

## Student Checklist

### Pre-Practicum

- Make sure you have met all of the prerequisite courses to enroll in a practicum.
- Check with your faculty advisor to verify your eligibility.
- Select and schedule a meeting with a faculty practicum advisor to discuss practicum ideas.
- Verify, update, and/or create a MySPH profile.
- Discuss potential practicum sites with your faculty practicum advisor.
- Contact potential practicum sites and choose a site.
- Register for the practicum course that corresponds with your program.
- Meet with your faculty practicum advisor and preceptor to discuss the practicum proposal.
- Review the practicum proposal guide sheet to assist you in manually completing your practicum/residency proposal on the MySPH Opportunity Manager.
- Use your approved practicum proposal to assist you in completing the practicum proposal online and upload your written practicum proposal and related practicum documents to MySPH Opportunity Manager.
- An electronic copy of your practicum proposal will be available online once it is completed in the MySPH Opportunity Manager.
- Check MySPH Opportunity Manager to make sure your practicum advisor and preceptor have signed your practicum proposal electronically.

### Practicum

- Meet with your faculty practicum advisor and preceptor as needed.
- Complete your work as described in the practicum proposal.
- Share the draft product of your practicum with your preceptor and practicum advisor.
- Confer with your faculty practicum advisor, practicum site preceptor, and additional faculty grader/reviewer to schedule a date to present your practicum project. It is essential that you, your faculty practicum advisor and additional faculty grader/reviewer are all present at the meeting.
- Advertise your practicum presentation in the Arnold School of Public Health and extend an invitation to the preceptor. Send an electronic version of your presentation announcement (flyer) to your faculty practicum advisor.
- Present your practicum results.
- Submit your final practicum report to your practicum advisor and preceptor.

### Post-Practicum

- Complete the practicum evaluation electronically through the MySPH Opportunity Manager. Please encourage your practicum advisor and preceptor to complete their evaluations. The electronic practicum evaluation is only available if your practicum agreement is listed in the Opportunity Manager.