



**Master of Public Health Program  
Field Practicum Program Guidebook**

[www.liu.edu/brooklyn/mph](http://www.liu.edu/brooklyn/mph)

**2011-2012**

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## Welcome Letter

September, 2011

Dear MPH Practicum Students,

Welcome to your Field Practicum! Hands-on experience is an invaluable part of the educational process. Your practicum experience is offered to give you just that, time in the field with professionals eager to mentor you and show you how to put your education into practice. The Master of Public Health (MPH) practicum program at the Brooklyn Campus of Long Island University (LIU) is designed to give you an opportunity to experience the “real world” of public health, and to reflect upon and learn even more from the experience by coming back to the classroom to discuss the experiences with your classmates.

The LIU MPH practicum class offers a number of potential experiences in several areas of public health. This 200-hour field practicum at a local health organization will include the performance of health education, advocacy and communication skills, and the collection and analysis of data as appropriate. During this course you will be supervised on-site by professionals in the field and exposed to career options in public health.

Our goal is for MPH students to have the most rewarding practicum experience possible. The following pages provide MPH students, practicum site supervisors, and MPH practicum course faculty with an overview of the practicum program, a summary of the policies and procedures of the field training process, and tips for successfully navigating this process.

As your Practicum Coordinator, I am here to help you navigate through the process and find field placements that will challenge you and help you find a place in public health.

The practicum experience is designed to give students the opportunity to work with the experts on the front-lines. That said, remember that you will only get as much out of the experience as you put into it. Ask questions! Get involved in the work! If all goes as expected you will finish the program with an even stronger commitment to the field and even more insight into your personal goals.

I am excited for you and the opportunities this experience holds.! I am, as is the rest of the Public Health Department, here to help!

Good Luck!

Scott Westervelt, MS  
Practicum Coordinator  
Master of Public Health & BS in Health Science Programs  
Long Island University, Brooklyn Campus

## **GOAL AND OBJECTIVES OF THE PRACTICUM COURSE (MPH 799)**

The goal of the Master of Public Health (MPH) Field Practicum Program at Long Island University (LIU) is to provide students an opportunity to apply the theory and skills learned in their coursework through supervised field training. The practicum offers a unique experience to students based on their educational and professional interests, history, and goals. While students gain from the application of their public health skills, they also contribute to the public health mission of the agencies where they complete their practicum hours.

The MPH 799 course is designed to help students maximize their field practicum placement and to provide support to them as they complete their required practicum hours. Through attendance of scheduled course sessions, completion of readings and assignments outlined in the course syllabus, preparation of the written practicum analysis, reflection, and recommendations paper, and poster presentation culminating the practicum experience, students will have opportunities to digest, reflect on, and learn from fieldwork in a group academic environment.

The objectives of the Field Practicum Program are aimed at maximizing the unique process of experiential learning for each student and include:

- Giving students opportunities to apply knowledge acquired through coursework and to integrate public health theory into hands-on practice;
- Expanding students' understanding of the role of public health and social service agencies in promoting community health;
- Developing students' understanding of the organizational structure, policy, and administration of public health and social service agencies;
- Developing students' professionalism in the field of public health; and
- Providing students the opportunity to contribute to the public health mission of an agency working to promote the health of residents of Brooklyn and the greater New York City area.

## PRACTICUM PROGRAM DESCRIPTION

All students in the LIU MPH program are required to complete a field practicum. To successfully complete this piece of the MPH program of study, students must work at least 200 hours in an approved public or private public health or social service agency engaged in public health promotion, research, policymaking, and/or service delivery. Field practicum placements can be made in the New York City area, with priority given to Brooklyn-based or Brooklyn-serving organizations, and - in some cases - elsewhere in the United States or in an international setting. The practicum site and public health-related work completed by students working toward fulfilling the 200-hour requirement should be relevant to their career goals. The three-credit course (MPH 799) includes a field practicum experience and classroom/face-to-face class meetings.

### PRACTICUM REQUIREMENTS SUMMARY

The following list summarizes the requirements that students must meet for successful completion of the field practicum component of the LIU MPH curriculum:

1. Attendance at the Field Practicum Orientation.
2. Submission of resume(s) for potential placements
3. Completion and approval of (**see Worksheets/Forms Section**).
  - a. *Field Practicum Planning Worksheet*,
  - b. *Field Practicum Scope of Work Worksheet*, and
  - c. *Responsibilities Form*
4. Completion of online one-month evaluation of the field practicum experience
5. One day shadowing an agency senior manager
6. Documented completion of 200 hours required by the Field Practicum Program at a pre-approved practicum site including a shadowing experience of a senior leader within the agency.
7. Successful completion of all MPH 799 course requirements, as outlined in the course syllabus. These requirements include attendance at scheduled sessions and satisfactory completion of a written practicum analysis (including a 250 word Professional Abstract to be submitted for presentation at a professional meeting of your choice) and a professional poster presentation.
8. Attendance at the Field Practicum Workshop.
9. Completion of online final evaluation of the field practicum experience.

As described above, the Field Practicum Program consists of two parts:

#### **1. Fieldwork:**

All MPH students must complete a minimum of 200 hours of fieldwork at an approved agency that is engaged in public health promotion, research, policymaking, and/or service delivery.

The fieldwork experience is expected to consist of public health and/or health education advocacy and communication, research and/or practice, for a Brooklyn-based population experiencing health disparities and include both entry level and managerial level work.

Please note that students will be expected to complete these hours during the regular workday and week (i.e. Monday through Friday during the approximate hours of 9am-5pm). If this is not possible, students must meet with the Practicum Coordinator to discuss the possibility of making other arrangements prior to registering for MPH 799.

Full-time students have the following three options for completing their field practicum experience:

Option 1. Students may complete all 200 required fieldwork hours during the semester before they graduate. All hours must be documented and completed between the start and end-dates provided by the Practicum Coordinator for that semester.

Option 2. If agreeable to the host agency, students may start the practicum experience mid-Fall semester (after successfully fulfilling all MPH 798 course requirements) and continue with and complete that practicum experience during the spring semester. **NOTE:** Students may complete NO MORE THAN 50 hours of fieldwork before the spring semester begins. The remaining 150 hours must be documented and completed between the start and end-dates provided by the Practicum Coordinator for the spring semester.

Option 3. Students may have an initial 50-hour practicum experience at one approved site at the end of the Fall semester after successfully fulfilling all MPH 798 course requirements, followed by a second practicum at a second approved host agency where they would complete the remaining 150 required hours between the Spring semester start and end-dates provided by the Practicum Coordinator.

All part-time students should speak with the Practicum Coordinator well in advance of their last semesters on campus to determine the appropriate start-date of their practicum.

**Note: ALL fieldwork placement sites must be approved by the Practicum Coordinator.**

**2. Course:** The Field Practicum course, MPH 799, requires:

1. Attendance at a Field Practicum Orientation before, or near the beginning of, the practicum start-date;
2. Successful completion of all course requirements as outlined in the course syllabus, which includes, at a minimum, a written practicum analysis, feedback and reflection paper, a professional poster presentation, and attendance at scheduled course sessions; and
3. Attendance at a Field Practicum Workshop near the end or after completion of the field practicum experience. A minimum of 150 hours must be completed before students will be allowed to participate in the workshop.

Both the Field Practicum Orientation and the Field Practicum Workshop will be offered once during the Fall Semester and once during the Spring Semester (**see TABLE 1**). The Practicum Coordinator will help students determine when they should register for MPH 799 and the orientation and workshop sessions.

**TABLE 1: MPH 799 Field Practicum Orientation and Workshop Schedule**

Fall Semester:

Practicum Orientation: Mid-September

Practicum Workshop: Early-December

Spring Semester:

Practicum Orientation: Mid-January

Practicum Workshop: Early-May

**RESPONSIBILITIES: PRACTICUM STUDENT, SITE SUPERVISOR, MPH  
PRACTICUM INSTRUCTOR,  
AND PRACTICUM COORDINATOR**

This section summarizes the responsibilities of MPH 799 (Field Practicum) students, site supervisors, the MPH 799 course instructor, and the Practicum Coordinator.

Additional details (worksheets and checklists) related to some of these responsibilities are outlined in subsequent sections of this guidebook. Please contact the Practicum Coordinator with any questions.

**Practicum Student Responsibilities**

This section lists the responsibilities of the practicum student associated with participation in the LIU MPH Field Practicum Program. The practicum student must successfully complete each of the tasks below:

1. Register for MPH 799.
2. Identify site(s) where fieldwork practicum hours can be completed using LIU MPH practicum site list (available at the Practicum Coordinator's office), the list of resources found on page 8 of this handbook, or own resources.
3. Meet with Practicum Coordinator to discuss site selection (strongly recommended).
4. Complete the *Fieldwork Practicum Planning Form* and submit to Practicum Coordinator for review and approval. **Please note that the Practicum Coordinator must approve a practicum site before a student can begin fieldwork.**
5. Prepare resume and cover letter(s), contact potential practicum site(s), and arrange and have interviews, as necessary. Ideally, students will identify more than one potential site for a practicum experience to ensure a placement is secured.
6. Submit *Responsibilities Worksheet* with appropriate signatures to Practicum Coordinator at least two weeks before beginning fieldwork hours.

