

MPH Spring 2018 Practicum: Checklist

Below are all of the steps you need to take BEFORE you can enroll in the Practicum course.

<p>Fill out the pre-registration form that was circulated by email to all students</p>	<p>Form link: https://docs.google.com/forms/d/e/1FAIpQLSfJWti5_KMPKLt1dG9f6DyRrDdfLdBBZzEVo_W0Lu1XaV9GOQ/viewform?usp=sf_link</p>
<p>Attend an orientation session</p>	<p>Attend a required orientation session that provides you with an overview of what to expect and the registration process.</p>
<p>Self-reflection</p>	<p>Questions to ask yourself: What kind of skills do I want to apply? What kind of organization would I like to work for? Government? Non-profit? Hospital? Something else? What topics do I want to further explore? <i>*Contact the OEL staff and your faculty advisor if you'd like help with this step.</i></p>
<p>Select a site</p>	<p>Contact OEL: Provides a list of potential sites and preceptors; review and then make contact to see if there is a good fit. Your job: Would you like to do it where you work? Is there another department where you can apply your skills? Talk to a potential preceptor (not your boss). Other organizations: Do some desk research (on your computer) and explore available public health-related options. <i>If you plan to do your practicum at your job or another organization not on the OEL list, please alert OEL so we can ensure that the location is appropriate.</i></p>
<p>Fill out your contract w/ your preceptor</p>	<p>Develop a project idea with your preceptor. You can find the contract online: http://sph.cuny.edu/academics/academic-resources/ Academics<Academic Resources<Student Handbooks and Materials<Practicum Contract Template Alert your SPH faculty advisor that you are working on developing your Practicum contract and you will share it with them before the end of the semester. Ensure that you, your preceptor, and your faculty advisor sign the contract.</p>
<p>Send signed contract to OEL and then enroll in the Practicum course</p>	<p>Send the completed contract to the Office of Experiential Learning for final review and processing. You can email us at oel@sph.cuny.edu Once the contract has been processed, you will be cleared for registration. The Registrar's office will send you an email to confirm.</p>
<p>HRPP Office/IRB Review</p>	<p>Once you have a finalized and approved contract, contact the Human Research Protection Program (HRPP) Office. You must submit your project to the HRPP Office, even if the organization already has undergone IRB review for the project. Find out more here: https://sphhrpp.commons.gc.cuny.edu/ Make sure you take this step <u>right after</u> your contract is completed. You cannot start your project without the HRPP determination.</p>
<p>Get started!</p>	<p>Start your hours (make sure to track them) and see you in class.</p>