

AMERICAN UNIVERSITY OF BEIRUT
FACULTY OF HEALTH SCIENCES

MASTERS OF PUBLIC HEALTH PROGRAM
PRACTICUM MANUAL

Guidelines and Procedures

August 2023

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I. INTRODUCTION

The Practicum training is an essential component of the MPH Program that provides the students with the opportunity to apply the knowledge and skills acquired in the classroom to actual public health programs. The Practicum also helps students gain confidence, competence and a sense of personal achievement and satisfaction while preparing them for gaining better insight into their interpersonal and professional skills.

II. PRACTICUM POLICY

All MPH students are required to satisfactorily complete a 300-hour practical experience as part of the MPH program. The Practicum consists of 2-credit-hours of public health practice which students are expected to register for upon completion of all core and concentration courses. During that semester students are expected to register for no more than a total of 9 credits. Students are allowed to register for the Practicum in the same semester with only one core and/or concentration course along with the Integrative Learning Experience (ILE) II course (as long as the course not yet taken does not consist of material needed to effectively undertake the activities of the practicum). To be allowed to register a concentration course along with the practicum, the student needs to seek the approval of the concerned department. In exceptional circumstances, part-time students working full-time who wish to complete their practicum hours over two semesters may petition to do so. The petition must include an approval from the Practicum Coordinator, Academic Advisor, Chair of the department of concentration, Practicum site Preceptor and the approval of the organization where the student works. Such students will register for the practicum in the second semester. The petition must be submitted to the Practicum Coordinator for final approval at least three months before the start of the practicum placement period.

The first week of the practicum is devoted to the orientation to the practicum site. Students rotate among divisions within the site, get insight into the underpinnings of programs and facilities, understand the mission and objectives of programs and projects, and interact with relevant staff and community stakeholders to set the stage for the practicum and develop the practicum plan.

During the practicum period, each student works under the guidance of a site-based practicum preceptor¹ who agrees to closely supervise and evaluate the work of the student. The student also coordinates closely with his/ her departmental practicum advisor who assists in the definition of the practicum objectives and periodically reviews progress. The practicum advisor can also be the ILE advisor. Throughout the practicum period, the student also keeps the Practicum Coordinator informed of any issues relating to the practicum. The practicum advisor, preceptor and student (and Practicum Coordinator if necessary) meet in the first two weeks of the practicum preferably at the practicum site to discuss the practicum and options for activities/tasks to be assigned to the student. It is the responsibility of the practicum advisor to make sure that this meeting takes place.

The full-time practicum students spend a minimum of 30 hours per week at the practicum site. The part-time practicum students taking the practicum over 2 terms spend a minimum of 16 hours per week at the practicum site divided as 2 full days or 4 half days per week. Practicum students are required to keep a log of the time spent at the site.

The focus, substance, and approach of the practicum will vary depending on the student's area of concentration. However, MPH students of all concentrations are expected to gain field experience during their practicum. In the beginning of the practicum, the students identify 3 MPH core and 2 concentration competencies which they aim to acquire by the end of their practicum. In order for the student to pass the practicum course, s/he needs to acquire the 5 competencies identified at the outset. The grade for the Practicum is pass or fail. **Appendix I** outlines the core and concentration-specific competencies that students are expected to refer to throughout the practicum.

Students are not eligible for graduate assistantships while doing their practicum.

III. PARTIAL WAIVER OF PRACTICUM HOURS

1. Policy

No exemption is granted from the Practicum experience. The Practicum must be completed while a student is enrolled in the MPH program with no exceptions. However, a partial waiver of hours can be granted on a case-by-case basis. Students with the required level of experience prior to joining the MPH program may request a partial waiver to complete 150 hours of practicum work (instead of 300 hours), if they offer enough evidence of fulfillment of the practicum waiver criteria.

¹ Preceptors should be practitioners working in positions where public health policies and programs are formulated, developed, implemented, and evaluated. S/He should be a decision-maker in her/his organization and must have the support of the organization's top-level of management.

2. Criteria

Students who have a minimum of four years of full-time, relevant and documented public health work experience **prior** to joining the MPH program, are eligible to apply for a partial waiver of 150 practicum hours. This experience should match **a minimum of** two core and one concentration competencies of the MPH program.

Students who are granted a practicum waiver should complete the 150 practicum hours during the duration of the official semester. Part-time students may do so over two terms. The activities fulfilled during the 150 hours should match with competencies that are different from the competencies which were considered for the waiver.

