour (75-79)
C	=	2.0 grade points for each semester hour (65-74)

**Students completing the Public Health Practice Experience may not use the same work/project/report and receive credit for either Professional Report (SPH 5900) or Thesis (SPH 5950) or Field Studies in International Health I & II (SCBS 5560 or SCBS 5570)[“no double dipping”].**

## PROCEDURES

- **Before registering for SPH 5855, the student is required to review the Public Health Practice Experience Manual. The Intent to Register for Public Health Practice Experience Site form (Appendix C) must be completed and returned to the Public Health Practice Coordinator along with a current résumé. In addition, the student must complete the online IRB (CITI) training and HIPAA training, print the completion certificates, and return it to the Public Health Practice Coordinator. Once these are received, a permission number will be provided for registration. 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 student will be given the name of the contact person at a potential Public Health Practice Experience site.
- **Then the student is responsible for initiating the contact and making an appointment with the site supervisor for the purpose of developing goals and objectives of the experience. The student is responsible for assuring the Agency Agreement of Supervised Public Health Practice Experience (Appendix F) and the Site Supervisor Approval Form (Appendix G) are completed by the Site Supervisor. The Description of SPH 5855 Public Health Practice Experience (Appendix H) is completed by the student and the Site Supervisor. Return a copy of these forms to the Center for Public Health Practice and keep original for inclusion in your notebook.**
- The student will be responsible for discussing the Public Health Practice Experience with his or her academic advisor and receiving approval for the experience from the advisor.
- The Site Supervisor is to complete an evaluation of the student using the Evaluation of Student's Performance Form (Appendix M). The student will give the Site Supervisor a copy of the form. The form is to be mailed by the Site Supervisor directly to the Public Health Practice Coordinator before the end of the semester. The evaluation will be added to the student's notebook by the Public Health Practice Coordinator.
- **To receive credit for the Public Health Practice Experience, the student must:**
  - complete a minimum of 200 contact hours,
  - complete the site evaluation
  - participate in the poster session, and
  - turn in the required notebook (see program policies).
- **All forms in the Appendices are to be included in the Public Health Practice Notebook that must be turned in to the Public Health Practice Coordinator before the credit will be given for the course. Anyone who chooses not to comply with this requirement will receive an "In Progress grade" (PR) in SPH 5855.**

## APPENDICES

## STUDENT CHECKLIST

### Semester before Public Health Practice Experience

- Discuss readiness to register for SPH 5855 with academic advisor.
- Download and review SPH 5855 Manual.
- Download and complete Intent to Register for SPH 5855. Return to Public Health Practice Coordinator with a current résumé.
- Complete the IRB (CITI) training and print certificate to turn in to the Public Health Practice Coordinator.
- Complete the HIPAA training and print certificate to turn in to the Public Health Practice Coordinator.

### During the Public Health Practice Experience

- Attend the Mandatory Orientation class.
- Meet with Site Supervisor to discuss goals and objectives for experience.
- Complete 1) Agency Agreement of Supervised Public Health Practice Experience, 2) Site Supervisor Approval Form and 3) Description of SPH 5855 Public Health Practice Experience with site supervisor. Return a copy of these forms to Center for Public Health Practice and Academic Advisor and keep original for inclusion in notebook.
- Once you have attended the Mandatory Orientation Session and submitted copies of these three forms, you are eligible to start accumulating hours.
- Submit e-mail progress reports on following dates to the Public Health Practice Coordinator and academic advisor
  - Fall and Spring semester
    - #1 (4<sup>th</sup> week of semester)
    - #2 (10<sup>th</sup> week of semester)
  - Summer semester
    - #1 (3<sup>rd</sup> week of semester)
    - #2 (5<sup>th</sup> week of semester)
- Keep work log current
- Begin poster preparation
- Begin notebook preparation

### At the Conclusion of Public Health Practice Experience

- Complete notebook according to guidelines
- Complete and present poster according to guidelines

Appendix B

# Flow Chart – SPH 5855

## Public Health Practice Experience

1. Complete 21 credit hours of core and/or department required course work.



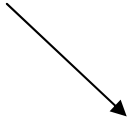
2. Inform your academic advisor that you are registering for the SPH 5855 for the coming semester (email). Complete Intent to Register Form, HIPAA Training, IRB (CITI) Training, and Résumé. Print HIPAA and IRB (CITI) training completion certificates. Complete the Confidentiality Agreement.