7. Complete and submit the *Practicum Scope of Work Worksheet* to Practicum Coordinator with appropriate signatures a minimum of two weeks prior to beginning fieldwork.
8. If the practicum involves research, the student must speak with the Site Supervisor and the Practicum Coordinator about IRB clearance and agency permission and also adhere to regulations regarding research with human subjects. For information, see <http://www.liu.edu/Academic-Affairs/OSR/Human-Subjects-Research/Institutional-Review-Boards.aspx>. (See **Appendices**).
9. Attend the Fieldwork Practicum Orientation to learn about requirements and procedures. See page 2 for when this session is offered.
10. Complete a minimum of 200 hours of fieldwork at the practicum site(s), including one day “shadowing” someone in a senior management position in the host agency. If the site is not able to accommodate a “shadowing” experience, please discuss alternatives with the Practicum Coordinator.
11. Arrange for regular meetings (at least three times a month, ideally, weekly) with Site Supervisor to discuss progress and obtain feedback on performance.
12. Complete the online one-month evaluation of the field practicum experience (administered online by the Practicum Coordinator).
13. Successfully complete all requirements of the MPH 799 course, as outlined in the course syllabus.
14. Complete a final evaluation of the field practicum experience ( administered by the Practicum Coordinator).
15. Attend the Field Practicum Workshop after completion of a minimum of 150 of required fieldwork hours. See page 2 for information about when this workshop is offered.
16. Revise and resubmit your resume to course instructor.

### **Site Supervisor Responsibilities**

This section lists the responsibilities of the Site Supervisor associated with participation in the LIU MPH Field Practicum Program:

1. Directly supervise the practicum student during the agreed upon number of hours (50, 150 or 200) of fieldwork to be completed at your agency. Supervision should involve monitoring and providing prompt constructive feedback on student’s hours of attendance, professional behaviors, and quality of work in addition to providing ongoing professional guidance. One-on-one supervision and feedback meetings should take place a minimum of three times per month.
2. Identify a project or assignment to be completed by the practicum student and discuss with student. The identified project or assignment must provide the practicum student opportunities to develop and/or hone a public health skill or set of skills, ideally in the area(s) of health education, advocacy, and communication. This project should be aimed at working with a group or agency devoted to address/reduce health disparities and promote health equity for particular groups/populations. The project or assignment must be approved by the Practicum Coordinator prior to the start of the practicum placement.

3. Review, sign, and submit the Three Party Field Agreement (TPFA) (**see Worksheets/Forms Section**) to the Practicum Coordinator. If a TPFA already exists, confirm that it is still valid.
4. Review, sign, and return a completed *Responsibilities Worksheet* to the practicum student a minimum of two weeks prior to the fieldwork start-date.
5. Complete the *Practicum Scope of Work Worksheet* with the student a minimum of two weeks prior to fieldwork start-date.
6. Orient the practicum student to the agency and the community that the agency serves in advance, or at the beginning, of the student's practicum.
7. Provide appropriate facilities, equipment, and other resources necessary for the practicum student to successfully complete the project or assignment outlined in the *Practicum Scope of Work Worksheet*.
8. If practicum student is involved in any research involving human subjects that is intended for publication, please contact Practicum Coordinator to discuss and confirm that such research has IRB approval.
9. Meet with practicum student regularly (at least three times a month, ideally, weekly) to provide feedback on performance and professional development progress.
10. Complete one-month evaluation of the field practicum experience (administered via email by the Practicum Coordinator).
11. Assist practicum student with the identification of someone in a senior management position that the student can "shadow" for at least one full working day. If it is not feasible to match the student with such a staff member, contact the Practicum Coordinator to discuss alternative options.
12. Notify the Practicum Coordinator of any issues or concerns about the student that you feel cannot be resolved by speaking directly with the student or an issue that is more appropriately addressed by either the course instructor or Practicum Coordinator.
13. Complete a final evaluation of the field practicum experience (administered by the Practicum Coordinator electronically).

### **MPH Practicum Instructor Responsibilities**

This section lists the responsibilities of the MPH Practicum Instructor associated with participation in the LIU MPH Field Practicum Program:

1. Organize and conduct the Field Practicum Orientation with the Practicum Coordinator.
2. Lead the MPH 799 course.
3. Provide regular, ongoing support and guidance to all practicum students during the internship experience as scheduled in the syllabus or as needed or requested by the student throughout the duration of the MPH 799 course.

4. Identify and facilitate ongoing discussions of the application of core public health competencies, values, principles, strategies, and documents reviewed in MPH 798 during the practicum fieldwork experience.
5. Visit each student on site, and, with the Practicum Coordinator, meet with the site supervisor.
6. Provide guidance and support to students in fulfilling course requirements to include, but not limited to writing a practicum analysis, reflection, and feedback paper, developing and presenting a professional poster for a final practicum program student poster session open to all MPH students and others, and revising a professional resume tailored to a specific public health position.
7. Review and grade all MPH 799 course requirements.
8. Organize and conduct the Field Practicum Workshop with the Practicum Coordinator.
9. Ensure that the student has attended a professional meeting.
10. Collect and review updated resumes at the completion of the course.
11. Review final practicum evaluations.

#### **Practicum Coordinator Responsibilities**

This section lists the responsibilities of the Practicum Coordinator associated with participation in the LIU MPH Field Practicum Program:

1. Serve as overall coordinator of the Field Practicum Program.
2. Establish, communicate, maintain, review, and hold accountable all responsible for compliance with the policies and procedures of the Field Practicum Program.
3. Establish relationships with public health and social service agencies that are willing and able to host and supervise practicum students to the standards established by the Program.
4. Hold Field Practicum Orientation with MPH 799 course instructor(s).
5. Maintain secure files on practicum students and practicum sites.
6. Review and collect *Field Practicum Planning Worksheet* and grant approval for selected field practicum sites.
7. Review and collect signed *Practicum Responsibilities Worksheet*.
8. Review and collect *Practicum Scope of Work Worksheet*.
9. Meet with students, as requested, to provide individual support in advance of and throughout their field practicum experiences.
10. With the course instructor, meet with Site Supervisors and/or other appropriate staff at host agencies during each semester practicum program and as requested by the practicum site.

11. Serve as the liaison between practicum students, Site Supervisors, and university administration and faculty.
12. Administer online one-month and final evaluations to practicum students and Site Supervisors.
13. Hold Field Practicum Workshop
14. Review evaluations submitted by practicum students and site supervisors and use data collected through evaluation process to make appropriate programmatic changes as necessary.
15. Issue annual certificates of appreciation to all supervisors.

### **IDENTIFYING A SITE**

The LIU MPH Field Practicum Program has a variety of resources for identifying appropriate field placements for MPH students. Students should contact the program's Practicum Coordinator at least one semester in advance of registering for MPH 799 to learn more about these resources and to begin to explore the many possibilities available.

Please note that while the Practicum Coordinator is available to discuss options and strategies for identifying practicum sites and to answer questions that practicum students may have about the program, **students are ultimately responsible for finding their own practicum site(s).**

As mentioned in previous sections of this guidebook, students are required to complete a *Practicum Planning Worksheet*. Completing this worksheet will give students an opportunity to think through the type of agency where they would like to work and the nature of the project or assignment that they would like to undertake.

While the submission deadline of the *Practicum Planning Worksheet* is one month prior to the start of the practicum fieldwork, **it is STRONGLY RECOMMENDED that students begin their search for a practicum site and supervisor at least three months before they wish to begin their placement.** It often takes students longer than anticipated to identify and secure a fieldwork practicum site.

It is also recommended that students identify more than one potential site; in the case that placement at an initially preferred site is not possible, it is important that the student have second and third options.

#### Resources for Identifying Field Practicum Sites

##### ***Resources available through LIU:***

1. The Practicum Coordinator for the LIU MPH Program.
2. LIU Office of Career Services (<http://www2.brooklyn.liu.edu/bbut07/car/index.html>).
3. The Fall and Spring School of Health Professions Internship and Job Fairs.
4. School of Health Professions events offered throughout the year where students have the opportunity to learn about health services work and networking opportunities. Check the department website for a listing of events.

5. Course Instructors and other School of Health Professions faculty and staff members may also be able to discuss opportunities for fieldwork placements.

