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**Please note:**

**This template document is provided as a resource for public health degree programs and for public health practitioners seeking to support student engagement in their agencies and organizations. As a template, it may require modifications unique to the degree program or the supervising agency.**

**The** [**Washington State Public Health Academic Learning Collaborative**](https://waportal.org/partners/public-health-academic-learning-collaborative-wa-phalco/upcoming-events) **(WA PHALCO) expresses appreciation to the University of Washington School of Public Health for sharing a template from which this is drawn upon.**

# **MPH Practicum Learning Contract**

**Instructions for student:**

* Complete the form and have your Practicum Faculty Adviser, Site Supervisor, and MPH Program Director review and sign.
* Submit the **signed** form to the Practicum Faculty Advisor **prior** to the start date of the practicum project. This form must be approved before you can begin working on your practicum project.
* An affiliation agreement between the organization and your university must be established before you can begin practicum work.
* Email Practicum Faculty Advisor if you have questions.

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| --- | --- |
| **Student Name:**  | ​​ Click or tap here to enter text. |
| **Agency Name:**  | Click or tap here to enter text. |
| **Site Name:**  | ​​Click or tap here to enter text. |
| **Site Address:**  | ​​Click or tap here to enter text. |
| **Site Supervisor:** *Name, Title, Phone number & Email address*  | ​​Click or tap here to enter text. |
| **Practicum Faculty Adviser:** *Name, Title, Phone number & Email address*  | ​​Click or tap here to enter text. |
| **Quarter/Semester: ​**Click or tap here to enter text.**​         Year: ​**Click or tap here to enter text.**To sign up for credits:** *Apply for credit the quarter/semester you plan to complete your practicum. Contact your departmental student advisor about practicum credit registration.* **Proposed number of credits to be earned: ​**Click or tap here to enter text. |

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| **Practicum Details**  |
| **Title**  | *Provide a brief description of your practicum experience or title of your practicum project.*   |
| **Description**  | *The Practicum is an opportunity to gain experience within a public health organization. Define the scope of your practicum, including how it will align with the needs of the agency.*    |
| **Site Deliverables**  | *Describe a minimum of* ***two deliverables*** *to be completed for the agency.*    |
| **Timeline**  | *State your expected dates of involvement in and completion of the practicum activities, including the dates that the mid-point review and final evaluation will be submitted.*    |
| **Work Site Locations and Resources**  | *Describe your workspace location(s), including percentage of time spent at each location, and access to materials/resources necessary for completion of your practicum.*   |
| **Human Subjects Review:**  | *Discuss with your program or faculty advisor if your practicum may require IRB review and approval. If so, follow the guidance for IRB review and approval within your program and college/university.* ​☐​ YES    ​☐​ NO  |

**Practicum Competencies & Project Activities**

*Your practicum must meet* ***5 of the*** [***22 COMPETENCIES***](https://media.ceph.org/documents/D2_guidance.pdf) *required by the Council on Education for Public Health.  \*****Note: You can select a maximum of ONE (1) competency from the Evidenced-Based Approaches to Public Health section\****

**Competency activity example:**

Competency [18] select communication strategies for different audiences

I will obtain competency 18 by:

* preparing communication toolkits for a variety of audiences such as clients, donors, agency staff and external collaborators;
* drafting press releases to communicate organizational updates to the general public; and
* contributing to my team’s culturally-relevant communication strategies to help the agency better connect with its targeted populations.

**List** and **describe** the 5 competencies your practicum aims to achieve, including an **outline of the activities and/or tasks that will be done to fulfill each competency**.

**Competency [      ]:**

**Competency [      ]:**

**Competency [      ]:**

**Competency [      ]:**

**Competency [      ]:**

**Practicum Agreement**

**I, Student (signature) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_****Date***\_\_\_\_\_\_* **agree to the following responsibilities in carrying out the practicum project, and will submit the fully signed contract to my Practicum Faculty Advisor starting my practicum project:**

1. Maintain a work schedule agreed upon with the Site Supervisor.
2. Complete the specified tasks of the project, including written assignments.
3. Meet with the Site Supervisor regularly to discuss the progress of the project.
4. Maintain contact with the Faculty Adviser regarding progress of the project, as agreed with the Faculty Adviser.
5. If it is necessary to change any of the specified conditions, I will seek approval of the Site Supervisor and Faculty Adviser before the changes are implemented.

**I, Site Supervisor (signature) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_****Date\_\_\_\_\_\_agree to the following responsibilities in supervising the practicum project:**

1. Orient the student to the agency/organization.
2. Assist the student in gaining access to information, personnel, and data required for the project.
3. Provide assessments related to the student’s performance (mid-point review, final evaluation) by dates shown in their Timeline.
4. Meet with the student in regularly scheduled supervisory sessions.

**I, Practicum Faculty Adviser (signature)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_****Date\_\_\_\_\_\_agree to the following responsibilities in mentoring the practicum project:**

1. Be a resource to the student and the site supervisor throughout the duration of the practicum.
2. Advise the student on selecting a balanced set of practice-oriented, competency-based activities.
3. Evaluate the student’s competency attainment through a portfolio approach (e.g., site evaluation, site products, assignments) at the end of the practicum.

**I, MPH Program Director/Practicum Faculty Lead (signature) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_****Date\_\_\_\_\_\_provide oversight to the practicum curriculum**, including:

1. Set consistent standards for students’ practice work within my program/department.
2. Provide additional resources for students, site supervisors, and faculty advisers in my program/department as needed.