3. Send a copy of all items to Dr. Coggin and your academic advisor.



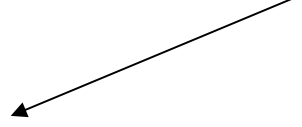
4. Receive code to register. Communicate with Dr. Coggin regarding site preference, if any.



5. Receive e-mail from Dr. Coggin to contact assigned site supervisor.



6. Attend the Public Health Practice Mandatory Orientation Session.



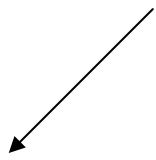
7. Meet site supervisor to establish goals and objectives.



8. Complete 200 hours at site.



REMEMBER to send Dr. Coggin, your academic advisor and Susan Harlin **progress reports 2 times** during the semester.



**9. Present poster and turn in notebook!!!**

*\*\*If required hours are not completed, student receives “PR” grade.*

Appendix C

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Public Health Practice Experience – SPH 5855

Intent to Register & Application for Practice Experience in Public Health- SPH 5855

EMPL ID: \_\_\_\_\_ Attach Current Resume

Application for Semester: Fall  Spring  Summer  Year

Name:

Address:

Street Address

City/State/Zip

Telephone: day

night

E-mail: @hsc.unt.edu

Expected date of Graduation:

Employed:  yes  no

If yes, where & hours

Department:  Social & Behavioral

Epidemiology

Biostatistics

Health Management & Policy

Environmental & Occupational

Concentration:

Advisor:

Bilingual:  Yes  No Language

Courses Completed – 21 credit hours of core and/or department required course work.

Check MPH Core Courses Completed

- EPID 5100 Principles Epidemiology
- BIOS 5210 Biostatistics I
- ENVR 5300 Environmental Health
- SCBS 5110 Social & Behavioral Aspects of PH
- SCBS 5115 Behavioral Foundations of PH
- HMAP 5210 Intro to Health Management & Policy
- HMAP 5215 Health Systems & Policy
- HMAP 5270 Health Services Management

List Dept Courses Completed (include course number, prefix & title)

Areas of Interest for Public Health Practice Experience related to department

Preferred placement or preferred location and contact (if known): – Prioritize three (3)

(example- Public Health Department, Hospitals, Voluntary Health Agencies, Nursing Homes, Government Agencies)

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

What are your Goals & Objectives 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 beginning of the semester.

I understand that I am to discuss the Public Health Practice Experience with my advisor and send my advisor and the Public Health Coordinator two updates during the semester.

I understand I must present a poster and turn in my Public Health Practice Notebook at the poster session prior to the end of the semester.

Student Signature

Date

Center for Public Health Practice Office

Date

**PUBLIC HEALTH PRACTICE SELECTION CRITERIA**

**All Public Health Practice Experience 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 public health practice experience.
- 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 grunt work with more substantive tasks
- Monitors the student's activities through regular meetings
- Provides feedback
- Helps the student meet student's goals and objectives 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.

## ROLES AND RESPONSIBILITIES

### **SITE SUPERVISORS AT SUPERVISING AGENCIES**

- ❖ Aid students to develop public health practice experience 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 performance on forms provided.
- ❖ Attend the Public Health Practice Experience Poster Session & Reception.

### **PUBLIC HEALTH PRACTICE COORDINATOR**

- ❖ 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 notebook.
- ❖ Archive the notebooks received from the students.
- ❖ Complete Evaluation Form.

### **PUBLIC HEALTH FACULTY ACADEMIC ADVISOR**

- ❖ Discuss readiness to register for Public Health Practice Experience with student.
- ❖ Sign forms as necessary.
- ❖ Serve as a content resource for the student as needed.
- ❖ Consult with agency site supervisor and Public Health Practice Coordinator as needed.
- ❖ Maintain contact with Public Health Practice Coordinator.
- ❖ Attend the Public Health Practice Experience Poster Session.
- ❖ Review the Public Health Practice Experience notebook completed by the student.
- ❖ Complete Evaluation Form.

### **STUDENTS IN PUBLIC HEALTH PRACTICE EXPERIENCE**

- ❖ Contact agency after the Public Health Practice Coordinator has confirmed placement.
- ❖ Determine (in writing) goals and objectives. Discuss with agency supervisor during the first meeting.
- ❖ Adhere to agency regulations.
- ❖ 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 Public Health Practice Coordinator.
- ❖ Attend the Public Health Practice Experience Poster preparation session and the Poster Session & Reception.