***Additional resources:***

1. American College of Healthcare Executives Minority Internship website:

<http://www.ache.org/carsvcs/internship.cfm>

2. American Public Health Association (APHA) Internships/Fellowships website:

<http://www.apha.org/about/careers/internships/>

3. APHA Public Health Student Opportunities website:

[http://www.aphastudents.org/phso\\_career.php](http://www.aphastudents.org/phso_career.php)

4. The Association of Schools of Public Health (ASPH) Career and Employment website:

<http://www.asph.org/document.cfm?page=733>

5. Health Jobs website: <http://www.publichealthjobs.net/>

6. Idealist website: [www.idealist.org](http://www.idealist.org)

7. The Intern Search website: [http://internsearch.com/directory\\_ne.htm](http://internsearch.com/directory_ne.htm)

8. Maternal and Child Health Information Resource Center Internship Program of the U.S.

Department of Health and Human Services website: <http://mchb.hrsa.gov/mchirc/gsip/>

9. New York City Department of Health and Mental Hygiene Health Research Training Program

(HRTP) website: <http://www.nyc.gov/html/doh/html/hrtp/hrtp.shtml>

10. The Public Health Employment Connection website:

<http://cfusion.sph.emory.edu/PHEC/phec.cfm>

11. United States Agency for International Development (USAID) Global Health Fellows

Program website: <http://www.ghfp.net/>

12. The Public Health Association of New York City website: <http://www.phanyc.org>

Once a practicum site has been identified, the student should meet with the Practicum Coordinator to discuss the site and confirm that the placement would be appropriate for meeting the student's fieldwork requirement.

When the Practicum Coordinator has approved the practicum site, the practicum student must contact the agency to set up an interview and ensure that a qualified staff member at the agency will agree to work as a Site Supervisor.

Subsequent steps to securing and completing a fieldwork placement were outlined in the previous section, which listed the responsibilities of participants in the LIU MPH Field Practicum Program.

## GUIDELINES

### WRITTEN PRACTICUM ANALYSIS, REFLECTION, AND FEEDBACK PAPER AND PROFESSIONAL POSTER PRESENTATION

The written practicum analysis, reflection, and recommendations paper, poster development, and oral presentation are integral components of the fieldwork practicum program as they are the culminating products of the experience. This section provides general guidance for preparing these assignments.

Additional guidance will be provided by the MPH 799 instructor throughout the semester. The instructor will also be available to discuss and review the required elements of both assignments during class meetings and on a one-on-one basis during office hours and/or as requested.

*Written Practicum Analysis, Reflection, and Recommendations Paper:*

A two-page proposal for the WPARP will be submitted to the MPH 799 instructor by the deadline indicated on the course syllabus. The instructor will provide guidance on development of the proposal.

The written final practicum analysis, reflection and recommendations paper should be approximately 15 pages in length, excluding appendices, and printed double-spaced using 12-point font.

The list below defines the required elements of the report and suggests a target length for each of these sections. These guidelines are subject to change by the instructor. The project description provided in the MPH 799 will always supersede this description.

- **Abstract:** Summary of the key points of the practicum experience. (1 page)
- **Introduction:** A thorough background of the practicum project, including an overview of the public health significance of the assignment and how it relates to the public health mission of the practicum site. This section should also include a description of the host agency, including the mission/vision of the agency, the programs and services provided by the agency, funding sources of agency activities, health disparities addressed, and any other relevant information. (2-3 pages)
- **Discussion:** Describe the role that you played in the practicum project, highlighting primary activities, outcomes of those activities, and products generated. Review the goals and objectives set forth in the *Field Practicum Scope of Work Worksheet* and assess your success in achieving those specific objectives. What competencies have you begun to develop, enhanced, perfected. Discuss challenges and barriers that you encountered and explained how you responded to them. Provide constructive recommendations for improving the practicum experience at this site and/or on this project. (10-12 pages)
- **Application/Evidence of Core Public Health Principles and Practices:** Discuss how your practicum has given you the opportunity to experience the application of core public health principles and practices. Provide specific examples. What principles, values, priorities, and practices covered in your professional preparation were not visible in the practicum experience/site (3-5 pages)

- **Self-Assessment:** Describe how the field practicum experience contributed to your understanding of public health practice and/or research and the development and/or refinement of your public health mindset and related skills in research, health education, advocacy, and/or communication. (2-3 pages)
- **References and Bibliography:** Use the APA Standard Manuscript Guidelines to develop this section.

***Note: Appendices may be added to the report but do not count towards the 15 page requirement.***

Written Practicum Analysis, Reflection, and Recommendations Paper Deadline:

The written practicum must be submitted to the MPH 799 Instructor no later than the deadline noted on the course syllabus. A written practicum submitted after the deadline designated by the instructor will be considered late and will result in a failing grade for MPH 799.

Oral Professional Poster Presentation:

Practicum students also will deliver an oral presentation of the findings from their written practicum, in the form of a professional poster presentation, to the MPH 799 instructor and their colleagues in the course. Students are welcome to invite other LIU faculty and students, and/or their practicum site supervisors to hear their presentations but should get approval from the instructor a minimum of two weeks before the date of their scheduled presentation. The presentation should be 10-15 minutes in length and allow approximately 10-15 minutes for questions. Students will also have the opportunity to present their work at LIU's Discovery Day, held each spring at the Brooklyn Campus to showcase student and faculty work.

Each poster presentation should be a visual representation of the field practicum project and the written practicum analysis, reflection, and recommendations paper. The poster heading should include the title of the project and the names of the student, Site Supervisor, and practicum site agency. The poster content should be minimal, but should highlight the important points from each section of the written practicum.

The presentations should be prepared to fit on a freestanding poster board that measures 6' wide x 3' high. The LIU MPH Field Practicum Program will supply these boards. The poster components can be prepared as individual PowerPoint slides and attached to the poster board. Approximately 15-20 8.5" x 11" pieces of paper will fit on the poster board.

Examples of poster presentations will be reviewed with practicum students in the MPH 799 course and can be provided by the course instructor and/or the Practicum Coordinator. We highly recommend you review **Poster Session Fundamentals: Becoming a Proficient "Poster Child" for Health Education** (<http://hpp.sagepub.com/content/11/4/445.full.pdf>).

## Field Practicum Program Process Checklist

- |                                      |  |
|--------------------------------------|--|
| <b>Two months before semester</b>    | <b>Registration for MPH 799</b> <ul style="list-style-type: none"><li><input type="checkbox"/> Practicum Student registered for MPH 799.</li></ul>   |
| <b>By start of semester</b>          | <b>Practicum Placement Site</b> <ul style="list-style-type: none"><li><input type="checkbox"/> Practicum Student has identified fieldwork practicum site.</li><li><input type="checkbox"/> Practicum Student discussed the proposed site and field experience with Practicum Coordinator.</li><li><input type="checkbox"/> Practicum Coordinator provided written approval.</li></ul>  |
| <b>By start of semester</b>          | <b>Qualified Site Supervisor</b> <ul style="list-style-type: none"><li><input type="checkbox"/> Practicum Student has selected qualified Site Supervisor who is willing to oversee your practicum activities. Site Supervisors must meet the following qualifications:<ul style="list-style-type: none"><li>○ Have an MPH or other master's or clinical degree;</li><li>○ Have at least three years of professional experience in the field of public health; and</li><li>○ Be able to commit to a minimum number of hours of direct supervision of the practicum student each week. The number of hours will vary based on the nature and scope of the practicum placement and will be determined by the Site Supervisor, Practicum Coordinator, and practicum student on a case-by-case basis.</li></ul></li></ul> |
| <b>Within first week of semester</b> | <b>Complete Worksheets</b> <ul style="list-style-type: none"><li><input type="checkbox"/> <i>Fieldwork Practicum Planning Worksheet</i> is completed by practicum student, submitted by practicum student to Practicum Coordinator, and approved by Practicum Coordinator.</li><li><input type="checkbox"/> <i>Responsibilities Worksheet</i> is signed by practicum student and Site Supervisor and submitted by practicum student to Practicum Coordinator.</li><li><input type="checkbox"/> <i>Practicum Scope of Work Worksheet</i> is completed by practicum student and Site Supervisor, submitted by practicum student to Practicum Coordinator, and approved by Practicum Coordinator.</li></ul>   |

***\*Please note: All worksheets can be found in the Worksheets/Forms Section of this guidebook. The completed worksheets will not be considered official and filed until documented approval from Practicum Coordinator has been received by practicum student.***

**By first week of semester**

**Three Party Field Agreement**

- Practicum Student has signed Three Party Field Agreement.
- Site Supervisor has signed Three Party Field Agreement.
- Practicum Coordinator has signed Three Party Field Agreement.
- Signed Three Party Field Agreement is filed with the Practicum Coordinator.

