

**Claremont Graduate University
School of Community & Global Health
Doctoral Program in Public Health**

CGH 406: Advanced Practicum in Public Health (0 units)
2017 - 2018

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COURSE DESCRIPTION

The goal of the advanced doctoral practicum in public health is to provide an opportunity for doctoral students to synthesize, integrate and apply the skills, knowledge and training acquired through courses of study to a high-level planned, approved, supervised and evaluated practice experience. During the practicum, students will gain professional experience through collaborating with practitioners, developing leadership competencies and contributing to the field of public health. Through their placement within an external organization, students are responsible for the completion of at least one significant project that is meaningful for the organization and to advanced public health practice.

COURSE OBJECTIVES

The objectives of the course are designed to provide students the following opportunities:

- Demonstrate mastery of evidence-based public health decision-making
- Expand the breadth of abilities to translate empirical knowledge into effective public health practice
- Advance leadership, independence, and originality in a project with significant public health impact
- Reinforce the role of community health and social service agencies in the community setting
- Expand the depth of understanding of organizational and policies issues, administration, research, funding mechanisms, program activities, and challenges faced by organizations addressing community health issues
- Further the application and testing of public health concepts and theories in a practice setting
- Strengthen communication and professional skills through on-the-job training
- Spearhead the identification and analysis of community health problems
- Assume lead roles and responsibilities for the design, implementation and/or evaluation of public health programs

STUDENT COMPETENCIES

Due to the unique experiences of each student, DrPH competencies addressed by this course will vary. At a minimum, at least five foundational and/or concentration-specific competencies will be met. Please refer to the DrPH Student Handbook when identifying competencies that the practicum will address.

TYPES OF EXPERIENCES

The content and scope of practicum activities should be characteristic of those performed by an advanced level community health professional. Typical activities may include (but are not limited to):

- Developing, implementing and/or evaluating a health promotion programs for a specific population
- Designing and conducting research on a public health issue of interest (e.g., study and instrument design; data collection, entry, and analysis, assessment of findings)
- Leading a workgroup to develop a policy or strategic plan
- Conducting policy analysis or advocacy related to a public health issue
- Conducting needs assessment of community/population's assets and challenges
- Coalition building and coordination of resources
- Development, pre-testing and evaluation of curriculum and/or health education materials
- Developing funding proposals

COURSE ENVIRONMENT

The structure of the course is unique in that it utilizes a blend of out-of-class experiential learning and face-to-face contact. Course deliverables include **(1) Practicum Forms, (2) Mid-point check-in, (3) Written Report (4) Oral Presentation, (5) Self Evaluation, and (6) Supervisor Evaluation.**

COURSE REQUIREMENTS

1. Practicum Forms

Students must submit the following forms according to the schedule below.

Form	Completed by	Submit to	Deadline
Student Legal Form, Release for Travel (if applicable), Affiliation Agreement	Student	Advanced Practicum Canvas Community	Prior to practicum
Learning Agreement (includes scope of work with student competency inventory)	Student through collaboration with Field Supervisor; approved by Practicum Preceptor	Advanced Practicum Canvas Community	Prior to practicum; Revise within first week of practicum
Field Supervisor's Evaluation of Student	Field Supervisor	Student or Practicum Preceptor/Instructor	Conclusion of practicum

2. Mid-point Check-in

Students should maintain a weekly journal to record the expression of personal and/or professional reactions the applied practice experience. At a minimum, the following questions should be considered in the reflective writings. Students are required to complete a midpoint check-in responding to these questions. Please submit written responses electronically to Canvas (minimum 2 pages, double-spaced, 11-point standard font, 1 inch margins. Students should to set up an individual check-in meeting with the instructor to discuss. This deliverable is due mid-way through the anticipated completion of the practicum project.

- What progress has been made on accomplishing your goals, objectives and activities outlined in your scope of work?
- Are adjustments needed to the practicum activities/timeline?
- What leadership/management styles have you observed at your affiliate organization and how do these relate to the structure of the organization?
- What experience has been the most valuable take-away from your practicum so far?
- What are some of your strengths and weaknesses that relate specifically to your practicum experience? If you were the leader of this organization, how would you propose to do things differently?
- Have you identified any issues or encountered any problems that should be addressed?