Appendix F

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**Agency Agreement of Supervised Public Health Practice Experience**

Agency Name: \_\_\_\_\_

Agency Address: \_\_\_\_\_

Agrees to Accept: \_\_\_\_\_ as an intern during the \_\_\_\_\_ semester for a minimum of 200 contact hours beginning on \_\_\_\_\_ and ending on \_\_\_\_\_.

The student will be under the direct agency supervision of \_\_\_\_\_ who agrees to items on the attached Site Supervisor Approval Form.

\_\_\_\_\_  
Student Signature

Date \_\_\_\_\_

\_\_\_\_\_  
Agency Representative or Site Supervisor

Date \_\_\_\_\_

Email \_\_\_\_\_

\_\_\_\_\_  
Academic Advisor

Date \_\_\_\_\_

\_\_\_\_\_  
Center for Public Health Practice Office

Date \_\_\_\_\_

Original document must be completed in full, signed by all parties and a **copy returned** to the Center for Public Health Practice Office **before** the Experience may begin. A copy should be provided, by the student, to their academic advisor. The original document is to be included in the student notebook.

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**SITE SUPERVISOR APPROVAL FORM**

Student Name \_\_\_\_\_

Site Supervisor & Title \_\_\_\_\_

Agency/Organization \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

Email \_\_\_\_\_

Phone \_\_\_\_\_ FAX \_\_\_\_\_

I agree to:

1. Supervise the student in his/her Public Health Practice Experience for one semester.
2. Meet with the student to develop goals and objectives for the Public Health Practice Experience and project.
3. Complete an Evaluation of Student's Performance Form on the student's performance.
4. Provide the student with feedback on his/her Public Health Practice Experience work performance.
5. Mail a copy of the completed Evaluation of Student's Performance Form to the Public Health Practice Coordinator within a week of the student completing the experience.

Comments:

\_\_\_\_\_  
Site Supervisor

\_\_\_\_\_  
Date

*(please attach a business card)*

Original document must be completed in full, signed by the Site Supervisor and a **copy returned** to the Center for Public Health Practice Office **before** the Experience may begin. A copy should be provided, by the student, to their academic advisor. The original document is to be included in the student notebook.

Appendix H

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**Public Health Practice Experience – SPH 5855**

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**DESCRIPTION OF SPH 5855  
PUBLIC HEALTH PRACTICE EXPERIENCE**

Semester/year \_\_\_\_\_

Name \_\_\_\_\_

**Goal of Public Health Practice Experience:**

**Student Objectives**

**By the end of the Public Health Practice Experience the student will be able to:**

Public Health Practice Experience Site Supervisor

Name \_\_\_\_\_

Title \_\_\_\_\_

Agency/Organization \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

Phone \_\_\_\_\_ FAX \_\_\_\_\_

e-mail \_\_\_\_\_

\_\_\_\_\_  
Site Supervisor Signature/Date

\_\_\_\_\_  
Student Signature/Date

Original document must be completed in full, signed by all parties and a **copy returned** to the Center for Public Health Practice Office **before** the Experience may begin. A copy should be provided, by the student, to their academic advisor. The original document is to be included in the student notebook.

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### **E-mail Report Guidelines**

Students should email the Public Health Practice Coordinator and their academic advisor an update regarding their practice experience. Include an overview of practice project and general information regarding the progress toward achieving the objectives developed by the student and site supervisor. This report should give the advisor information regarding your progress. Please consult with your academic advisor to determine if additional information is needed for the report.

### **Reporting Schedule**

#### Fall and Spring Semester

#1 – 4<sup>th</sup> week of the semester

#2 – 10<sup>th</sup> week of the semester (indicate if you are going to participate in the poster session)

#### Summer Semester

#1 – 3<sup>rd</sup> week of the semester

#2 – 5<sup>th</sup> week of the semester (indicate if you are going to participate in the poster session)



### Guidelines for Reflection Paper

*Below is a list of questions to assist you in writing your paper. While you do not have to answer each and every question, they are provided to “stir your thoughts” about the site and experiences. There is no “correct or required” page length for the paper (suggest 5-6 pages, double spaced). **Please provide comments in each of the three sections listed in your paper.***

#### **Section I**

**What happened?** How did you decide on your project? What were the goals and objectives you and your site supervisor agreed upon for your experience? How did you meet the goals and objectives for your experience? What did you do? Who were the people you interacted with during your experience? What were their roles? Tell the best thing that happened during the experience – something you or someone else said or did; a feeling, insight gained, goal accomplished, etc.

