



CENTER FOR
Public Health Practice

SITE SUPERVISOR MANUAL

SPH 5850 / SPH 5855

PUBLIC HEALTH PRACTICE EXPERIENCE

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

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

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School of Public Health

University of North Texas Health Science Center at Fort Worth

Public Health Practice Experience

Table of Contents

Introduction to Public Health Practice Experience	3
Public Health Practice Experience Procedures	4
<u>Appendices</u>	
A – Flow Chart – SPH 5850/5855 Public Health Practice Experience	7
B – Intent to Register & Application for Public Health Practice Experience	8
C – Public Health Practice Selection Criteria	9
D – Roles & Responsibilities	10
E – Agency Agreement of Supervised Public Health Practice Experience	11
F – Site Supervisor Approval Form	12
G – Description of SPH 5850/5855 Public Health Practice Experience.....	13
H – Public Health Practice Experience Work Log	14
I – Evaluation of Student’s Performance	15

Public Health Practice Experience

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

Public Health Practice Experience

PROCEDURES

- After the student has registered for the practice experience, they are 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 that the Agency Agreement of Supervised Public Health Practice Experience (Appendix E) and the Site Supervisor Approval Form (Appendix F) is completed by the Site Supervisor. The Description of SPH 5850/5855 Public Health Practice Experience (Appendix G) is completed by the student and the Site Supervisor.**
- **The Public Health Practice Experience must include at least 135 contact hours for SPH 5850 or 200 contact hours for SPH 5855.** 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.** Students will complete a Work Log indicating contact hours and duties performed. The Site Supervisor will sign the Work Log to verify hours. The Work Log is found in Appendix H.
- 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 and academic advisor by e-mail.** The e-mail progress reports should include an overview of the practice project and general information regarding the progress toward achieving the objectives the student and the site supervisor developed at the beginning of the practice experience. This does not have to be a lengthy report, but should give the academic advisor and Public Health Practice Coordinator information regarding the student's progress.

Progress Reporting Schedule

Fall and Spring Semester

#1 – 4th week of the semester

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

Summer Semester

#1 – 3rd week of the semester

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

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

Public Health Practice Experience

review the individual student's practice experience. Site Supervisors are requested to attend the poster session. The poster session is hosted by the School of Public Health and the Public Health Student Association during the fall, spring and summer semesters.

Student's Performance Evaluation

- **The Site Supervisor is to complete an evaluation of the student using the Evaluation of Student's Performance Form (Appendix I). 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.**

APPENDICES

A – Flow Chart – SPH 5850/5855 Public Health Practice Experience – Provides a basic timeline for the student.

B – Intent to Register & Application for Public Health Practice Experience – For student's use during the registration process.

C – Public Health Practice Selection Criteria – Provides a description of site selection criteria.

D – Roles & Responsibilities – Outlines the responsibilities of everyone involved in the student's practice experience.

E – Agency Agreement of Supervised Public Health Practice Experience, F – Site Supervisor Approval Form and G – Description of SPH 5850/5855 Public Health Practice Experience - 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 obtaining the signatures on these forms. The Site Supervisor will review and sign these forms indicating their approval.

H – Public Health Practice Experience Work Log - The Public Health Practice Experience must include at least 135 contact hours for SPH 5850 or 200 contact hours for SPH 5855. 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. Student will complete a Work Log indicating contact hours and duties performed. The Site Supervisor will review hours and verify by signing the Work Log.

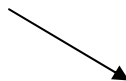
I – Evaluation of Student's Performance - The Site Supervisor is to complete an evaluation of the student using the Evaluation of Student's Performance Form. The student will give the Site Supervisor a copy of the form. The form is to be mailed by the Site Supervisor directly to the Public Health Practice Coordinator before the end of the semester.

Flow Chart – SPH 5850/5855 Public Health Practice Experience

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



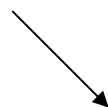
2. Inform your academic advisor that you are registering for SPH 5850/5855 for the coming semester (email). Complete Intent to Register Form, HIPAA Training, IRB (CITI) Training, and Résumé. Print HIPAA and IRB (CITI) training completion certificates. Complete the Confidentiality Agreement.



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.



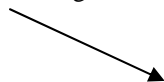
5. Receive e-mail from Dr. Coggin to contact assigned site supervisor.



6. Attend the Public Health Practice Mandatory Orientation Session.



7. Meet site supervisor to establish goals and objectives.



8. Complete 135 hours for SPH 5850 or 200 hours for SPH 5855 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 B

School of Public Health

University of North Texas Health Science Center at Fort Worth

Public Health Practice Experience

Intent to Register & Application for Practice Experience in Public Health- SPH 5850/5855

Attach Current Resume

EMPL ID:

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

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

- 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

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

Appendix C

School of Public Health

University of North Texas Health Science Center at Fort Worth

Public Health Practice Experience

Adapted from University of South Florida/College of Public Health

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.

Appendix D

School of Public Health

University of North Texas Health Science Center at Fort Worth

Public Health Practice Experience

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 practice 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.

Adapted from University of South Florida/College of Public Health

Appendix E

School of Public Health

University of North Texas Health Science Center at Fort Worth

Public Health Practice Experience

Agency Agreement of Supervised Public Health Practice Experience

Agency Name: _____

Agency Address: _____

Agrees to Accept: _____ as an intern during the _____ semester for a total of 135 contact hours for SPH 5850 or 200 contact hours for SPH 5855 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.

School of Public Health

University of North Texas Health Science Center at Fort Worth

Public Health Practice Experience

SITE SUPERVISOR APPROVAL FORM

Student Name _____

Site Supervisor & Title _____

Agency/Organization _____

Address _____

Phone _____

FAX _____

Email _____

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 G

School of Public Health

University of North Texas Health Science Center at Fort Worth

Public Health Practice Experience

**DESCRIPTION OF SPH 5850/5855
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.

School of Public Health

University of North Texas Health Science Center at Fort Worth

Public Health Practice Experience

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 _____

Supervisor Signature: _____

Email _____

(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.

PERSONAL QUALITIES	LOW	AVERAGE	HIGH			
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.