

Office of Experiential Learning [OEL]

## MPH PRACTICUM CHECKLIST

### Steps toward Practicum Registration

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| 1 | <u>Complete Pre-Registration Form</u> – indicates intention to take practicum   | New form distributed via student email each semester   |
| 2 | <u>Attend an Orientation Session</u><br>3-4 options of times & days announced each semester   | The required orientation session provides an overview of what to expect and the registration process – the Learning Agreement, assignments, deadlines, etc.  |
| 3 | <u>Decide:</u><br>Contact Faculty Advisor or OEL for support if needed.   | <ul style="list-style-type: none"> <li>▫ What kind of organization would I like to work for? Government? Hospital? Community Organization? Etc.</li> <li>▫ What kind of skills do I want to apply?</li> <li>▫ What issues/content areas do I want to explore further?</li> </ul>   |
| 4 | <u>Select a Site</u>  | <p><u>Consult OEL Approved Practicum Sites</u></p> <ul style="list-style-type: none"> <li>▫ Review and select site(s) to explore</li> <li>▫ Contact via phone/email; meet to see if a good fit.</li> <li>▫ Other organizations? Do research and explore other options and discuss with OEL Director.</li> </ul> <p><u>Practicum at your work place:</u> Not in your primary department or with your supervisor; seek other project and preceptor.</p>  |
| 5 | <u>The Learning Agreement</u>   | <p>Develop project and prepare Learning Agreement with preceptor.</p> <ul style="list-style-type: none"> <li>▫ Learning Agreement located here: <a href="http://sph.cuny.edu/academics/practicum/mph-ms-students/">http://sph.cuny.edu/academics/practicum/mph-ms-students/</a></li> <li>▫ Preceptor and faculty advisor review and sign.</li> </ul>   |
| 6 | <u>Human Subjects Research (HSR) Form Submission to the Human Research Protection Program (HRPP) Office</u><br><u>All projects must be reviewed</u> | <p>Submit project via the HSR form: <a href="https://docs.google.com/forms/d/1zCyJ7mQbA4u_S5ri3kwcVRMvFhHZ6FsstDzTthG9CSQ/viewform?ts=57a38b03&amp;edit_requested=true">https://docs.google.com/forms/d/1zCyJ7mQbA4u_S5ri3kwcVRMvFhHZ6FsstDzTthG9CSQ/viewform?ts=57a38b03&amp;edit_requested=true</a></p> <ul style="list-style-type: none"> <li>▫ Project cannot be started without the HRPP determination.</li> <li>▫ More information: <a href="https://sphhrpp.commons.gc.cuny.edu/">https://sphhrpp.commons.gc.cuny.edu/</a></li> </ul> |
| 7 | <u>Submit Learning Agreement to OEL</u>   | <p>Submit to OEL via email: <a href="mailto:oel@sph.cuny.edu">oel@sph.cuny.edu</a></p> <ul style="list-style-type: none"> <li>▫ Final review and approval for registration by OEL.</li> <li>▫ The Registrar emails registration confirmation to student.</li> </ul>  |