Students cannot complete the practicum at an organization where they are working or have worked.

3. Process

- The student should first approach his/her academic advisor for advice and guidance regarding their eligibility for a partial waiver from the practicum. The student should then inform the Practicum Coordinator about his/her intent to apply for a practicum waiver.
- The student should submit a complete practicum waiver portfolio by the end of the second month of enrollment. Portfolios that are submitted after this deadline will not be considered.
- The portfolio should include the following documents:
 - 1- Filled practicum waiver form (Appendix II)
 - 2- Copy of CV with relevant public health workplace references
 - 3- Two-page report mapping previous work experience (prior to enrollment) to a minimum of two core and one concentration competencies
 - 4- Documentation of relevant tasks and respective outputs during employment prior to enrolment in the MPH program
- The student should have his/her portfolio screened and approved by the Academic Advisor prior to its submission to the Practicum Coordinator
- After securing the approval of the Academic Advisor, the student submits the portfolio to the Practicum Coordinator.
- The Practicum Coordinator sends the portfolio to the relevant Chair of Department for recommendation.
- The recommendation of the Concentration Department is then forwarded to the GSC for final approval.
- Decisions are communicated to the student via Practicum Coordinator with copies to the Registration Advisor and the Chair of the department of the student.

The decision regarding the practicum waiver needs to be in the student file prior to the advising period of the student's third term of enrolment. Accordingly, students seeking a

waiver must submit their portfolio not later than the second month of enrollment in the program.

Students granted partial waiver register for a 1-credit practicum course (HMPD/HPCH/EPBS 366). The waived practicum credit should be replaced with a one-credit elective.

IV. PRACTICUM PROCEDURES

1. Practicum Site Placement and Practicum Progress

The practicum placement process begins one year prior to that of the Practicum. The process is coordinated by the Practicum Coordinator as follows:

- The Practicum Coordinator develops a list of potential sites and preceptors in consultation with the respective departments between the months of January and February of every year.
- The Practicum Coordinator communicates with potential sites to inquire whether they can host students the following year. Once they confirm, the sites are asked to fill the Practicum Site Form in which information is provided about the preceptor and available/potential projects.
- The Practicum Coordinator then organizes the preceptors' meeting that brings together sites representatives to brief students due for Practicum on their facilities and potential/available projects.
- Students are asked to choose the sites of their preference in terms of priority (1 to 3).
- The Practicum Coordinator schedules interviews for the student at the different sites of choice. When a match between the student's interests and the preceptor's preference is reached, practicum placement is then confirmed.
- The Practicum Coordinator sends a formal email to or meets with the preceptor informing her/him of the general guidelines and the requirements of the practicum as well as her/his responsibilities as a preceptor. A copy of the practicum manual is also shared with the preceptor.
- During the practicum, students must spend a minimum of 30 hours per week on site for 10 weeks (30 hours/week). Students must have a 100% time commitment to the activities of the organization in which s/he is doing their practicum (practical experience). The first week of the practicum is devoted to the orientation to the site where the student will be conducting their practicum. Students rotate among divisions within the organization, get insight into the philosophical underpinnings of programs and facilities, understand the mission and objectives of programs and projects, and interact with staff and community stakeholders in an informal or more structured manner to set the stage for the practicum and develop the practicum plan.
- By the end of the second week of the Practicum, students complete the Practicum Plan (**Appendix III**). Guided by their preceptors, the students identify the activities, the duration of the activities and the outputs they will produce as a result of the activities.

Subsequently, the students identify the core and concentration competencies that will be acquired as a result of the implementation of the listed activities. The preceptors and advisors discuss the plan with the students and once they approve what is written they sign the plan.

- Students provide their preceptors, practicum advisors and Practicum Coordinator with a copy of the final practicum plan with the required signatures.
- Students set regular meetings with practicum advisors to discuss their progress in the practicum. In case of doubtful progress of students, advisors bring the issue up in a meeting involving all parties.
- During the fourth week of the practicum period, students review the progress of the practicum plan with their preceptors. If it seems unlikely that one of the activities will be accomplished, or the scope of the activities needs to be changed, amendments can be made. However, the amendments must ensure that the five initially identified core and concentration competencies do not change and that they are met by the end of the practicum period. Once this midterm progress review is completed with the preceptors, any amendments must be shared with the practicum advisors for input and approval. This process needs to be completed by the start of the fifth week of practicum and the student submits a report to the advisor detailing the implemented activities and attaching the outputs thus far completed. Based on this report, the advisor conducts the midterm assessment to evaluate the progress of the student.
- By the end of the 10th week of practicum (completion of 300 hours), students submit the practicum completion report (**Appendix IV**), where they demonstrate how they acquired the relevant competencies identified at the outset and submit all the outputs mentioned in the practicum plan.

