STATEMENT OF EXPECTATIONS FOR THE PRACTICUM EXPERIENCE

This document outlines expectations of the Penn State Master of Public Health (MPH) practicum experience for the Practicum Site, Preceptor, and the Penn State MPH Program and Practicum Director.

The Practicum Site will:
• Identify an individual to serve as Preceptor to supervise the student’s practicum experience. The Preceptor will be a faculty or staff member who is in a leadership role and can commit sufficient time to student supervision.
• Provide the student with resources that are necessary to successfully meet the requirements of the Practicum. Resources may include, but are not limited to, work space, office supplies, and use of a computer and telephone on site.
• Orient the student to workplace policies, culture, and etiquette (e.g., dress code, general standards of professionalism and ethics), and enforce policies as needed.
• Report any concerns regarding student attendance, performance, or behavior to the Preceptor or the Penn State MPH Program Practicum Director.

The Preceptor will:
• Supervise the student’s practicum experience, monitor student progress, and serve as the student’s primary point of contact at the Practicum Site.
• Work with the student at the start of the practicum experience to establish a weekly work schedule and to develop a specific project with defined goals, objectives, deliverables, and timelines for completion.
• Meet with the student in person at regular intervals (bi-weekly, at a minimum) to review student progress, provide guidance, answer questions, and communicate expectations.
• Submit a mid-term and final evaluation of the student’s performance to the Penn State MPH Program Practicum Director.
• Enforce workplace policies as needed.
• Report any concerns regarding student attendance, performance, or behavior to the Penn State MPH Program Practicum Director.

The Penn State MPH Program Practicum Director will:
• Work with the Preceptor to identify practicum projects that are useful to the Practicum Site and feasible for MPH students.
• Provide the Preceptor with a Practicum Preceptor Handbook before the practicum experience begins. The handbook outlines Penn State MPH Program policies and procedures related to the practicum requirement, as well as resources needed for student supervision.
• Communicate to the student, prior to the start of the practicum, Penn State MPH Program expectations of student attendance, performance, and behavior during the practicum experience.
• Conduct one meeting with the Preceptor and the student at the Practicum Site prior to the Preceptor’s submission of the mid-term evaluation of the student’s performance.
• Actively address Practicum Site, Preceptor and/or student concerns about the practicum experience.

By signing below, I agree that the above expectations are reasonable, and I will aim to meet the expectations assigned to my role in the Penn State MPH program practicum experience:

_________________________________________________________________________________ PSU MPH Student
_________________________________________________________________ Preceptor Signature and Printed Name
_____________________________________________________________________ PSU Practicum Director Signature