

# PhD Teaching Practicum Procedures

## OVERVIEW

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The goal of the teaching practicum is to give the student experience in teaching within the Division of Public Health. The student must work with the one of the full time faculty members of the Division of Public Health. The practicum must include the presentation of lectures on part or the entire curriculum for a particular course. It should include the development of laboratory exercises, or other learning materials; the development, administration and grading of tests; and the development and presentation of lectures on one or more parts of a course.

All PhD students must complete 3 credit hour teaching practicum (135 hours fieldwork) prior to graduation. The practicum experience is meant to give students direct, hands-on teaching experience comparable to a career position suitable for someone with a PhD in Public Health. This will not only supplement the student's coursework and enrich their academic experience, but also prepare the student for employment after completion of their degree.

## PREPARATION

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Students should not begin practicum work without at least one semester of academic work, with some knowledge of epidemiology and biostatistics. ***NOTE: Students cannot be paid for doing their teaching or research practicum.***

- Students should consult with their faculty advisor or committee chair with potential practicum ideas and opportunities. Practicum opportunities can be found on the Division of Public Health website, and through email announcements. Practicum opportunities should be researched several weeks prior to registering for practicum hours.

## PRE-PRACTICUM FORMS

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### 1.1 PRACTICUM OBJECTIVES FORM

Once a practicum site is located, the student must complete the [Practicum Objectives](#) form. This form will outline specific objectives of the practicum, how they will be addressed as well as include brief description of the experience. This form must be signed by the practicum coordinator, the student's initial advisor and the proposed faculty member who plans to mentor the teaching practicum. Once the form is completed with the appropriate signatures, please return the form to the academic advisor.

## 1.2 REGISTER FOR PRACTICUM HOURS

Once the Practicum Objectives form has been completed and returned to the academic advisor a permission code will be distributed. The permission code will allow the student to register for **PBHLT 7965 –Teaching Practicum**. Please be mindful of registration dates to ensure adequate time to obtain all of the needed forms and permission code for registration. Students must register for a total of 3 credit hour towards the practicum before graduation. If necessary, a practicum can exceed one semester; if this is the case, please contact the practicum coordinator so that an “in progress” grade (“T”) can be posted. The student’s practicum grade **MUST** be changed from a “T” to a credit/no credit grade in order to complete the doctoral degree.

## AT THE END OF YOUR PRACTICUM

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### 1.3 5 PAGE PAPER

A student’s practicum is evaluated by the student and the mentor, using forms developed by the MStat-Biostatistics Program, in addition to a 5 (or more)-page report by the student on the experience. The 5 page summary paper outlining the student’s practicum experience should follow the following format:

- **Abstract**: Briefly describe the practicum in relation to the impact it has on public health. Also provide a brief overview of the proposal including the primary goal(s) and methods to be used. This should be no longer than half-page.
- **Introduction**:
  - State the focus of the practicum: identify the problem or need, including a description of how the focus is relevant to the student's public health study; and,
  - State the objectives that address both the student’s and the mentor goals and expectations.
- **Background**: Provide information as it relates to the project, e.g. population/community affected and the agency/place in which the project was based.
- **Methods**: Describe the key responsibilities and activities of the student as it relates to the objectives of the practicum.
- **Results**: Outline the results of the practicum, such as contributions made to public health and suggestions for additional activities.
- **Recommendations and Conclusions**: A course of action emanating from the student's experience with the project and rationale used in the decision-making process. Evaluate the project utilizing public health core competencies.

- References and Appendices: Use properly formatted references (any style) wherever necessary. Any finished product resulting from the practicum should also be included in appendices.

#### 1.4 STUDENT EVALUATION FORMS 1 & 2

At the completion of the practicum, submit the completed [Student Evaluation Form 1](#) and [Student Evaluation Form 2](#) to the practicum coordinator and the academic advisor. The first form will be placed in your practicum records. The second form has no identifiers, and will not be placed with your practicum records, allowing for freedom to evaluate the practicum experience anonymously.

#### 1.5 MENTOR EVALUATION FORM

Finally, the student will have the practicum mentor submit a completed [Mentor Evaluation Form](#) report. It is the responsibility of the student to assure that the mentor submits the form to the practicum coordinator. A copy of the form must be submitted to the academic advisor. Based on this information, the practicum coordinator assigns a credit (CR) or no credit (NC) for the experience.

#### 1.6 RECEIVING CREDIT FOR YOUR PRACTICUM

Note that **PBHLT 7965 –Teaching Practicum** is a Credit/No Credit course. If all paperwork is completed and submitted to the Division of Public Health by the last day of class, a CR/NC grade will be assigned and submitted to the registrar's office for that semester. If paperwork is not received until after this deadline, the student will receive a T (In Progress) grade. ***Therefore, if the student wishes to graduate on a given semester, they must make sure all paperwork is submitted by the last day of class for that semester.***