

Practicum Packet

Community Health

Practicum Overview

INTRODUCTION

The practicum experience can be an invaluable component of a student's education. The practicum offers majors in Community Health Education the opportunity to enhance professional growth through integration of classroom theory with planned, supervised, and practical work experience. Through participation in a practicum, you can apply academic learning to professional settings, perform meaningful work related to career interest, utilize faculty counseling, receive sponsor supervision and training, and access the possibilities of permanent employment.

ELIGIBILITY / REQUIREMENTS

The practicum experience is generally taken during the final two years of the undergraduate school. Upper division standing and permission from the Community Health Education (CHE) Practicum Coordinator is required for enrollment. Undergraduate students will register for HE409 and graduate students will register for HE609. Eligible students may enroll in 1-12 hours of credit.

Typical duties for students enrolled include:

- Observation and job shadowing (for 1 or 2 credit practicums)
- Supervised experience working with individuals and small groups in teaching, coaching, and planning activities.
- Limited responsibilities for decision-making.
- Application of professional knowledge.
- Ideally, taking responsibility for one project from inception to completion.
- Publication of a final product summarizing your work which will include the completion of all the practicum forms and a sample of at least one piece of your work.
 - All materials should be typed.
 - All materials will be submitted electronically via Moodle, see syllabus for appropriate due dates.

Practicum Checklist

- ❖ Meet with CHE Practicum Coordinator at least the term before you register for practicum credits for assistance in finding and approving a practicum. Contact Janet Roberts at robertsjl@wou.edu or call (503) 838-8446.

- ❖ Complete required forms A, B & C
 - All forms need to be typed and signed when they are turned in to CHE Practicum Coordinator.
 - Form A – Agreement between Agency and Student is signed by the agency supervisor, the CHE Practicum Coordinator and the student.
 - Form B – Job Description Approval is signed by the agency supervisor and the CHE Practicum Coordinator.
 - Form C – Major Learning Objectives is signed by the agency supervisor, the CHE Practicum Coordinator and the student.
 - Keep a copy of this form for your records.
 - Forms must be completed and turned in to the CHE Practicum Coordinator before you may start your practicum hours.

Grading

This course will be graded on a Pass / No Credit basis. The evaluation will be based on the assessment from the agency supervisor and the completion of the practicum materials.

Site approval and Forms A, B & C turned in typed and signed	15 points
<ul style="list-style-type: none">• 5 points for each form• 1 point will be deducted for each piece of incomplete or missing information• Handwritten forms will not be accepted• Late forms will also lose 1 point per form per late day• Forms are due by noon on Wednesday of the first week of the term• Keep a copy of Form C for your records<ul style="list-style-type: none">○ 5 points will be deducted from the final grade if CHE Practicum Coordinator needs to provide a copy.	
Weekly Check-Ins	55 points
<ul style="list-style-type: none">• Keep a detailed weekly log of your practicum experience. (5 points / week)<ul style="list-style-type: none">○ A Weekly Log Form is included in this packet.○ The completed Weekly Log will be submitted bi-weekly to Moodle; see syllabus for appropriate due dates.○ Hours need to accurately reflect registered credits.<ul style="list-style-type: none">▪ (30 hours per credit: 1 credit = 30 hours total, 2 credits = 60 hours total, 3 credits = 90 hours total, etc).○ Weekly Log should be typed and show good reflection by the student.○ 1 point will be deducted for every 3 proof-reading/spelling errors.• Discussion Forum (5 points / week)<ul style="list-style-type: none">○ Answer the Discussion Forum Question(s) posted on Moodle bi-weekly.<ul style="list-style-type: none">▪ Students should provide a thoughtful response to the question(s) posed as well as provide thoughtful, respectful responses to at least two classmates' responses by the due dates outlined in the syllabus.	
Tangible Product(s)	25 points
<ul style="list-style-type: none">• Examples of work produced during the practicum shows professionalism.• Free from errors.• A tangible product may not be applicable for 1 or 2 credit practicums.<ul style="list-style-type: none">○ If completing 3 or more practicum credits, a tangible product is required.	
Summary of Practicum Experience	25 points
<ul style="list-style-type: none">• All areas outlined in this packet show good reflection.• Summary is typed and double-spaced.• 1 point will be deducted for every 3 proof-reading/spelling errors.	
Self-Evaluation / Agency Evaluation survey	5 points
<ul style="list-style-type: none">• The survey monkey link for this survey will be emailed to your WOU account week 8 (week 5 for summer term).• Submit the last page of the survey to Moodle by the due date outlined in the syllabus.	
Supervisor's Evaluation	0 points
<ul style="list-style-type: none">• A link will be emailed to your site supervisor; although no points are awarded for their evaluation and you are not responsible for turning anything in from their evaluation (it comes directly to the CHE Practicum Coordinator), the evaluation matters and will be factored into the final grade.	
Total:	125 points
To receive a pass for the practicum, <u>at least 70% of the points in each section must be earned.</u>	
Any area that receives a No Pass (less than 70% of the points for that section) will result in a No Credit grade for the practicum.	
15 points will be deducted from total grade if practicum materials are turned in late.	
<ul style="list-style-type: none">• Check syllabus for appropriate due dates.	