#### **Section II**

**What was the significance of the experience?** What did it mean to you personally? What were your negative and positive feelings about the experience, the people, and the site? What did you learn that enhances your classroom instruction? What did you learn about the public health practice site? What did you learn about the public health professionals you worked with? What are their similarities and differences to you? What skills and knowledge learned in the classroom did you use/apply? What skills or knowledge did you lack? How could you get the needed skills? In what ways have your impressions of public health changed? Has this experience changed how you thought about public health practice? What competencies did you develop or were enhanced through this experience?

#### **Section III**

**What impact might this experience have on your lifelong learning process?** What impact did this experience have on your everyday life? What insights did you gain that might assist you in your career? What is the connection of this experience with your current academic pursuits and with your future? What did the experience teach you about public health issues, community involvement, citizenship, and civic responsibility? What is the relationship of your experience to the “big picture” (societal changes)? What was the most surprising aspect of the experience? What did you discover about yourself and/or what insights were reinforced? (clues to this may be from what you enjoyed doing and what you didn’t enjoy; when you felt satisfied and when not; what you were able to accomplish and what not). What are the ethical issues involved in public health practice? Did working in a public health environment enhance your career goals? How or why not? Do you have specific suggestions that would have improved the project you worked on, the site itself or the experience?

**STUDENT ANALYSIS OF PUBLIC HEALTH PRACTICE EXPERIENCE SITE**

In addition to the Reflection Paper, prepare a description of the site. The guidelines below may be helpful in preparation of the analysis.

Site Analysis (if applicable)

1. What are the mission, goals, and objectives of the organization?
2. To what specific target population(s) does it direct its activities?
3. What specific activities does staff of the organization perform?
4. What is the organizational structure of the staff?
5. What are the major funding sources for the organization?
6. List the job titles and responsibilities of all full time staff.
7. How does the organization use volunteers?
8. How does the community perceive the organization?
9. What are some of the problems or obstacles facing the organization in terms of implementing its programs?
10. How are these problems being addressed?
11. What were your sources of information for completing this analysis?
12. Give complete name, position, address of site supervisor and other personnel with whom you interacted.

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**EVALUATION OF STUDENT'S PERFORMANCE**

This evaluation is to be used by the supervisor of the Public Health Practice Experience. The supervisor's assessment, along with the Public Health Practice Coordinator's assessment will be used to determine the final evaluation of the student. Return form to:

Claudia Coggin, PhD, CHES  
School of Public Health  
University of North Texas Health Science Center  
3500 Camp Bowie Blvd.  
Ft. Worth, TX 76107

Student Name \_\_\_\_\_ Date \_\_\_\_\_

Agency/Organization \_\_\_\_\_

Inclusive Dates of Public Health Practice Experience  
\_\_\_\_\_

Supervisor Name & Title \_\_\_\_\_

Email \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_

*(please attach a business card)*

Description of specific activities performed by student:

Indicate your judgment of the student's work on a scale of 1 (**LOW**) to 5 (**HIGH**) by circling the appropriate number next to each item. Circle NA for those items you do not feel qualified to evaluate or for those items that did not apply to this experience.

<b>PERSONAL QUALITIES</b>	<b>LOW</b>	<b>AVERAGE</b>	<b>HIGH</b>			
1. Ambitious	1	2	3	4	5	NA
2. Takes the Initiative	1	2	3	4	5	NA
3. Enthusiastic	1	2	3	4	5	NA
4. Dependable/Reliable	1	2	3	4	5	NA
5. Personable	1	2	3	4	5	NA
6. Flexible	1	2	3	4	5	NA

### **RELATIONSHIPS WITH OTHERS**

7. Diplomatic and Tactful	1	2	3	4	5	NA
8. Able to meet and mix with others	1	2	3	4	5	NA
9. Cooperates with others	1	2	3	4	5	NA
10. Functions as a team leader	1	2	3	4	5	NA
11. Able to accept suggestions	1	2	3	4	5	NA
12. Able to accept criticism	1	2	3	4	5	NA
13. Sensitive to cultural diversity	1	2	3	4	5	NA
14. Able to work as part of a team	1	2	3	4	5	NA