3. Written Component

Students have three options for producing a written component resulting from their practicum. A draft of your written component must be submitted electronically to your faculty preceptor no less than one week prior to your oral presentation (details below) and the final version no more than one week after your oral presentation. Special exceptions to this timeframe will be considered on a case-by-case basis.

Option 1. Empirical or review paper which can also serve as Paper 1 of the student dossier prepared in advance of the Qualifying Exam (see the DrPH Student Handbook). This paper would be written and formatted for submission to/publication in a scientific, public health or practice journal.

Option 2. A practicum work product which you developed or led the development of for your affiliate organization. Students who anticipate selecting option 2 should meet with their faculty preceptor to obtain approval for the work product they plan to submit.

Option 3. Written report presenting a detailed description and evaluation of your practicum experience and project(s). Your written report should be a professionally written document (not to exceed 20 pages, double-spaced, 11 point standard font, 1 inch margins, including appendices) and should contain the following sections:

- I. Title page
 - Your name
 - Course Identification (CGH 406, semester and year)
 - Date of submittal
 - Faculty preceptor signature line

II. Acknowledgments

III. Table of contents

With corresponding chapter and or numbered pages in your document.

IV. Background and introduction (1-2 page overview)

Include the rationale for your field affiliate selection and an overview of the goals and objectives of your practicum experience.

V. Description of the affiliate organization (2-3 pages)

Mission, structure, policies, operating procedures, job requirements and other background information on your practicum site, and your role while with the organization.

VI. Your educational and professional goals and practicum experience objectives (This and the description of your project section should constitute the majority of your report, together 10-15 pages)

A description of the goals, learning objectives and tasks established for your practicum experience. Discuss specific core and concentration course competencies in the context of how each was utilized/practiced in the practicum and project(s).

VII. Description of your project(s) (This and the educational and professional goals and practicum experience objectives section should constitute the majority of your report, together 10-15 pages)

A complete description of your project(s) including but not limited to:

- statement of purpose or issue to be addressed
- supporting data, data analyses and data interpretation
- resources required and utilized
- overview of project/solution design
- production or action steps
- implementation
- outcome(s)
- recommendations

VIII. Personal Evaluation of the Experience (2-3 pages)

Describe how effectively your practicum experience met the established goals and objectives. Which were met? Which were not met? Offer a candid assessment of problems or obstacles encountered in meeting the objectives. How were these barriers addressed? Describe the strengths of your practicum experience. Discuss how the practicum experience process could be improved.

IX. Citations/References, as appropriate.

X. Appendices

Use the appendix section of your report to include products or materials that resulted from the experience such as work plans, reports, budgets, educational materials, policies developed, grant proposals, and so forth. These may appear various formats and may be scanned into the report. Abbreviated products may be accepted, as appropriate.

4. Oral Presentation

At or near the conclusion of your practicum, students will work with the faculty preceptor to schedule an oral presentation to program faculty and fellow students. Your faculty preceptor will announce the date, time, and location of your presentation in advance.

The oral presentation consists of a reporting of your practicum goals, objectives and experience with the public health knowledge acquired in your course of study. Your presentation should generally follow the outline of your written report and last approximately 20-30 minutes, followed by a period of questions and answers. Your presentation should utilize PowerPoint and/or other audiovisual materials, as appropriate. (see Oral presentation guidelines below).

Oral presentation guidelines

During your oral presentation (limited to 30 minutes), focus on emphasizing your experiences, your contributions, and what you gained from your experience rather than focusing on the affiliate organization. At minimum, your presentation should consist of the following components:

- I. Introduction (2-3 minutes)
 - Student Name
 - Brief description of your affiliate organization
 - Field supervisor name, position, credentials
 - Why you chose to do your field experience there.

- II. Highlights of major activities and tasks related to your project(s) (15-20 minutes)
 - Describe your project(s) in depth
 - State the initial assignment/problem and objectives
 - Present your solution(s)
 - Explain your challenges, contributions and accomplishments
 - Explain the skills and techniques you applied including core public health concepts, theories, and tools, as well as concentration-specific methods and approaches. Be sure to reflect on the linkages among core public health competencies and their relationship to your practicum objectives.
 - Describe the outcomes and benefits of your work.
 - Suggest next steps or future directions that the work should take.