Practicum Form A
Agreement between Agency and Student

Student Name:

Date:

Student V#:

Student's Phone #:

Email:

Name of Agency:

Agency Address:

Supervisor's Name:

Supervisor's Phone #:

Email:

Work period:

Start Date:

End Date:

Agency Supervisor's Signature

Date

CHE Practicum Coordinator's Signature

Date

Student's Signature

Date

Practicum Form B
Job Description Approval

Student's Name:

Agency Name:

Agency Supervisor's Name:

If the agency has a job description that describes your responsibilities, please attach to this form; otherwise, complete your job description here:

Approvals:

Agency Supervisor's Signature

Date

CHE Practicum Coordinator's Signature

Date

Major Learning Objectives

When completing your objectives, consider the following guidelines:

Under normal circumstances, a well-formulated measurable objective will meet the following criteria:

1. It starts with the word “to”, followed by an action verb.
2. It specifies a single key result to be accomplished. (What / how much)
3. It specifies a target date for its accomplishment. (When)
4. It specifies only the “what” and “when”; it avoids venturing into the “why” and “how”.
5. It is readily understandable by those who will be contributing to its attainment.
6. It is realistic and attainable, but still represents a significant change.
7. It is consistent with the resources available or anticipated.
8. It is consistent with agency and organizational policies and practices.
9. It is recorded in writing, with a copy kept and periodically referred to by both site supervisor and practicum student.

Example Objectives

1. To develop a news release by June 30, 2011.
2. To design and implement three health education interventions for the target population by July 31, 2013.
3. To attend four board meetings between September and December 2017.
4. To develop a fitness program for beginners by June 30, 2015.
5. To implement strength training program for the target population by March 31, 2016.
6. To assess and evaluate a fitness program for seniors by December 2017.

Practicum Form C
Major Learning Objectives

Complete with your Agency Supervisor; keep a copy for your records and turn in with Forms A & B before starting your practicum. Form needs to be typed and signed before turning in to CHE Practicum Coordinator for approval.

Student Name:

Phone #:

Email:

Term Enrolled:

Agency:

Address:

Agency Supervisor:

Phone #:

Email:

Objectives:

1.

2.

3.

4.

5.

Agency Supervisor's Signature

Date

CHE Practicum Coordinator's Signature

Date

Student's Signature

Date

Weekly Log

Complete one form for each week noting daily activities, reflection and hours worked. Form needs to be typed. Agency supervisor only needs to sign the last weekly log to verify total hours.)

Student's Name:

Date:

Summary of Weekly Experiences

Day:	Tasks/Duties:	What I learned:	# of Hours:
Monday			
Tuesday			
Wednesday			
Thursday			
Friday			
Saturday / Sunday			

Weekly Total:

Practicum Hour Total to date:

Agency Supervisor's Signature

Date

NOTE: Agency Supervisor only needs to sign the last weekly log to verify total practicum hours.

Discussion Forums

You are expected to participate in all discussion forums bi-weekly. Discussion questions for each week will be posted on the Moodle Discussion Forum and the questions are available for review in your syllabus. You will be asked to post an original response to each question as well as thoughtfully and respectfully respond to at least two classmate's responses by the due date outlined in the syllabus.

Summary of Practicum Experience

Complete a summary of your practicum experience.

- The summary should be typed, double-spaced with 1 inch margins.
- The summary should show good insight and growth by the student.
- All areas outlined below should be addressed in the summary.
- The summary should be proof-read and spell-checked.

Use the following outline when writing your summary.

- Overview
 - Provide an overview of what you did during your practicum.
- Objectives
 - List your learning objectives and describe to what degree you accomplished these objectives.
- Professional growth
 - Explain how your practicum experience has contributed to your professional growth.
 - As a result of this experience, describe how you have redefined your specific professional objectives.
- Skills / Competencies
 - What skills / competencies were you required to use in your practicum
 - Include those you felt prepared to use and those you felt unprepared to use.
- Future
 - Explain how your practicum experience will impact your future.

Agency Supervisor's Evaluation of Student and Student's Self-Evaluation

Below are the professional skills that will be used to evaluate your practicum. Separate electronic links will be provided to you and your agency supervisor starting week 8 of the term (week 5 for summer term). Completion of this survey is part of your practicum grade. Please submit the last page of the electronic survey to Moodle by the due date in the syllabus.

General Professional Skills:

Displayed appropriate level of confidence in professional abilities.

Ability to effectively communicate orally.

Ability to effectively communicate in writing.

Ability to effectively utilize and apply knowledge.

Ability to analyze problems and effectively problem solve.

Ability to develop a professional network (within the agency / community).

Ability to meet deadlines.

Ability to work beyond minimum expectations.

Ability to accept feedback.

Ability to maintain appropriate professional appearance and attitude.

Ability to interact appropriately with all audiences (clients / colleagues).

Displayed an interest in the operations of the agency.