2. Practicum Evaluation

The practicum evaluation aims to evaluate the student's performance and her/his satisfaction in the practicum experience as well as the preceptor's and advisor's evaluation of the practicum experience and practicum site.

2.1 Practicum Completion Report

The student is expected to submit a practicum completion report by the end of the practicum to the practicum advisor and Practicum Coordinator. The student's performance in the practicum will be judged as satisfactory or unsatisfactory by the practicum advisor based on the activities and outputs presented in the practicum completion report and their relevance to the identified competencies. The practicum advisor completes the evaluation table at the end of the practicum completion report and sends the report to the Practicum Coordinator. The evaluation of the practicum advisor is complemented by that of the preceptor presented in the preceptor's evaluation form of practicum experience. The student passes the practicum if all of the 5 competencies are judged to be satisfactorily achieved by the practicum advisor and if no concerns are reported by the preceptor.

2.2 Student Evaluation of the Practicum Experience

Students are required to evaluate their practicum experience in the site by completing the "Student Evaluation of Practicum Experience Form" (Refer to **Appendix V** for the form)

and submitting it to the Practicum Coordinator at most one week after the completion of the Practicum.

2.3 Preceptor Evaluation of the Practicum Experience

Preceptors are required to evaluate their experience in the practicum by completing the “Preceptor Evaluation of Practicum Experience Form” (**Appendix VI**) and submitting it to the Practicum Coordinator at most one week after the completion of the Practicum. The Practicum Coordinator sends a copy to the practicum advisor.

2.4 Advisor Evaluation of the Practicum Site

Advisors are required to evaluate their experience in the practicum by completing the “Advisor Evaluation of Practicum site Form” (**Appendix VII**) and submitting it to the Practicum Coordinator upon completion of the practicum.

2.5 Evaluation of practicum sites

The practicum placement process begins in the Spring Semester preceding the academic year in which the practicum takes place. The process is coordinated by the Practicum Coordinator as follows:

- The Practicum Coordinator develops a list of potential sites and preceptors in consultation with the respective departments.
- Every year departments review the lists of sites in a departmental meeting in the presence of the Practicum Coordinator.
- Departments decide to keep or suspend sites or investigate some to change a preceptor or improve the practicum experience based on student evaluation forms and department advisors’ feedback.
- Additional sites may also be suggested by faculty members or the Practicum Coordinator.
- These discussions and decisions are documented in the minutes of the departmental meetings.

V. RESPONSIBILITIES

1. Student’s Responsibilities

- Meet with the Practicum Coordinator to discuss practicum needs and areas of interest.
- Attend the preceptors’ meeting.
- Meet with the academic advisor to discuss practicum sites options.
- Discuss the progress of the practicum with the preceptor, practicum advisor and Practicum Coordinator on a regular basis.
- Ensure that all required practicum forms are fully completed and submitted to the Practicum Coordinator on time.
- Observe the internal rules and regulations of the practicum site.
- Maintain ethical behavior.

2. Practicum Coordinator's Responsibilities

- Explain the Practicum policies and procedures to the students.
- Maintain and update a profile of potential practicum sites.
- Announce the list of potential practicum sites to students due for practicum.
- Organize a meeting where sites present themselves and their projects.
- Meet with students to inform them of relevant due dates.
- Facilitate students' meetings with the practicum preceptors.
- Carry out all official correspondence with all concerned parties (the student, preceptor and practicum advisor) to confirm the practicum site and objectives.
- Maintain records of students' practicum forms.
- Resolve any conflict in relation to the practicum.

3. Department Practicum Advisor's Responsibilities

- Discuss practicum placement choices with the students and assist them to select the site most appropriate to their educational needs.
- Assist the students in identifying realistic objectives for their practicum.
- Regularly meet with the students to discuss practicum progress and activities.
- Meet with the preceptors and students at least once in the beginning of the practicum.
- Evaluate the practicum completion reports
- Mentor the students.