### **PROFESSIONAL QUALIFICATIONS AND JOB PERFORMANCE**

15. Command of technical subject matter	1	2	3	4	5	NA
16. Able to organize work/time	1	2	3	4	5	NA
17. Responds to supervision	1	2	3	4	5	NA
18. Able to express ideas in writing	1	2	3	4	5	NA
19. Able to communicate ideas orally	1	2	3	4	5	NA
20. Knowledge of public health issues/principles	1	2	3	4	5	NA
21. Able to research problems	1	2	3	4	5	NA
22. Accepts responsibility	1	2	3	4	5	NA
23. Use of logical, organized steps for program planning and implementation	1	2	3	4	5	NA
24. Able to design & conduct program evaluation	1	2	3	4	5	NA
25. Able to analyze national, state, local policies implications for public health	1	2	3	4	5	NA
26. Potential for professional growth	1	2	3	4	5	NA
27. Overall quality of work	1	2	3	4	5	NA

**Page 2 - Evaluation of Student's Performance**

28. What do you consider to be the student's strongest assets?

29. What do you consider to be the student's limitations?

**30. If you were assigning a numerical grade between 60 and 100 to the student, what would that grade be? \_\_\_\_\_**

**GRADING SCALE**

The School of Public Health uses the letters A, A-, B+, B, C+, C, F, P, NP, I, PR, W, WF and Z in the grading system.

A	=	4.0 grade points for each semester hour (95-100)
A-	=	3.7 grade points for each semester hour (90-94)
B+	=	3.3 grade points for each semester hour (85-89)
B	=	3.0 grade points for each semester hour (80-84)
C+	=	2.7 grade points for each semester hour (75-79)
C	=	2.0 grade points for each semester hour (65-74)

Please provide any additional information that would assist the student to continue professional growth. Use the space below or attach a separate sheet.

Appendix N

School of Public Health

University of North Texas Health Science Center at Fort Worth

**Public Health Practice Experience – SPH 5855**

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**STUDENT EVALUATION  
OF PUBLIC HEALTH PRACTICE EXPERIENCE SITE**

This evaluation form will be used for the purpose of evaluating and improving the Public Health Practice Experience site with regard to future student placements. Please answer honestly. This form will not be shared with the site supervisor after you have completed the Public Health Practice Experience.

Name \_\_\_\_\_ Semester/Year \_\_\_\_\_

Inclusive dates of your Public Health Practice Experience \_\_\_\_\_

Site Name and Address

Site Supervisor \_\_\_\_\_

Average number of hours you worked weekly \_\_\_\_\_

	LOW	AVERAGE	HIGH	
1. Orientated student to total site environment.	1	2	3	4 5 NA
2. Created an atmosphere of acceptance, friendliness and belonging.	1	2	3	4 5 NA
3. Clarified student responsibilities.	1	2	3	4 5 NA
4. Assisted in establishing goals and objectives.	1	2	3	4 5 NA
5. Used cooperative planning in the teaching-learning situation.	1	2	3	4 5 NA
6. Assisted in selecting and using basic equipment, materials and resources.	1	2	3	4 5 NA
7. Demonstrated effective administrative methods and techniques.	1	2	3	4 5 NA
8. Encouraged participation in departmental and/or program meetings.	1	2	3	4 5 NA
9. Allowed initiative and creativity on the part	1	2	3	4 5 NA

of the student.

10. Met at least weekly with student to discuss progress and/or problems.	1	2	3	4	5	NA
11. Provided constructive criticism and guidance	1	2	3	4	5	NA
12. Served as an effective professional role model for student.	1	2	3	4	5	NA
13. Overall, how would you rate the learning experience you received?	1	2	3	4	5	NA
14. Overall, how would you rate your site supervisor?	1	2	3	4	5	NA

15. What are the strengths of this site and its programs?

16. What are the weaknesses of this site and its programs?

17. What are the strengths of your site supervisor with regard to working with Public Health Practice Experience students?

18. What are the weaknesses of your site supervisor with regard to working with Public Health Practice Experience students?

Appendix O

School of Public Health

University of North Texas Health Science Center at Fort Worth

**Public Health Practice Experience – SPH 5855**

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**SPH 5855 Public Health Practice Experience Evaluation**

To be completed separately by both the Public Health Practice Coordinator and academic advisor for each student.

