

**The Arnold School of Public Health  
Practicum Agreement Guide Sheet**

Note: The Practicum Agreement Guide Sheet is to assist students in preparing to complete the practicum agreement online at MySPH Opportunity Manager. This sheet is not a substitution for the written practicum proposal. Information listed in the approved written practicum proposal can be used to complete the practicum agreement. The information below is needed to complete the online practicum agreement.

**Student's Name:** \_\_\_\_\_

**Phone:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**Project Title (Opportunity):** \_\_\_\_\_

**Agency/Organization:** \_\_\_\_\_

**Location (City/State/Country):** \_\_\_\_\_

**Beginning Date:** \_\_\_\_\_ **Ending Date:** \_\_\_\_\_

**Hours per Day:** \_\_\_\_\_ **Hours per Week:** \_\_\_\_\_

**Academic Department** where you are a student (Please check one)

- Environmental Health Sciences
- Epidemiology and Biostatistics
- Exercise Science
- Health Services Policy and Management
- Health Promotion, Education, and Behavior
- Public Health Programs (Office of Academic Affairs)

**Practicum Questions Listed on MySPH Opportunity Manager:**

1. Specify the experiences to be undertaken (including strategy, methods, resources, settings).

**Explanation:** A general and written statement about the tasks, functions and responsibilities the student will work on related to the practicum opportunity. It generally includes project overview, duties, purpose, responsibilities, scope of project, and sometimes the job's title

**Written Practicum Proposal Section to copy this information from:** Sections 2 – 4

2. Specify the criteria for assessment of learning results and work performances.

**Explanation:** Describe how the evaluation of the learning objectives/outcomes, practicum project, application of public health skills and/or the student work performance will occur in relations to the practicum opportunity. Things to consider: will the student, preceptor and practicum advisor have prescheduled meetings (face-to-face or social media (SKYPE, email) to monitor practicum work and student's performance.

**Written Practicum Proposal Section to copy this information from:** Sections 5 – 6

3. Give time sequence for achieving the desired results and how progress will be monitored.  
**Explanation:** Develop an outline or timeline that lists a schedule for the practicum project which may include deadlines, projected activities, an overview of major milestones, start and end dates of the practicum project deliverables. Monitoring the progress of the timeline can occur using a checklist, students providing updates on progress to preceptor, written feedback from mentor(s) or during scheduled meetings to discuss practicum project.

**Written Practicum Proposal Section to copy this information from:** Section 6

4. What are the specific deliverables associated with this opportunity (e.g. a needs assessment, a policy analysis, production of public health brochures and handouts)?

**Explanation:** Deliverables are the outputs you're trying to achieve or the results you are expected to deliver by the end of a project. Having clear deliverables allows you to assess your progress on a project and gives you clear goals to work toward.

5. Describe in detail any special conditions, arrangements, or restrictions.

**Explanation:** Provisions of the practicum agreement that is considered atypical or special to the project under consideration and do not fall under the general conditions or supplementary conditions. Things usually added to this section are: travel reimbursements, out of pocket expenses, conditions that may hinder completing the practicum project (data problems, access to data, dependent on third-party cooperation), opportunity to work remotely, required meeting/conference attendance, etc.

**Written Practicum Proposal Section to copy this information from:** Section 7

### **Job Duties**

Provide a minimum of three job duties that will be performed while completing your practicum. Job duties are tasks and responsibilities a person must do in relations to practicum project. .

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