4. Preceptor's Responsibilities

- Provide the students with a brief overview of the practicum site such as the organizational chart, mission and vision, programs and population served, and explain work rules and procedures.
- Secure a work space within the host organization.
- Make data systems and resources available to be used by the students.
- Where the organization's regulations allow, provide the students with a monthly stipend, agreed upon with the Practicum Coordinator.
- Meet with the students, practicum advisors (and Practicum Coordinator if necessary) in the beginning of the practicum period to discuss the practicum.
- Assist the students in filling out the practicum plan, namely the columns dedicated to the activities, duration and outputs.
- Participate in the mid-term assessment process and meet with the students to amend certain activities if necessary (without affecting the identified competencies).
- Solve any problems that the students face at the site.
- Be accessible to the students and have sufficient time to supervise, direct and support them.
- Meet regularly with the students to follow up on progress.
- Arrange for the students to attend internal and external meetings where useful for their practicum.
- Discuss students' performance with the practicum advisors.
- Review the students' practicum completion reports.
- Review the students' work and complete the Preceptor Evaluation Form.

APPENDIX I

MPH Core Competencies

CC1. Apply epidemiological methods to the breadth of settings and situations in public health practice
CC2. Select quantitative and qualitative data collection methods appropriate for a given public health context
CC3. Analyze quantitative and qualitative data using biostatistics, informatics, computer-based programming and software, as appropriate
CC4. Interpret results of data analysis for public health research, policy or practice
CC5. Compare the organization, structure and function of health care, public health and regulatory systems across national and international settings
CC6. Discuss the means by which structural bias, social inequities and racism undermine health and create challenges to achieving health equity at organizational, community and societal levels
CC7. Assess population needs, assets and capacities that affect communities' health
CC8. Apply awareness of cultural values and practices to the design or implementation of public health policies or programs
CC9. Design a population-based policy, program, project or intervention
CC10. Explain basic principles and tools of budget and resource management
CC11. Select methods to evaluate public health program
CC12. Discuss multiple dimensions of the policy-making process, including the roles of ethics and evidence
CC13. Propose strategies to identify stakeholders and build coalitions and partnerships for influencing public health outcomes
CC14. Advocate for political, social or economic policies and programs that will improve health in diverse populations
CC15. Evaluate policies for their impact on public health and health equity
CC16. Apply principles of leadership, governance and management, which include creating a vision, empowering others, fostering collaboration and guiding decision making
CC17. Apply negotiation and mediation skills to address organizational or community challenges
CC18. Select communication strategies for different audiences and sector
CC19. Communicate audience-appropriate public health content, both in writing and through oral presentation
CC20. Describe the importance of cultural competence in communicating public health content
CC21. Integrate perspectives from other sectors and/or professions to promote and advance population health
CC22. Apply systems thinking tools to a public health issue

MPH Health Management and Policy Concentration Competencies

HMPCC1: Assess how the structure, organization, delivery, and financing of health care systems affect system performance in terms of efficiency, quality, equity, and effectiveness
HMPCC2: Apply systems thinking approaches to improve healthcare organizations' performance and responsiveness
HMPCC3: Apply quality tools and concepts to evaluate and improve performance in health care organizations
HMPCC4: Apply the principles of planning, budgeting, management and evaluation in healthcare related programs and projects
HMPCC5: Analyze relevant financial data for efficient management of healthcare programs and organizations
HMPCC6: Utilize health information systems and data analytics to support evidence-based decision making at the organizational and system levels
HMPCC7: Apply public policy principles, frameworks and tools to understand health problems and priorities
HMPCC8: Evaluate policy options to address health challenges including economic, legal and political implications
HMPCC9: Utilize knowledge translation strategies and tools to communicate effectively and influence health policy and system decision making

MPH Health Promotion and Community Health Concentration Competencies

HPCHCC1. Demonstrate a critical understanding of multidisciplinary theories/frameworks utilized in health promotion research and practice
HPCHCC2. Employ theoretical knowledge and methodological skills in health promotion program planning, implementation, monitoring, and evaluation
HPCHCC3. Conduct rigorous quantitative and qualitative research for health promotion
HPCHCC4. Use participatory approaches in community health programs and research
HPCHCC5. Promote social justice and equity in health promotion research, practice, and policy