**POINTS RECEIVED**

**NOTEBOOK (25 points)** ----- \_\_\_\_\_

**Tabbed sections**

**All sections listed in Manual are included**

**Progress Reports (2 each semester)**

**Required number of hours at site (minimum of 200 hours)**

**REFLECTION PAPER (25 points)** ----- \_\_\_\_\_

**SITE ANALYSIS (25 points)** ----- \_\_\_\_\_

**POSTER (25 points)** ----- \_\_\_\_\_

**Appearance**

**Content**

**Accuracy**

**TOTAL POINTS** -----                     /100

**COMMENTS**

**Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

## Appendix P

School of Public Health

University of North Texas Health Science Center at Fort Worth

### **Public Health Practice Experience – SPH 5855**

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#### **Public Health Practice Experience Poster Session Guidelines**

1. All students enrolled in SPH 5855 Public Health Practice Experience are required to present a poster at the end of the semester during which they complete the experience.
2. E-mail abstract to the Public Health Practice Coordinator. Include the name of your agency and your site supervisor in your abstract. Attached are the abstract guidelines.
3. The poster must be set up by 4:00 pm on the day of the session unless you have made prior arrangements with the Public Health Practice Coordinator.
4. Beginning at 4:30 pm, each student is expected to be standing by his/her poster and be able to provide a brief (3-5 minute) overview of his/her experience to Dr. Coggin, academic advisor, students, faculty, staff, site supervisors and other guests. Please bring any brochures, pamphlets, etc. related to the experience that you would like to distribute to guests.
5. The **required notebook** is to be shown with the poster and turned in to the Public Health Practice Coordinator. The notebook should be a three-ring binder. A soft side type notebook rather than hard side type of notebook is suggested. These must be kept in a file for accreditation.
  - The **Public Health Practice Experience notebook\*** should contain the following tabbed sections: (Begin tabs after title page and place name on each tab.):
    - a. Title page (with student name, date, name of the experience project, site, name and location, name of site supervisor)
    - b. Abstract (used for the poster -Appendix)
    - c. Completed Forms (see Appendix for forms\*)
    - d. Reflection Paper (Appendix K)
    - e. Copies of the required progress reports
    - f. Student Analysis of Public Health Practice Experience Site (Appendix L)
    - g. Work journal or log of work hours (200 minimum with hours totaled) signed by the Public Health Practice Experience site supervisor (Appendix J).
    - h. Agency materials and/or pamphlets.
    - i. Current résumé (Appendix for sample form)
    - j. Copy of information presented on the poster (e.g. PowerPoint slide handout)
    - k. Completed Student Evaluation of Public Health Practice Experience Site (Appendix N).

(\*The Public Health Practice Coordinator will add any forms received early as the notebooks are being graded.)



**6. The required format for the table-top poster presentation is as follows:**

- Use a three-panel, tri-fold poster board (available through the Public Health Student Association).
- Poster must be neat, well-organized and professional in appearance and must include the following:
  - a. the name of the organization
  - b. the address and telephone number of the organization
  - c. your name
  - d. the name of your site supervisor
  - e. traditional posters have an Introduction section, Methods section, Results/Conclusions section, but this type of poster may have other sections as listed in the next items of this list depending on your experience and/or site
  - f. you may include a brief general description of the organization (include, photos, general information, flyers, logo, etc if necessary)
  - g. a listing of your experience objectives
  - h. methods of completing objectives
  - i. a listing of your experience outcomes or accomplishments
  - j. samples and/or examples from your site/project on which you worked during the experience (e.g. flyers, brochures, photos of activities, etc)
  - k. you should consult with your academic advisor regarding specific content of the poster. This may include statistical analysis. Input from the advisor is encouraged especially with regards to potential publications arising from the project.

Below are a list of web sites for additional information and helpful hints.

