### DPH PRACTICUM CHECK LIST

**Steps toward Practicum Registration**

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<th>Meet with your faculty advisor and discuss your options</th>
<th>You have three options to select from to complete your practicum requirements. Please review these options carefully and discuss them with your faculty advisor two semesters before you plan to do your practicum.</th>
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<td><strong>Option 1</strong></td>
<td>Explore an area of interest in consideration for the dissertation topic. (pre-2nd exam exploration) <strong>Implementation:</strong> Beyond the requisite literature search, this might be achieved by devoting a dedicated amount of time (not necessarily all 180 hours) within an organization that addresses topics/problems of interest to probe and identify issues in need of further inquiry. This might include the identification of a research question. The remaining hours could be devoted to organizing the findings/observations to produce a report of a well explored area for dissertation research, or an identified research question. The deliverable will be a report of a well explored area, submitted with the justification of how it would be relevant for dissertation research, or toward an identified research question/hypothesis.</td>
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<td><strong>Option 2</strong></td>
<td>Identify a public health problem or issue of special interest and pursue an in-depth inquiry to find answers or explanations. (pre 2nd exam exploration) <strong>Implementation:</strong> This would require research in the form of: literature review of the topic; review and analysis of media and news outlets’ reporting; interviews with members of the “public” to assess their understanding of the problem/issue; interviews with key experts, and others. This requires that a student begin this process with an identified problem/issue and corresponding question. The deliverable will be an article written for a journal, or a relevant magazine that reaches the public with accurate information. In the process the student could also be pursuing topics of interest for a dissertation.</td>
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| **Option 3** | Participate in a traditional student practicum project. With the assistance of OEL, student identifies a practicum site to conduct a project or study of interest to the host organization, and produce a defined deliverable at the end of the experience.  
**Implementation:**  
Conventionally, this is accomplished under the supervision and guidance of an experienced preceptor. Field-based hours are complemented with course assignments. In addition to the deliverable required by the preceptor, the student is responsible for several assignments, including the reflection paper, a site evaluation, and a preceptor evaluation. |

| **Fill out the Pre-Registration form** | At the beginning of each semester, OEL circulates a pre-registration form to student email accounts.  
Fill out the pre-registration form for DPH students one semester prior to your planned practicum enrollment. This alerts the OEL team of your interest in practicum enrollment. |

| **Select a site**  
See List of Approved Practicum Sites – | Based on decision of practicum option. Discuss with your faculty advisor.  
Consult OEL Approved Practicum Sites:  
http://sph.cuny.edu/academics/practicum/approved-practicum-sites/  
- Review and select site(s) to explore  
- Contact via phone/email; meet to see if a good fit.  
- Other organizations? Do research and explore other options and discuss with OEL Director.  
Practicum at your work place: Not in your primary department or with your supervisor; seek other project and preceptor. |

| **The Learning Agreement** | Develop a project idea with your preceptor. You can find the learning agreement online: https://sph.cuny.edu/academics/practicum/dph-students/  
Preceptor and faculty advisor will review and sign. |

| **HRPP Submission** | Submit project for HRPP review (all projects are reviewed, regardless of the option you choose, or the nature of the project).  
Link: https://sphhrpp.commons.gc.cuny.edu/  
Project cannot be start without the HRPP determination. |

| **Submit Learning Agreement to OEL** | Submit to OEL  
Email: oel@sph.cuny.edu  
Final review and approval for registration  
The Registrar sends registration confirmation |