**Second week of semester**

**Field Practicum Orientation**

- Practicum Student has attended Field Practicum Orientation session.

**One month into fieldwork**

**One-Month Evaluation**

- Online One-Month Evaluation completed by practicum student.
- Online One-Month Evaluation completed by Site Supervisor.

**Two weeks before end of semester**

**Field Practicum Workshop**

- Practicum Student has attended Field Practicum Workshop after completion of a minimum of 150 of the 200 required fieldwork hours. Please see Page 2 for information about workshop offering.

**End of semester**

**Fieldwork Practicum Hours**

- A minimum of 200 hours have been logged by the practicum student at the practicum site and documented in Practicum *Contact Hour Log Worksheet*.
- Completed *Contact Hour Log Worksheet* is signed by Site Supervisor and submitted by practicum student to Practicum Coordinator.

**MPH 799 Course**

- Course requirements, including attendance at scheduled sessions and satisfactory completion of written practicum and presentation, and revised resume have been met.

**Fieldwork Practicum Evaluation**

- Practicum Student has completed the final evaluation and submitted the form to the Practicum Coordinator.
- Site Supervisor has completed the final evaluation and submitted the form to the Practicum Coordinator.
- Practicum Coordinator has completed the final evaluation for practicum student and practicum site.

**Intersession****Follow-up with Field Practicum Site**

- Thank-you note sent by Practicum Student to Site Supervisor within two weeks after student completes fieldwork hours.
- Thank-you note sent by LIU MPH Field Practicum Program sent by Practicum Coordinator to Practicum Site within four weeks after student completes fieldwork hours.

## Acknowledgments

The MPH Field Practicum Program at the Brooklyn Campus of Long Island University is proud to be one of many academic institutions offering valuable fieldwork experience to MPH students. The program would like to acknowledge the following practicum programs and their associated guidelines, handbooks, and guides from which sections of this guidebook were inspired or adapted:

- The Master of Public Health Program and *Master of Public Health Practicum Guidelines* document from Armstrong Atlantic State University;
- The Master of Public Health Program and *Practicum Handbook* from the Office of Public Health Studies at the University of Hawai'i at Manoa; and
- The Master of Global Public Health Program and *NYU Master's Program in Global Public Health Internship Guide for Students* from New York University.

## **WORKSHEETS/FORMS**

**Field Practicum Planning Form  
Master of Public Health Program  
Department of Health Science  
Brooklyn Campus of Long Island University**

**STUDENT INFORMATION**

Name \_\_\_\_\_ Date \_\_\_\_\_

Email \_\_\_\_\_

Semester and year of Practicum \_\_\_\_\_

Resume attached to this form (please circle)      **YES**      **NO**

**PUBLIC HEALTH INTERESTS:** *Which skill(s) would you like to develop and/or hone during your practicum experience (i.e. data analysis, public health research, program evaluation)?*

- 1.
- 2.
- 3.

*Is there a specific area of interest on which you would like to focus your practicum placement activities (i.e. disease prevention, health education, chronic disease, reproductive health)?*

- 1.
- 2.
- 3.

**FIELD PRACTICUM GOALS:** *By the end of your field practicum experience, what goals would you like to meet? For example, would you like to have: evaluated the effectiveness of a community health program; assisted in the design of a study; assisted in the analysis of public health surveillance data; and/or participated in public health research activities? Please use the list above as a guide; the field practicum goals that you set are personal and should reflect what you would like to gain from participation in the program.*

- 1.
- 2.
- 3.

**AGENCY PREFERENCES:** *In which type of agency would you prefer to complete your field practicum experience (i.e. hospital, health department, community-based organization, foundation)?*

- 1.
- 2.
- 3.

**PREVIOUS PROFESSIONAL PUBLIC HEALTH EXPERIENCE:** *Please detail any previous professional public health experience that you have, highlighting experience related to the type of practicum placement that you seek. Any experience detailed in this section should also be on the resume that you have attached to this form.*

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**PRACTICUM STUDENT AVAILABILITY:** *What is your availability during the week (i.e. which days and hours are you able to commit to your practicum experience)?*

Day	Availability (yes or no)	Hours
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		

**SPECIAL SECTION FOR STUDENTS WHO PLAN TO COMPLETE PRACTICUM HOURS AT THE SITE OF THEIR REGULAR PLACE OF EMPLOYMENT:** *If you are seeking a practicum in your regular place of employment, the assignment must extend beyond regular work duties and meet the requirements outlined in the Field Practicum Program Guidebook. Please complete this section **ONLY** if you plan to complete your practicum hours in your current place of employment, describing:*

Current job functions and expectations:

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How the practicum will involve additional activities outside of regular job functions. (Be as specific as possible):

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Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Practicum Coordinator Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**\*Submit the completed Field Practicum Planning Worksheet to the Practicum Coordinator**

**Field Practicum Scope of Work Form  
Master of Public Health Program  
Department of Health Science  
Brooklyn Campus of Long Island University**

**STUDENT INFORMATION**

Name \_\_\_\_\_ Date \_\_\_\_\_  
Email \_\_\_\_\_  
Semester and year of Practicum \_\_\_\_\_

**FIELD PRACTICUM SITE SUPERVISOR**

Dates of Practicum: Start date \_\_\_\_\_ Anticipated End Date \_\_\_\_\_  
Total Weeks of Practicum: \_\_\_\_\_ Hours/Wk \_\_\_\_\_  
Name of Field Practicum Site Supervisor: \_\_\_\_\_  
Field Practicum Site Supervisor's Title: \_\_\_\_\_  
Field Practicum Site Agency: \_\_\_\_\_  
Field Practicum Site Supervisor Telephone Number: \_\_\_\_\_  
Field Practicum Site Supervisor Fax Number: \_\_\_\_\_  
Field Practicum Site Supervisor E-mail Address: \_\_\_\_\_  
Field Practicum Site Address: \_\_\_\_\_

Attached Site Supervisor CV (circle one)    **YES**    **NO**

**Alternate Field Practicum Site Supervisor (if necessary)**

Name \_\_\_\_\_ Phone \_\_\_\_\_

**PLAN FOR WORKING WITH FIELD PRACTICUM SITE SUPERVISOR:** *Please describe your plan for working with your Field Practicum Site Supervisor. On which days will you work with your supervisor? Will you have regularly scheduled meetings with your supervisor? How closely will you be supervised by this individual? Will you work exclusively with your supervisor?* \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**PRACTICUM GOALS AND OBJECTIVES:** *Please identify a minimum of three specific that you would like to meet by the end of your participation in the Field Practicum Program. Please also describe specific objectives related to these goals. These goals should reflect what you would like to gain from the experience in the practicum placement.*

1. Goal One: \_\_\_\_\_

\_\_\_\_\_

Objective 1: \_\_\_\_\_

Objective 2: \_\_\_\_\_

Objective 3: \_\_\_\_\_

2. Goal Two: \_\_\_\_\_

\_\_\_\_\_

Objective 1: \_\_\_\_\_

Objective 2: \_\_\_\_\_

Objective 3: \_\_\_\_\_

3. Goal Three: \_\_\_\_\_

\_\_\_\_\_

Objective 1: \_\_\_\_\_

Objective 2: \_\_\_\_\_

Objective 3: \_\_\_\_\_

4. Goal Four: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

*Objective 1:* \_\_\_\_\_

*Objective 2:* \_\_\_\_\_

*Objective 3:* \_\_\_\_\_  
\_\_\_\_\_

5. Goal Five: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

*Objective 1:* \_\_\_\_\_

*Objective 2:* \_\_\_\_\_

*Objective 3:* \_\_\_\_\_  
\_\_\_\_\_

**I agree with the goals and objectives of the practicum outlined in this worksheet:**

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Field Practicum Site Supervisor Signature: \_\_\_\_\_ Date \_\_\_\_\_

Practicum Coordinator Signature: \_\_\_\_\_ Date: \_\_\_\_\_

***\*Submit the completed Scope of Work and Objectives Worksheet to the Practicum Coordinator***

**Responsibilities Form**  
**Master of Public Health Program**  
**Department of Health Science**  
**Brooklyn Campus of Long Island University**

This form summarizes the responsibilities that students, site supervisors, the MPH Program Director, and the Practicum Coordinator have as participants in the Field Practicum Program. Please read through the summary of responsibilities and, if you understand and agree with the responsibilities outlined, sign the form. If you have any questions about the roles or responsibilities outlined below, please contact the Practicum Coordinator directly.