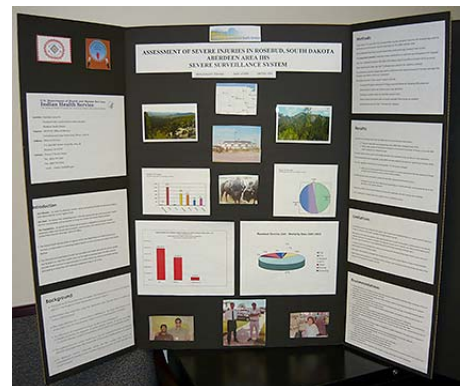
<http://lorien.ncl.ac.uk/ming/dept/tips/present/posters.htm>

<http://www.kumc.edu/SAH/OTEd/jradel/effective.html>

<http://www.eas.slu.edu/People/DJCrossley/scomm/posters.html>

<http://www.aspb.org/education/poster.cfm>

**\*\*\*WE DO NOT HAVE FREE STANDING BOARDS ON WHICH TO DISPLAY WIDE FORMAT POSTERS. Posters should be a foldable tri-panel board approximately 36 x 48 inches in size.**



## Appendix Q

School of Public Health

*University of North Texas Health Science Center at Fort Worth*

**Public Health Practice Experience – SPH 5855**

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### Abstract Guidelines

**An abstract is a short summary of your project or experience. Please include the purpose, site location, and a brief explanation of your experience and include an outcome statement if appropriate. See attached example page of abstracts.**

Abstracts must include:

- ✓ Presentation Title (underline and all caps)
- ✓ Name of presenter under the title. Include the name of your agency and your site supervisor under your name.
- ✓ A single-spaced abstract of no more than 150 words without the author's name or title of presentation
- ✓ Your abstract will be published as you submit it. Please be sure to edit and proof read final copy

**Abstracts must be received via email by Dr. Coggin, the Public Health Practice Coordinator, and Susan Harlin by the stated deadline before the poster session.**

**ADVERSE PERINATAL OUTCOMES AND HYPERTENSION IN  
SELECTED HIGH-RISK COMMUNITIES OF FORT WORTH**

William J. Germann, Ph.D.

Division of Epidemiology & Assessment, CFWPHD

Site Supervisor: Dorian Villegas, M.P.H., Epidemiologist

The Women's Health Assessment survey was developed to monitor the health and well-being of women of reproductive age in selected communities and was first administered in summer of 2007. Preliminary findings based on 405 face-to-face interviews indicate that the target population is predominantly non-white (89.3% black or Hispanic) and poor (56.6% with annual household incomes below \$15,000). Estimated rates of stillbirth, pre-term birth, and low birth weight are 24.5/1000 births and 93.8/1000 and 46.9/1000 live births, respectively. The estimated prevalence of hypertension, a risk factor for adverse perinatal outcomes, is 23.8%. After controlling for various demographic factors, logistic regression analysis showed significant association of hypertension with age over 40 and unemployment ( $P < 0.05$ ) and marginally significant association with perceived overweight status ( $P = 0.05$ ).

**TEXAS VERMICULITE PROJECT: A STUDY OF ASBESTOS  
EXPOSURE IN WEST DALLAS AREA**

Amit Gode

Strategic Planning and Population Medicine Division

Parkland Health and Hospital System

Site Supervisor: Brad Walsh, M.P.H.

W.R. Grace was operating a vermiculite processing plant in West Dallas from 1953 to 1992 and received unprocessed vermiculite from a mine in Libby, Montana. The vermiculite was later found to have been contaminated with asbestos. To study the impact of asbestos exposure in the community, we conducted chest X-rays for 420 residents in a quarter mile radius of the plant and later conducted pulmonary function tests for the subjects found to have lung scarring. We found pleural/parenchymal fibrosis suggestive of asbestos exposure in 5.2% and other chest diseases in 37% of the subjects. The findings so far suggest that this community is shouldering a large burden of disease. This study could play an important role in emphasizing the effects of asbestos exposure that is known to have long-term adverse health effects and possibly bring about policy changes to safeguard worker health.

## Appendix R

School of Public Health

*University of North Texas Health Science Center at Fort Worth*

**Public Health Practice Experience – SPH 5855**

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### Sample Résumé Guidelines\*

*\*You may use any style format you choose. There are many hints on web sources and MSWord templates. However, please make sure this information is included.*

#### Personal Information

- Full name
- Contact information: mailing address, with ZIP code, day and evening phone numbers, fax number, and e-mail address
- Permanent contact address and phone number
- Country of citizenship

#### Education

- Names of all colleges/universities attended
- Type, major, and year of all degrees received or anticipated

#### Work Experience

- Position Title
- Employer's name and address
- Starting and ending dates (month/year)
- Duties and accomplishments

#### Other Qualifications

- Job-related certificates and current licenses
- Honors, awards, and special accomplishments, e.g. publications, membership in professional or honor societies, and performance awards. Provide dates.