MPH Epidemiology and Biostatistics Concentration Competencies

EBCC1: Discuss the extent, distribution and determinants of common and emerging communicable and non-communicable diseases, and mental health disorders of local, regional and global importance
EBCC2: Discuss prevention and control strategies/programs for common and emerging communicable and non-communicable diseases and mental health disorders
EBCC3: Design epidemiological studies to investigate public health research questions
EBCC4: Demonstrate ability to write software codes in order to manage and analyze health data through the use of multiple statistical software
EBCC5: Apply inferential statistics and advanced statistical approaches such as regression modelling to analyze complex health related data
EBCC6: Interpret and communicate statistical findings in oral and written format
EBCC7: Review, synthesize and communicate published epidemiological findings in oral and written format
EBCC8: Appraise the quality of epidemiological evidence by evaluating studies for bias and other sources of systematic errors
EBCC9: Analyze Health related data using advanced statistical techniques and software packages

APPENDIX II

AMERICAN UNIVERSITY OF BEIRUT
FACULTY OF HEALTH SCIENCES – MPH PROGRAM
PARTIAL PRACTICUM WAIVER FORM

Instructions to Students: Complete this form and return it to the Practicum Coordinator. You will be responsible for reviewing your request with your Academic Advisor. Please attach supporting documents to this form.

STUDENT'S INFORMATION

Name:

ID Number:

Expected Date of Graduation:

Area of Concentration:

Academic Advisor at FHS:

REASONS FOR REQUESTING THE WAIVER

- Have held senior/executive positions in public health related fields
- Have a minimum of four years of full-time, relevant and documented public health work in the same discipline/concentration of study **prior** to joining the MPH program

WORK EXPERIENCE FOR THE PAST 4 YEARS BY REVERSE CHRONOLOGICAL ORDER (ADD AS MANY FIELDS AS NECESSARY)

Years (from to)

Position/ Title:

Organization:

Address:

Work Supervisor's Name:

Work Supervisor's Telephone No:

Years (from to)

Position/ Title:

Organization:

Address:

Supervisor's Name:

Supervisor's Telephone No:

Description of Work Experience

Please attach a 2-page report signed by you, in which you:

1. Choose a minimum of 2 MPH core and 1 concentration competencies and describe the specific duties/responsibilities implemented and outputs delivered and which helped you acquire each of the identified competencies. The table below can be used as a guide.
2. Discuss the impact and relevance of your work experience to the MPH degree in general and to your specific area of concentration, in particular
3. Indicate the duration of work (starting and ending dates)

COMPETENCIES ADDRESSED (Core and concentration competencies)	LEARNING OBJECTIVES (LO)	INDIVIDUAL TASKS AND RESPONSIBILITIES (That helped you acquire each competency, including those completed as part of a team)	OUTPUTS (Evidence of the implemented tasks)

Student's Signature:

Date:

FOR THE USE OF THE CHAIR OF DEPARTMENT

RECOMMEND TO

- Grant Practicum Waiver
- Decline Practicum Waiver

Remarks/Comments

Signature of the Chair of Department:

..... **Date:**

FOR THE USE OF THE GRADUATE STUDIES COMMITTEE (GSC)

DECISION

- Practicum Waiver Granted
- Practicum Waiver Not Granted

Remarks

Signature of the Chair of the GSC:

..... **Date:**

APPENDIX III

Instructions to Students: Describe the competencies you aim to acquire during your proposed practicum (3-core and 2-concentration), the learning objectives you aim to achieve, the activities you plan to implement and the outputs you aim to produce in order to achieve these competencies. You will be evaluated on the basis of how successfully you have acquired these competencies at the end of your Practicum.

	COMPETENCIES ADDRESSED (State the identified core and concentration competencies)	ACTIVITIES (What will you do to achieve this competency?)	DURATION (Specify start and end date of activity)	# OF HOURS (For every activity)	OUTPUTS (How will you demonstrate to have acquired the competency?)	MIDTERM ASSESSMENT² (0 TO 3) (by advisor during 5 th week of practicum, based on midterm report submitted by student)
1						
2						
3						
4						
5						

² 0= does not meet expectation; 1= partially meets expectation; 2= meets expectation and 3= exceeds expectation

ADMINISTRATIVE ISSUES

Inclusive dates of Practicum:

From: ----- to: -----

Schedule of Practicum:

Days/week: -----

Hours/ Day: ----- (ensuring to maintain a minimum of 30hrs/week)

Stipend:

----- No ----- Yes Amount: -----

Student's Signature: -----

Date: -----

Preceptor's Signature: -----

Date: -----

Practicum Advisor Signature: -----

Date: -----

Practicum Coordinator's Signature: -----

Date: -----

APPENDIX IV

AMERICAN UNIVERSITY OF BEIRUT
FACULTY OF HEALTH SCIENCES – MPH PROGRAM

PRACTICUM COMPLETION REPORT AND EVALUATION

Instructions: Upon the completion of the practicum, the student fills sections A and B of this form and submits the form to the Practicum Coordinator and practicum advisor. Section C is then completed by the Practicum Advisor and the filled document is shared with the Practicum Coordinator and the student..