**Practicum Student Responsibilities**

This section lists the responsibilities of the practicum student associated with participation in the LIU MPH Field Practicum Program. The practicum student must successfully complete each of the tasks below:

1. Register for MPH 799.
2. Identify site(s) where fieldwork practicum hours can be completed using LIU MPH practicum site list (available at the Practicum Coordinator's office), the list of resources found on page XX of this handbook, or own resources.
3. Meet with Practicum Coordinator to discuss site selection (strongly recommended).
4. Complete the *Fieldwork Practicum Planning Form* and submit to Practicum Coordinator for review and approval. **Please note that the Practicum Coordinator must approve a practicum site before a student can begin fieldwork.**
5. Prepare resume and cover letter(s), contact potential practicum site(s), and arrange and have interviews, as necessary. Ideally, students will identify more than one potential site for a practicum experience to ensure a placement is secured.
6. Submit *Responsibilities Worksheet* with appropriate signatures to Practicum Coordinator at least two weeks before beginning fieldwork hours.
7. Complete and submit the *Practicum Scope of Work Worksheet* to Practicum Coordinator with appropriate signatures a minimum of two weeks prior to beginning fieldwork.
8. If the practicum involves research, the student must speak with the Site Supervisor and the Practicum Coordinator about IRB clearance and agency permission and also adhere to regulations regarding research with human subjects. For information, see <http://www.liu.edu/Academic-Affairs/OSR/Human-Subjects-Research/Institutional-Review-Boards.aspx>. (See **Appendices**).
9. Attend the Fieldwork Practicum Orientation to learn about requirements and procedures. See page 2 for when this session is offered.
10. Complete a minimum of 200 hours of fieldwork at the practicum site(s), including one day "shadowing" someone in a senior management position in the host agency. If the site is not able to accommodate a "shadowing" experience, please discuss alternatives with the Practicum Coordinator.

11. Arrange for regular meetings (at least three times a month, ideally, weekly) with Site Supervisor to discuss progress and obtain feedback on performance.
12. Complete the online one-month evaluation of the field practicum experience (administered online by the Practicum Coordinator).
13. Successfully complete all requirements of the MPH 799 course, as outlined in the course syllabus.
14. Complete a final evaluation of the field practicum experience ( administered by the Practicum Coordinator).
15. Attend the Field Practicum Workshop after completion of a minimum of 150 of required fieldwork hours. See page 2 for information about when this workshop is offered.
16. Revise and resubmit your resume to course instructor.

### **Site Supervisor Responsibilities**

This section lists the responsibilities of the Site Supervisor associated with participation in the LIU MPH Field Practicum Program:

1. Directly supervise the practicum student during the agreed upon number of hours (50, 150 or 200) of fieldwork to be completed at your agency. Supervision should involve monitoring and providing prompt constructive feedback on student's hours of attendance, professional behaviors, and quality of work in addition to providing ongoing professional guidance. One-on-one supervision and feedback meetings should take place a minimum of three times per month.
2. Identify a project or assignment to be completed by the practicum student and discuss with student. The identified project or assignment must provide the practicum student opportunities to develop and/or hone a public health skill or set of skills, ideally in the area(s) of health education, advocacy, and communication. This project should be aimed at working with a group or agency devoted to address/reduce health disparities and promote health equity for particular groups/populations. The project or assignment must be approved by the Practicum Coordinator prior to the start of the practicum placement.
3. Review, sign, and submit the Three Party Field Agreement (TPFA) (**see Worksheets/Forms Section**) to the Practicum Coordinator. If a TPFA already exists, confirm that it is still valid.
4. Review, sign, and return a completed *Responsibilities Worksheet* to the practicum student a minimum of two weeks prior to the fieldwork start-date.
5. Complete the *Practicum Scope of Work Worksheet* with the student a minimum of two weeks prior to fieldwork start-date.
6. Orient the practicum student to the agency and the community that the agency serves in advance, or at the beginning, of the student's practicum.
7. Provide appropriate facilities, equipment, and other resources necessary for the practicum student to successfully complete the project or assignment outlined in the *Practicum Scope of Work Worksheet*.

8. If practicum student is involved in any research involving human subjects that is intended for publication, please contact Practicum Coordinator to discuss and confirm that such research has IRB approval.
9. Meet with practicum student regularly (at least three times a month, ideally, weekly) to provide feedback on performance and professional development progress.
10. Complete one-month evaluation of the field practicum experience (administered via email by the Practicum Coordinator).
11. Assist practicum student with the identification of someone in a senior management position that the student can “shadow” for at least one full working day. If it is not feasible to match the student with such a staff member, contact the Practicum Coordinator to discuss alternative options.
12. Notify the Practicum Coordinator of any issues or concerns about the student that you feel cannot be resolved by speaking directly with the student or an issue that is more appropriately addressed by either the course instructor or Practicum Coordinator.
13. Complete a final evaluation of the field practicum experience (administered by the Practicum Coordinator electronically).

### **MPH Practicum Instructor Responsibilities**

This section lists the responsibilities of the MPH Practicum Instructor associated with participation in the LIU MPH Field Practicum Program:

1. Organize and conduct the Field Practicum Orientation with the Practicum Coordinator.
2. Lead the MPH 799 course.
3. Provide regular, ongoing support and guidance to all practicum students during the internship experience as scheduled in the syllabus or as needed or requested by the student throughout the duration of the MPH 799 course.
4. Identify and facilitate ongoing discussions of the application of core public health competencies, values, principles, strategies, and documents reviewed in MPH 798 during the practicum fieldwork experience.
5. Visit each student on site, and, with the Practicum Coordinator, meet with the site supervisor.
6. Provide guidance and support to students in fulfilling course requirements to include, but not limited to writing a practicum analysis, reflection, and feedback paper, developing and presenting a professional poster for a final practicum program student poster session open to all MPH students and others, and revising a professional resume tailored to a specific public health position.
7. Review and grade all MPH 799 course requirements.
8. Organize and conduct the Field Practicum Workshop with the Practicum Coordinator.

9. Ensure that the student has attended a professional meeting.
10. Collect and review updated resumes at the completion of the course.
11. Review final practicum evaluations.

### **Practicum Coordinator Responsibilities**

This section lists the responsibilities of the Practicum Coordinator associated with participation in the LIU MPH Field Practicum Program:

1. Serve as overall coordinator of the Field Practicum Program.
2. Establish, communicate, maintain, review, and hold accountable all responsible for compliance with the policies and procedures of the Field Practicum Program.
3. Establish relationships with public health and social service agencies that are willing and able to host and supervise practicum students to the standards established by the Program.
4. Hold Field Practicum Orientation with MPH 799 course instructor(s).
5. Maintain secure files on practicum students and practicum sites.
6. Review and collect *Field Practicum Planning Worksheet* and grant approval for selected field practicum sites.
7. Review and collect signed *Practicum Responsibilities Worksheet*.
8. Review and collect *Practicum Scope of Work Worksheet*.
9. Meet with students, as requested, to provide individual support in advance of and throughout their field practicum experiences.
10. With the course instructor, meet with Site Supervisors and/or other appropriate staff at host agencies during each semester practicum program and as requested by the practicum site.
11. Serve as the liaison between practicum students, Site Supervisors, and university administration and faculty.
12. Administer online one-month and final evaluations to practicum students and Site Supervisors.
13. Hold Field Practicum Workshop
14. Review evaluations submitted by practicum students and site supervisors and use data collected through evaluation process to make appropriate programmatic changes as necessary.
15. Issue annual certificates of appreciation to all supervisors.

**I understand and agree with the responsibilities of the practicum student, Site Supervisor, and Practicum Coordinator outlined above:**

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Field Practicum Site Supervisor Signature: \_\_\_\_\_ Date \_\_\_\_\_

Practicum Coordinator Signature: \_\_\_\_\_ Date: \_\_\_\_\_

***\*Submit the signed Responsibilities Form to the Practicum Coordinator***

**Three Party Field Document**

*Statement of understanding involving:*

Student Name: \_\_\_\_\_

Agency Name: \_\_\_\_\_

Site Supervisor Name: \_\_\_\_\_

Practicum Coordinator Name: \_\_\_\_\_

**EXPECTATIONS OF STUDENTS**

*As a Long Island University student working toward completion of the field practicum requirement of the Master of Public Health (MPH) Program, I agree to:*

1. Inform myself and adhere to policies and requirements of Long Island University (LIU), the MPH Program, and the host agency where I am placed.
2. Be committed to the mission of the host agency while conducting myself in a professionally responsible manner.
3. Implement public health values and professional standards of behavior in accordance with the Principles of the Ethical Practice of Public Health.
4. Participate fully and actively in my own learning by expressing my needs, evaluating my work, and acknowledging my areas of strength as well as those areas in need of further attention and development.
5. I also agree to the following responsibilities:
  - a) Attend all required field practicum-related orientations at LIU and at the field placement site;
  - b) Keep confidential those interactions - whether written or verbal - between clients, the host agency, and/or myself;
  - c) Complete assigned tasks on time and in accord with host agency and LIU MPH Program requirements;
  - d) Discuss specific learning needs, questions, and/ or field practicum-related dilemmas with Site Supervisor, as necessary;
  - e) Notify Site Supervisor of lateness or absence as soon as possible and arrange to make up hours within two weeks of event;
  - f) Attend all meetings called by the Practicum Coordinator or Site Supervisor;
  - g) Inform Site Supervisor and Practicum Coordinator of any difficulty - personal or professional - which affects my work, schedule, and/or performance;
  - h) Engage fully in the evaluation process, including submission of both the one-month and final evaluation (to be administered online by Practicum Coordinator); and
  - i) Complete a minimum of 200 documented hours of fieldwork at the placement site.