- III. Your candid assessment and future plans: (3-5 minutes)
 - Share the 3 or 4 most beneficial aspects of your field experience.
 - Assess the overall effectiveness of your field experience.
 - Offer your insights and recommendations about how we might improve the program in public health to better prepare students for the field experience and subsequent employment.
 - In what ways are you better prepared for your future endeavors such as your dissertation topic or professional opportunities as the result of your practicum experience?

5. Self-Evaluation

Upon conclusion of the practicum, students will compose a reflective evaluation to assess their experience and achievement of project objectives, and DrPH student competencies. See evaluation guidelines below. The self-evaluation of approximately 4 pages (double-spaced, 11 point standard font, 1 inch margins) should be submitted to the instructor electronically at the conclusion of the practicum and must include the following four sections:

I. Achievement of Project Objectives

Assess the extent to which you have achieved the project objectives outlined in your scope of work. Be certain to mention by what means you can determine their achievement (e.g., measures of success) in the reflection section. Please use the following format.

Goal 1	Objectives	Reflection
	1. 2.	

II. Addressing DrPH Student Competencies

Assess the extent to which the foundational core DrPH and concentration-specific competencies were addressed or enhanced through the practicum experience. For each competency identified in the inventory, list specific examples of how the experience provided an opportunity to address that competency. If these were not met, please explain. If other competencies were addressed that were not initially identified, please identify and explain. Please use the following format.

Competency	Competency Statement	Met/Not Met	Reflection
Competency number (i.e., Leadership and Management 4)	Consider the role of cultural, social and behavioral factors in the accessibility, availability, acceptability, and delivery of public health services	Met	<i>Provide examples as to how this was met</i>

III. Contribution of DrPH coursework

Discuss the extent to which your class-based experiences adequately prepared you for your practicum. Which courses or specific knowledge areas were particularly relevant or useful during your placement? Were there other courses or content areas not covered in the DrH curriculum that would have been useful? If so, please specify and provide a rationale.

IV. Overall quality of the experience

How would you rate your practicum as an educational experience? Were there particular skills, knowledge or lessons you acquired unexpectedly? Did it provide you with a better sense of the skills needed for employment in the profession? What did you like best/least about the experience? Do you have any recommendations for improving the practicum experience for future students?

6. Supervisor Evaluation

Upon conclusion of the practicum, your practicum supervisor will complete an evaluation of your performance during the practicum. Areas of evaluation include: (1) general job performance; (2) achievement of project objectives; (3) attainment of DrPH student competencies; and (4) professional development opportunities. It is recommended that your supervisor share this evaluation with you during an exit interview.

7. Practicum Dossier

In addition to electronic submission of course requirements to the instructor, students should prepare a binder containing practicum forms and required course deliverables with corresponding sections for:

1. Forms (include learning contract with attachments)
2. Mid-point check-in responses to questions
3. Written report
4. PDF of oral presentation (eg., Powerpoint slides)
5. Student Evaluation
6. Supervisor Evaluation (if received)
7. Sample work produced (if applicable)

The binder should be submitted to the Practicum Coordinator after all practicum requirements have been met. Electronic submission of the dossier, i.e., as a single PDF file is preferable.

GRADING

Students will be grade using a Satisfactory (S)/Unsatisfactory (U) scale. Quality of work must reflect a “B” or better (80%) to achieve a satisfactory mark. The omission of/or unsatisfactory completion of the course requirements (i.e., mid-point check-in, oral presentation, written report, self-evaluation) will result in a mark of U.

Course Requirements	Percent of Grade
Mid-Point Check-in	20%
Written Report	35%
Oral Presentation	30%
Self Evaluation	15%
Total	100%

REGISTRATION

Students continue to register for CGH 406 while completing their practicum. Students who do not meet deadlines and/or requirements in the semester in which they register for CGH 406 will receive a grade of Incomplete (IN) for the semester. The IN will be removed once all deliverables have been received. Students have one calendar year from registration in CGH 406 to complete all course requirements. Students who are working on their practicum and enrolled in CGH 406 (and registered for no other classes) in either the Fall or Spring semester, must also register for CGH 499 (Doctoral Study) in order to maintain continuous student status.