Student _____

Practicum Site _____

Area of Concentration _____

Preceptor _____

Semester & Year of Practicum _____

Practicum Advisor _____

A- PRACTICUM COMPLETION REPORT

I- Introduction:

- a. Describe the organization where you did your Practicum (up to 150 words)
- b. Describe the public health issues addressed during the Practicum (in case your ILE is at the practicum site, please do not mention ILE activities here), their significance, how they fit with the purpose of the organization (up to 250 words)

II- Personal Assessment:

- a. For each of the competencies you mentioned in your Practicum Plan, discuss your role in the projects and activities implemented as part of the practicum and which you think made you achieve that specific competency (up to 800 words)
- b. Discuss barriers to implementing the tasks specified in the Practicum Plan and how those barriers were addressed. Also discuss the opportunities and how someone else can build on the work accomplished (up to 250 words)

III- Conclusion and recommendations: and any further action/s you recommend for the site to do in the near future (up to 250 words)

IV- Appendices (ALL outputs mentioned in the practicum plan)

B- ASSESSMENT OF ACHIEVEMENT OF COMPETENCIES (to be filled out by the student)

To what extent do you agree that the implemented activities allowed you to achieve linked competencies?

	YES/NO	Comments (it is <u>mandatory</u> to comment if the answer is NO)
<u>CORE 1 (NUMBER AND TEXT OF COMPETENCY)</u>		
<u>CORE 2 (NUMBER AND TEXT OF COMPETENCY)</u>		
<u>CORE 3 (NUMBER AND TEXT OF COMPETENCY)</u>		
<u>CONCENTRATION 1 (NUMBER AND TEXT OF COMPETENCY)</u>		
<u>CONCENTRATION 2 (NUMBER AND TEXT OF COMPETENCY)</u>		

C- STUDENT PERFORMANCE EVALUATION (to be filled out by the practicum advisor)

Referring to your student's practicum completion report, how would you rate the achievement of the competencies through the activities/tasks implemented and outputs delivered?

	YES/NO	Comments (it is <u>mandatory</u> to comment if the answer is NO)
<u>CORE 1</u>		
<u>CORE 2</u>		
<u>CORE 3</u>		
<u>CONCENTRATION 1</u>		
<u>CONCENTRATION 2</u>		

APPENDIX V

AMERICAN UNIVERSITY OF BEIRUT
FACULTY OF HEALTH SCIENCES – MPH PROGRAM
STUDENT’S EVALUATION OF PRACTICUM EXPERIENCE

Instructions: This form is to be completed by the student and submitted to the Practicum Coordinator upon completion of the practicum.

Student _____

Area of Concentration _____

Practicum Site _____

Preceptor _____

Practicum Advisor _____

Semester & Year of Practicum _____

A- PRACTICUM LOGISTICS

Please answer with Yes or No

	Yes	No
1. My Academic Advisor provided adequate guidance to select practicum site options	<input type="checkbox"/>	<input type="checkbox"/>
2. The Practicum Coordinator provided adequate guidance to select a placement that was appropriate for my career objectives	<input type="checkbox"/>	<input type="checkbox"/>
3. The preceptor assisted me in formulating practicum objectives of mutual benefit to the organization and myself	<input type="checkbox"/>	<input type="checkbox"/>
4. The practicum advisor assisted me in establishing practicum objectives aligned with department specific competencies	<input type="checkbox"/>	<input type="checkbox"/>

Please answer with Always, Sometimes or Never

	Always	Sometimes	Never
5. The practicum period was sufficient to complete my work	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. I was able to use my time efficiently	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Adequate resources were available on-site to complete my work	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. My preceptor, practicum advisor & Practicum Coordinator collaborated together and were collectively able to solve problems/issues I faced	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. The guidance I received from my preceptor was adequate	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. My practicum advisor was available when I needed him/her	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11. My practicum advisor was knowledgeable about my practicum activities/topics/deliverables	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
B- <u>LEARNING EXPERIENCE</u>			
12. I was able to apply knowledge & skills gained in course work	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13. I was able to use interpersonal communication skills effectively	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14. I was able to apply problem solving skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15. The practicum experience enhanced my understanding of public health as a profession	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
16. The practicum experience helped me develop my career objectives	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