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(Student Signature)

(Date)

## EXPECTATIONS OF SITE SUPERVISORS AND HOST AGENCY/FIELD SITES

We, \_\_\_\_\_ and \_\_\_\_\_  
(Agency) (Site Supervisor)

agree to host and supervise a student from LIU's MPH Program as s/he works toward completion of the fieldwork hours required by the Program. The agency/organization agrees to:

- 1) Consider all student applicants for field practicum placements without regard to age, race, ethnicity, religion, culture, gender or sexual orientation.
- 2) Provide a Site Supervisor with an MPH (or other relevant master-level or clinical degree) and a minimum of three years of public health professional experience who is committed to educating students for public health practice.
- 3) Make all possible efforts to assign projects/work that will challenge but not overwhelm the practicum student. Assignments will be made with educational value as the primary consideration, appropriate to the level and skill of the student.
- 4) Provide ongoing supervision and regular – ideally, weekly - feedback.
- 5) Hold the student to accepted standards of professional behavior and notify the Practicum Coordinator immediately of any failure of the student to live up to the terms of this agreement.
- 6) Prepare for student's arrival by designating work space and equipment for the student.
- 7) Prepare student for field work by providing an orientation of the agency/organization and the community served.
- 8) Provide ongoing feedback to the student on her/his progress in specific areas of practice.
- 9) Complete a written evaluation of the student at the end of the first month of the practicum experience. (Evaluation to be administered online by Practicum Coordinator).
- 10) Complete a detailed written evaluation of the student at the end of each semester. (Evaluation to be administered online by Practicum Coordinator).
- 11) Include student in staff meetings, training sessions and other professional events and meetings whenever possible.
- 12) Provide ongoing feedback to the Practicum Coordinator regarding the administration of the Field Practicum Program.
- 13) Maintain contact with the Practicum Coordinator regarding student progress and performance.
- 14) Arrange contingency assignments, supervision, accommodations, etc. in the event of Site Supervisor's absence.

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(Site Supervisor)

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(Date)

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(Agency Name)

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(Agency Legal Status)

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(Agency Address)

**EXPECTATIONS OF THE LIU MASTER OF PUBLIC HEALTH PROGRAM PRACTICUM COORDINATOR**

I, \_\_\_\_\_, the Practicum Coordinator of LIU's Field Practicum Program agree to:

1. Provide written guidelines to the practicum students Site Supervisor regarding the curriculum and requirements of the MPH Field Practicum Program.
2. Provide informational and administrative support to students and host agencies throughout the placement process.
3. Provide orientation for all MPH students registered to complete the field practicum requirement.
4. Arrange for regular planned exchange between the program and the host agencies and pay scheduled visits to field agencies to monitor educational objectives, student progress and any other adjustment issues as they may arise.
5. Provide ongoing support to students in advance of – and throughout – their placement.
6. Provide ongoing support to Site Supervisors in advance of – and throughout – the placement of a student with a host agency.
7. Respond to any problem or concern of either student or agency in a timely fashion.
8. Provide written guidelines to the Site Supervisor regarding the preparation of student evaluations.
9. Provide written guidelines to practicum students regarding the preparation of Site Supervisor/host agency evaluations.
10. Provide student and agency with feedback instruments for evaluating the field practicum experience and the MPH Program.
11. Include input of students and Site Supervisors in the field practicum curriculum development.

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(Practicum Coordinator)

(Date)



## **APPENDICES**

## **APPENDIX I: HUMAN SUBJECTS RESEARCH INFORMATION FOR STUDENTS AT THE BROOKLYN CAMPUS OF LONG ISLAND UNIVERSITY**

The text below was taken directly from the website of the Brooklyn Campus of Long Island University and it contains information about the University's policies and procedures around human subjects research. The following section includes responses to frequently asked questions about human subjects research and details about the University's Institutional Review Board (IRB). Please visit the website (<http://www.liu.edu/Academic-Affairs/OSR/Human-Subjects-Research/Institutional-Review-Boards.aspx>) and feel free to contact either/both the Practicum Coordinator or Michele Morales in the Office of Sponsored Research ([michele.morales@liu.edu](mailto:michele.morales@liu.edu)) to learn more. **Please note that any research done with human subjects during a student's field practicum experience must receive LIU IRB approval in advance of the placement.**

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Frequently Asked Questions about Human Subjects Research at LIU: The text below was taken directly from the LIU Office of Sponsored Research website (<http://www.liu.edu/Academic-Affairs/OSR/FAQ.aspx>) on November 24 2010.

### HUMAN SUBJECTS RESEARCH

*Long Island University operates under a Federalwide Assurance (FWA), #FWA00002562, approved by the Office of Human Research Protections.*

#### **What is Human Subjects Research?**

Human Subjects Research is a systematic investigation designed to develop or contribute to generalizable knowledge, which involves the collection of data from or about living human beings. In addition, all student research involving subjects outside the classroom would be considered in this category.

#### **Why Must it be Reviewed?**

It is University policy to reasonably ensure that the rights and welfare of human subjects are adequately protected in research conducted under its auspices. In addition, both federal and state laws require this protection. In order for the University to fulfill its responsibility, all human subjects research conducted under University auspices must receive appropriate review and approval.

#### **Who Reviews it?**

The University has authorized an Institutional Review Board (IRB) on each residential campus to review and approve human subjects research. The IRB is charged with the responsibility of protecting the rights and welfare of human subjects involved in research, as mandated by the federal Office of Human Research Protection, (Department of Health and Human Services), the Food and Drug Administration, and the State of New York. The IRB membership and the number of members on the committee is in accordance with the Federal Policy. Certain categories of research may be eligible for less intensive review procedures than review by the entire IRB.

## INSTITUTIONAL REVIEW BOARDS

### **Who Must Submit?**

Human subjects research must be reviewed if it is conducted by any faculty, staff, student, or any person under the auspices of the University. It applies to all University faculty, staff and students using University facilities, the facilities of another institution, or any other off-campus site. The research of visitors and users of University facilities must also be reviewed by the appropriate IRB. For more information, please see Guidelines for Investigators.

### **How is it Submitted?**

Copies of the application forms and instructions can be obtained from the chair of the IRB or from the University Office of Sponsored Research (516-299-2712). All application questions should be answered as completely as possible and copies of informed consent forms, scripts, recruitment flyers, etc. should be appended. The completed materials are to be returned to the University Office of Sponsored Research, Room 207 at the University Center, Attention: Compliance Review. Human Subjects Application.

### **When does it Have to be Submitted?**

Each campus IRB meets on a regular basis and dates are available from the campus IRB chair or from the University Office of Sponsored Research. Applications should be submitted at least two weeks before the scheduled meeting date. This will allow time for administrative review (to assure all information and forms have been submitted), for photocopying, and distribution to committee members. Projects are required to be reviewed on an annual basis; reminders and all necessary forms will be sent to the primary investigator approximately 3 months before the expiration of the current approval period. MEETING DATES

### **How will it be Reviewed?**

The review of human subjects research is confined solely to procedures affecting the rights and welfare of human subjects. No evaluation is made of the content or scientific merit of the project, unless subjects are found to be "at risk", at which time the risk/benefit ratio of the project will be evaluated. The review focuses on such issues as risk to subjects, voluntary participation, informed consent, and confidentiality.

NOTE: Approval of a project by the IRB only signifies that the procedures adequately protect the rights and welfare of the subjects and should not be taken to indicate University approval to conduct the research.

### **Where can I get Assistance?**

The University Assistant Vice President for Sponsored Research at the University Center in Brookville, serves as the liaison between the campus communities and the IRB's (as the Executive Secretary of each IRB). This individual is available in the University office of Sponsored Research (516- 299-2523) or at [kathryn.rockett@liu.edu](mailto:kathryn.rockett@liu.edu) and can assist faculty, staff, and students in submitting their projects for review. Also in the Office of Sponsored Research

you may contact Michele Morales, Secretary with any questions or assistance that may be needed at (516) 299-3591 or at [michele.morales@liu.edu](mailto:michele.morales@liu.edu). You may also contact the chairman of the appropriate campus IRB.

