

DPH PRACTICUM CHECK LIST

Steps toward Practicum Registration

<p><u>Meet with your faculty advisor and discuss your options</u></p>	<p>You have three options to select from to complete your practicum requirements. Please review these options carefully and discuss them <u>with your faculty advisor two semesters before you plan to do your practicum.</u></p>
<p><u>Option 1</u></p>	<p>Explore an area of interest in consideration for the dissertation topic. (pre-2nd exam exploration) <u>Implementation:</u> 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.</p>
<p><u>Option 2</u></p>	<p>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) <u>Implementation:</u> 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.</p>

<p><u>Option 3</u></p>	<p>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.</p> <p><u>Implementation:</u></p> <p>Conventionally, this is accomplished under the supervision and guidance of an experienced preceptor. Field-based hours are complemented with course assignments.</p> <p>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.</p>
<p>Fill out the Pre-Registration form</p>	<p>At the beginning of each semester, OEL circulates a pre-registration form to student email accounts.</p> <p>Fill out the pre-registration form for DPH students <u>one semester prior</u> to your planned practicum enrollment. This alerts the OEL team of your interest in practicum enrollment.</p>
<p><u>Select a site</u> See List of Approved Practicum Sites –</p>	<p>Based on decision of practicum option. Discuss with your faculty advisor.</p> <p><u>Consult OEL Approved Practicum Sites:</u> http://sph.cuny.edu/academics/practicum/approved-practicum-sites/</p> <ul style="list-style-type: none"> ▫ 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. <p><u>Practicum at your work place:</u> Not in your primary department or with your supervisor; seek other project and preceptor.</p>
<p><u>The Learning Agreement</u></p>	<p>Develop a project idea with your preceptor. You can find the learning agreement online: https://sph.cuny.edu/academics/practicum/dph-students/</p> <p>Preceptor and faculty advisor will review and sign.</p>
<p><u>HRPP Submission</u></p>	<ul style="list-style-type: none"> ▫ Submit project for HRPP review (<u>all</u> 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.
<p><u>Submit Learning Agreement to OEL</u></p>	<ul style="list-style-type: none"> ▫ Submit to OEL Email: oel@sph.cuny.edu ▫ Final review and approval for registration ▫ The Registrar sends registration confirmation