- | | | | |
|---|--------------------------|--------------------------|--------------------------|
| 17. I was encouraged to participate in the decision-making process at the site | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 18. I was able to identify opportunities and obstacles influencing public health practice | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 19. I was able to identify ethical issues | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 20. The practicum experience enhanced my ability to adapt to new situations | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

C- GENERAL

Please answer with Yes or No

Yes **No**

- | | | |
|--|--------------------------|--------------------------|
| 21. I would recommend this site for future practicum | <input type="checkbox"/> | <input type="checkbox"/> |
|--|--------------------------|--------------------------|

22. What suggestions do you have for improving this Practicum experience?

Signature: _____

Date: _____

APPENDIX VI

**AMERICAN UNIVERSITY OF BEIRUT
FACULTY OF HEALTH SCIENCES – MPH PROGRAM**

PRECEPTOR’S EVALUATION OF PRACTICUM EXPERIENCE

Instructions: This form is to be completed by the preceptor and submitted to the Practicum Coordinator upon completion of the practicum.

Student _____
Preceptor _____
Practicum Site _____
Date _____

A- PRACTICUM LOGISTICS

Please answer with Yes or No

- | | Yes | No |
|---|--------------------------|--------------------------|
| 1. The guidance the student received from his/ her practicum advisor was adequate | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. The practicum was completed in the time allotted | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. The amount of work I had to put in was reasonable | <input type="checkbox"/> | <input type="checkbox"/> |

Please answer with Always, Sometimes or Never

- | | Always | Sometimes | Never |
|--|--------------------------|--------------------------|--------------------------|
| 4. There was adequate communication between the student, the practicum advisor, the Practicum Coordinator and myself | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

B- STUDENT PERFORMANCE

	Excellent	Very good	Good	Poor
The student was satisfactorily attending to her/his duties				
The student took responsibility for her/his own learning				
The student applied acquired knowledge to real life situations				
The student demonstrated critical thinking				
The student demonstrated creativity in problem solving				
The student behaved ethically				
The student used communication skills Effectively				
The students demonstrated ability to work effectively within a team				
The student demonstrated social sensitivity				
How would you rate the overall performance of the student?				

C- PRACTICUM OUTCOME

Please answer with Yes or No

	Yes	No
15. The outcome of this Practicum was useful for our organization	<input type="checkbox"/>	<input type="checkbox"/>
16. The organization may carry further the student's work	<input type="checkbox"/>	<input type="checkbox"/>

D- GENERAL EVALUATION

Are you satisfied with the quality of the Practicum Completion Report and the submitted outputs? Please indicate strengths and weaknesses.

What suggestions do you have for improving this Practicum experience?

Based on this experience, are you willing to accept more students in the future? Please explain.

Signature: _____

APPENDIX VII

**AMERICAN UNIVERSITY OF BEIRUT
FACULTY OF HEALTH SCIENCES – MPH PROGRAM**

ADVISOR’S EVALUATION OF PRACTICUM SITE

Instructions: This form is to be completed by the advisor and submitted to the Practicum Coordinator upon completion of the practicum.

Practicum Site _____

Area of Concentration _____

Preceptor _____

Semester & Year of Practicum _____

Practicum Advisor _____

A- PRACTICUM SITE AND PRECEPTOR EVALUATION

	Yes	No
1. The site was satisfactory (projects were relevant, there were opportunities for learning, etc.)	<input type="checkbox"/>	<input type="checkbox"/>
2. The projects were relevant to the concentration	<input type="checkbox"/>	<input type="checkbox"/>
3. The site provided good learning opportunities	<input type="checkbox"/>	<input type="checkbox"/>
4. The preceptor was available to offer adequate supervision to the student during the practicum	<input type="checkbox"/>	<input type="checkbox"/>
5. The preceptor showed adequate professional skills to supervise the student	<input type="checkbox"/>	<input type="checkbox"/>
6. Do you recommend the site for next year?	<input type="checkbox"/>	<input type="checkbox"/>

B- OTHER COMMENTS (opportunities, obstacles, recommendations related to the student/site/experience as a whole)

Signature: _____

Date: _____