**How Do I Determine Human Subjects Involvement?**

The initial determination as to whether a research project should be considered human subjects research should be made by the investigator. He/she should consult the Chair of the IRB or the University Assistant Vice President for Sponsored Research for advice on this question. Final authority for making this determination rests with the IRB or its designee.

In general, research that involves data gathered solely for internal, on-campus use would not need to be reviewed (e.g., course evaluation or institutional research). If, however, the results of this research will be disseminated in any way, then the research must receive prior approval. If no dissemination is planned at the time the data is gathered, but the possibility of future dissemination exists, the project director would be advised to submit the project for approval before initiating the research.

**What is the website where I can complete the required online human research subjects training?**

See [www.cancer.gov/clinicaltrials/learning/page2](http://www.cancer.gov/clinicaltrials/learning/page2), Protecting Human Research Participants.

## APPENDIX II: ACADEMIC POLICIES

### **Academic Integrity**

Students are expected to maintain the highest standards of honesty while in the Master of Public Health (MPH) program. Academic dishonesty is not accepted and may lead to a student's dismissal from the Program and the University. Since academic integrity and student's behavior suggest their future professional integrity and behavior in fulfilling their public health responsibilities, the faculty, staff and students of the MPH program are committed to upholding and enforcing the highest standards of academic integrity. Academic dishonesty includes cheating, forgery, plagiarism, and any other infringements that may imply deviance from the highest standards of honesty in all aspects of academic endeavor.

#### ***Forms of Academic Dishonesty***

**1. Cheating:** This is defined as giving or obtaining information by improper means in meeting any academic requirement(s). Cheating is a serious violation that includes, but is not limited to, the following examples:

- a. The use of the same work for academic credit in more than one course without the knowledge or consent of the instructors;
- b. Copying the work of others during an exam, quiz, or assignment;
- c. Deliberately exposing exam/quiz materials to review by other students;
- d. Using notebooks, textbooks, information, or materials not specifically authorized by the instructor;
- e. Speaking or communicating with other students at any time during the exam/quiz;
- f. Using a cell phone, beeper/pager or other electronic device during an exam/quiz;
- g. Leaving the exam/quiz for any length of time during the examination, without the authorization of the instructor.

**2. Forgery:** This is defined as the alteration of academic forms, documents, or records, and/or the signing of such forms or documents by someone other than the designated or authorized individual. Forgery also includes modifying an exam/quiz or assignment that has been graded and returned to the student for review.

**3. Plagiarism:** The representation, intentional or unintentional, of someone else's words or ideas as one's own. This includes using the work of another student, past or present, as well as the work of published authors. Since under New York State law, words in print are the property of the author or publisher, the intent to deprive that person of property is a form of larceny punishable by fine. Plagiarism, whether intentional or unintentional, is therefore a violation of the property of the author. When using another person's words in a paper and/or presentation, students must place them within quotation marks or clearly set them off in the text and give them appropriate attribution by references. When

students use only the ideas and change the words, they must clearly identify the source of the ideas.

### ***Disciplinary Action***

Students who are caught violating this policy in any MPH course will be subject to the following disciplinary action:

1. The first instance will result in a score of zero (0) on the assignment in question;
2. The second instance, regardless of whether it occurred in the same course as the first, will result in an automatic failing grade (F) for the course;
3. The third instance, regardless of whether prior instances occurred in the same course, will result in dismissal from the program.

Academic integrity violations will be documented in the student's departmental file. Moreover, the instructor reserves the right to: (1) accelerate the above three penalties based on the instructor's assessment of the severity of the violation; (2) report the policy violation to the Program Director/Department Chair; (3) review assignments and exams from previous MPH courses for possible policy infractions; and (4) refer instances of honor offenses to the School of Health Professions Dean's Office.

### **Academic Standing Policy**

All graduate students at Long Island University must earn a minimum cumulative grade point average (GPA) of 3.0 in order to receive a graduate degree. Therefore, MPH students who complete the program with a cumulative GPA below a 3.0 will NOT BE ELIGIBLE for the MPH degree.

Students in the MPH program earning less than a 2.75 GPA in any two semesters will be placed on academic probation. A third semester resulting in a GPA of less than 2.75 will result in dismissal from the program.

A student may only earn a grade of less than a B- in two courses. A third course with a grade of B- will result in dismissal from the MPH Program.

Grades below C are not acceptable as credit toward a graduate degree; therefore any coursework resulting in a grade of less than C must be repeated. A student who earns lower than a C in any course may retake that course no more than two more times in an effort to obtain a grade of C or better. A student who fails to achieve a grade of C or better in a required course, after attempting it three times, will be dismissed from the program.

## Special Accommodations

If a student believes that he or she may need or require special accommodations for any type of disability that may affect course performance (from either a cognitive or psychomotor perspective), the student is required to make an appointment directly with the Special Education Services Program of Long Island University. Once the disability has been documented by the Special Education Services office, it is the responsibility of the student to inform the Department Chair/Program Director and **each and every course instructor** of the situation. Information must be provided in the beginning of the semester to allow for adequate lead-time for the implementation of any necessary accommodations. The student should follow this process for each and every separate academic semester for the duration of the professional program.

### MPH Grading Scale

<u>Letter Grade</u>	<u>Percentage</u>
A	93% - 100%
A-	90% - 92%
B+	87% - 89%
B	83% - 86%
B-	80% - 82%
C+	76% - 79%
C	70% - 75%
F	Below 70%

### Academic Difficulty

**A student who experiences academic difficulty in any course should promptly address the issue. Poor performance in one area tends to quickly spread to others, producing a cumulative effect. In the event of academic difficulty, students are advised to abide by the following sequence of events:**

- Meet with the individual instructor for the content, or course, in question
- Meet with the MPH Program Director
- Make arrangements for tutoring with the help of the instructor for the course and the Program Director

Note: **It is the student's responsibility to initiate procedures to obtain assistance and notify the appropriate faculty members as soon as an academic problem is identified.**

### **Course Load and Limitations**

A full-time graduate student is defined as one who registers for six (6) or more credit hours. A full-time graduate student who has been awarded a graduate assistantship must enroll in a minimum of six (6) credit hours during each semester of the contract term. Graduate students may not take more than nine (9) credit hours per semester. Exceptions must be approved by the Associate Dean, upon the recommendation of the Program Director/Department Chair.

### **Graduate Transfer Credit**

A maximum of six (6) semester hours of credit may be accepted for the program of study from credit completed at another regionally accredited institution. Only courses with grades of B or better will be accepted. The courses must have been completed no more than six (6) years prior to the completion of graduate requirements. Graduate transfer credit must be approved by the Program Director/Department Chair and require proof of successful completion of coursework to be transferred.

### **Practicum**

The MPH practicum experience (MPH 798 and MPH 799) can be internship or research oriented. With either, the practicum student will work with a public health related organization under the direction of a site supervisor to gain and/or perfect the student's public health skills. This is a hands-on experience. The practicum should be directed by the site supervisor in consultation with the MPH Practicum Coordinator. The experience must consist of learning **PUBLIC HEALTH-RELATED SKILLS** the student can carry with him or her into the field after graduation. (Students may participate in a site's or site supervisor's research project, if applicable, but the student should understand that the research belongs to the site and/or site supervisor. IRB approval must be obtained for any research project with which a practicum student is associated.) The MPH practicum experience requires that students complete a total of **200 HOURS ON-SITE** (or, if off-site, in conjunction with the site and site supervisor. Further details are provided in the MPH Practicum Handbook.

## **APPENDIX III: ADMINISTRATIVE POLICIES**

### **Office Hours**

Faculty members maintain office hours each week when classes are in session. Faculty office hours are posted each semester outside the office of each individual faculty member. Appointments may be made by signing-up with the individual faculty member. If convenient times are not available, you may request alternate times by leaving a note with the secretary (HS Room #314) or by emailing the faculty member directly. When leaving a note or sending an email, remember to include a phone number or email address where the faculty member may contact you.

You are encouraged to take advantage of the faculty's availability, as their knowledge and experience is one of the greatest resources of your education. However, you should recognize the multiple demands on the limited time available for faculty office hours and make an appointment in advance to speak with a faculty member. Faculty meetings, preparation for class, research, clinical practice, and committee meetings take up a significant amount of faculty time. By making and keeping a scheduled appointment, you will know that time is reserved for you and the faculty member will be able to work more efficiently to address your individual needs.

### **Registration**

Long Island University provides an advance registration period for each academic term. Each student is responsible for registering online through <http://my.liu.edu> and for assuring that all outstanding bills are paid – if you do not have clearance from the Bursar's office you will not be allowed to register. Completing your registration as described above, before the in-person registration period, will save you a great deal of time and frustration in addition to maximizing the time available for the processing of financial aid and scholarship paperwork. Please note that students are not allowed to attend classes if their registration is not completed.

### **E-mail Policy**

All e-mail communication with faculty, students, and staff at Long Island University must be carried out in a professional manner. Students are expected to use their official LIU email address and will be held responsible for checking e-mails regularly. The following format is required at all times:

- The subject line must include a clear description of the content being addressed in the body of the e-mail;
- If the subject matter relates to a particular course the subject heading must include the course number and title;
- The body of the e-mail must include a greeting (i.e.: "Dear Professor:....") and must end with your full name;
- If attaching a document, this document must contain your name and the course number and title related to that document.

E-mails received by faculty and staff in the MPH program will be replied to with a confirmation of receipt of the student's e-mail. If a student does not receive a confirmation of receipt within two days, he/she must re-send that e-mail or contact the professor by other means.

### **Punctuality**

Students are expected to be in the classroom five minutes before the scheduled start of class to allow for the class to begin on time and to permit all students to receive the full benefit of their educational experience. Late arriving students are a distraction to professors and fellow students alike. Students arriving late may not be allowed into the classroom until a scheduled break. Up to 10% of total course points can be deducted from the final grade, at the discretion of each faculty member, for lateness or unexcused absences based solely upon this statement in the MPH Student Handbook.

### **Course Evaluations**

In an on-going effort to improve the curriculum, and consider student concerns regarding the academic program, all students are required to complete course evaluations for each course completed. Students are expected to complete the University evaluations at the completion of each semester.

### **Grievance Procedures**

To provide for fair consideration and due process for all student grievances, a series of procedures has been established to address student concerns. Students are expected to follow the chronological sequence of steps, within the appropriate review process, making sure not to break the chain of review or skip any steps along the way. Failure, on behalf of the student, to adhere to the stated processes will delay the review process and may result in a disruption in the progression of study by the student.

The goals of the general student grievance procedure are to facilitate open communication among all parties involved and to provide protection to the same parties. In addition, the grievance procedure has been designed to help students develop a set of communication skills to be used throughout their professional careers. Most importantly, students should gain from the experience of dealing with topics associated with their education and should accept the responsibility that comes with graduate level professional training.

Students should first address any and all issues with the course instructor. If the student chooses to pursue the issue further they may submit a written request to the MPH Program Director. The request MUST include a description of the problem, the student's reasons for requesting the hearing, and a statement affirming that the initial protocol has been followed. The hearing will be conducted by the Department's Appeal Committee. The Department's Committee is formed by members of the Department of Public Health along with members of the School of Health Professions.

At the hearing before the Appeal Committee, the involved parties shall present their case to all committee members. The committee members may request interviews with individuals to obtain additional information regarding the issue at hand. Committee members directly involved in the situation being discussed are absolved from their committee responsibilities for that specific hearing. When committee members have heard all pertinent information, the involved parties will leave the room to allow the committee members to privately discuss the merits of the case and its resolutions. The involved student shall be informed in writing of the Appeals Committee's recommendations within seven working days of a decision being reached.

If the student is NOT satisfied with the decision, the student may follow the appropriate grievance procedure by filing a written appeal to the Office of the Dean of the School of Health Professions within 7 business days.

### **School of Health Professions Appeals Process**

The following process will be used for all appeals to the Dean of the School of Health Professions. This process will not supersede program procedures and will only be followed after appeals at the program level are exhausted.

1. The student **MUST** have first followed departmental appeal processes including, but not limited to, appeal to the instructor and to the program director.
2. Appeals to the Dean must be submitted in writing and must be submitted to the Associate Dean of the SHP within 7 business days of receipt of the decision letter from the Program. This written appeal will be transmitted to the Appeal Board for review and will be a factor in the final decision made by the Dean. The appeal must be accompanied by a completed Appeal Checklist.
3. The Associate Dean will serve as hearing officer and will appoint an *ad hoc* Appeal Board. The Appeal Board will consist of three faculty members from the School of Health Professions, who may be tenure track, NTTA or have administrative roles. One of these faculty members will be from the program from which the appeal has originated.
4. The hearing will be scheduled as expeditiously as possible.
5. At the hearing (with all parties present):
  - a. The hearing will be recorded for future reference.
  - b. The student will present his/her appeal including justifications, circumstances and anything else he/she wishes the Board to consider for a maximum time allowed of 30 minutes.
  - c. The course instructor, or other appropriate faculty member, will present the circumstances and evidence leading to the decision being appealed for a maximum time allowed of 30 minutes.
  - d. Student and faculty will not engage in debate of the circumstances with each other but will answer questions posed by the Board for the purpose of clarification.

- e. Upon completion of the presentations and any questioning by the Board, the student and faculty will be excused.
  - f. The Board will discuss the facts of the appeal and reach consensus, or vote, on a recommendation to the Dean. If a vote is taken, the Associate Dean will not vote.
6. Within 24 hours of the hearing, the Associate Dean will prepare a written report that contains:
    - a. A summary of the information presented by both sides at the hearing;
    - b. A summary of the discussion of the Board after the parties were dismissed;
    - c. A recommendation for action by the Dean.
  7. The Dean will then reach a decision based upon the report from the Board; the written appeal submitted by the student and any other information relevant to the case. This decision will normally be made within 48 hours unless further investigation is necessary or the Dean is unavailable within that time frame. If the decision will be delayed longer than 48 hours, the student will be notified by the Dean's Office of that delay. The student will be notified of the Dean's decision by certified mail.

### **Leave of Absence**

Any student wishing to request a leave of absence must submit a written request, including the rationale for the request, to the MPH Program Director. The Program Director will review the student's case and make a written recommendation to the Dean of the School of Health Professions.

Requests for a leave of absence may be approved or rejected by the Program Director and the Dean of the School of Health Professions. Students returning to the program from a leave of absence must comply with the regulations concerning the in-coming class he or she joins upon returning to the Program.

Failure to return to the MPH program at the termination of the Leave of Absence will result in the student's automatic dismissal.

### **Time Limitation**

All requirements for the degree must be completed within six (6) years. An extension of time may be granted by the Associate Dean in cases of unusual circumstances.

### **Financial Aid**

See the *LIU Graduate Bulletin* or the University Web site for information on financial aid.

### **Graduate Assistantships**

The Graduate Assistantship Program at LIU provides professional growth and development through a limited number of supervised work experiences. The student earns a degree and contributes to the academic mission and applied research endeavors of the institution, while maintaining a satisfactory academic standing. MPH students who have a 3.0 cumulative GPA are eligible to apply. Applications will be sent via the MPH listserv by the Program Director/Department Chair.

### **Graduation Requirements**

Students must meet all graduation requirements:

1. Register for, and satisfactorily complete all required course work in the curriculum, including the practicum.
2. Satisfactory remediation of any academic deficiencies.
4. Maintenance good academic standing (i.e. not on academic or clinical or disciplinary probation at the time of graduation).
5. A minimum grade point average of B or 3.0 on a 4.0-point system.
6. Have no disciplinary charges in progress or pending.
7. Satisfy all financial obligations due to Long Island University.
8. Complete a mandatory financial aid exit interview, if the student has received financial aid while at Long Island University.

## **Code of Ethics for the Health Education Profession**

### **Preamble**

The Health Education profession is dedicated to excellence in the practice of promoting individual, family, organizational, and community health. The Code of Ethics provides a framework of shared values within which health education is practiced. The responsibility of each health educator is to aspire to the highest possible standards of conduct and to encourage the ethical behavior of all those with whom they work.

### **Article I: Responsibility to the Public**

A health educator's ultimate responsibility is to educate people for the purpose of promoting, maintaining, and improving individual, family, and community health. When a conflict of issues arises among individuals, groups, organizations, agencies, or institutions, health educators must consider all issues and give priority to those that promote wellness and quality of living through principles of self-determination and freedom of choice for the individual.

### **Article II: Responsibility to the Profession**

Health educators are responsible for their professional behavior, for the reputation of their profession, and for promoting ethical conduct among their colleagues.

### **Article III: Responsibility to Employers**

Health educators recognize the boundaries of their professional competence and are accountable for their professional activities and actions.

### **Article IV: Responsibility in the Delivery of Health Education**

Health educators promote integrity in the delivery of health education. They respect the rights, dignity, confidentiality, and worth of all people by adapting strategies and methods to the needs of diverse populations and communities.

### **Article V: Responsibility in Research and Evaluation**

Health educators contribute to the health of the population and to the profession through research and evaluation activities. When planning and conducting research or evaluation, health educators do so in accordance with federal and state laws and regulations, organizational and institutional policies, and professional standards.

### **Article VI: Responsibility in Professional Preparation**

Those involved in the preparation and training of health educators have an obligation to accord learners the same respect and treatment given other groups by providing quality education that benefits the profession and the public