

## **Graduate Program in Public Health PRACTICUM PROPOSAL GUIDE**

The Practicum Proposal must include all of the following sections. Please use the headings for each section exactly as they appear here and in this order. A description of each section follows the outline.

### **Practicum Proposal Outline**

#### **A. Background**

1. Practicum Organization & Its Public Health Mission
2. Preceptor's Role in Practicum Organization & Practicum

#### **B. Project Description**

1. Brief Summary of your project
2. Goals & Objectives (in bullet form)
  - a. Include "product(s)" or "deliverable(s)" as one of the goals Practicum's
3. Practicum's Contribution & Importance to Practicum Organization

#### **C. Contribution to MPH Learning**

1. Relationship to Mission of Concentration
2. Core Competencies Addressed
  - a. Concentration Competencies Addressed

#### **D. Resources Required (if applicable)**

#### **E. Timeline**

### **Detail on Each Section of the Practicum Proposal**

#### **Background**

- Practicum Organization & Its Public Health Mission
  - Describe the public health service(s) that your Practicum Organization provides, which are relevant to your project
- Preceptor's Role in Practicum Organization & Practicum
  - Describe your Preceptor's position in the Practicum Organization, as well as his/her role relative to your project

#### **Project Description**

- Brief Summary of your project
  - The Practicum Proposal should summarize what the Practicum is intended to accomplish and how you plan to go about this; that is, describe very generally how you will address or answer the problem, question, or issue.
- Goals & Objectives (in bullet form)
  - The Practicum Proposal should state the goal(s) for the Practicum and the associated objectives. Your goal(s) and objectives will be the basis for evaluating your performance during the Practicum.
  - Goals are broad, generalized statements about what you want to achieve, the "targets" to be reached. Objectives are the steps you take to reach your goal(s). Objectives should be SMART: specific, measurable, attainable, relevant, and time-limited. Each objective should begin with an active verb, for example, identify, define, development, investigate, prepare, write, etc.

"The goal is where we want to be. The objectives are the steps needed to get there."

- One of the objectives must identify the “product(s)” or “deliverable(s)” of the Practicum, for example, a research report, program implementation plan, program evaluation plan, community health curriculum, etc. One of the objectives must be a presentation to the relevant audience for the Practicum project, which will usually be within the Practicum Organization.
- If Institutional Review Board (IRB) approval is required to complete the Practicum, one of the objectives will be to complete the application to the Committees on Research Involving Human Subjects (CORIHS), the [University's on-site IRB](#), with responsibility for protecting the rights and welfare of human subjects involved in research. See the CORIHS website for information about conducting research at Stony Brook University and the forms needed to apply for IRB approval of research projects at: <http://www.research.sunysb.edu/humans/humansubjects.html>.
- Practicum’s Contribution & Importance to Practicum Organization

### Contribution to MPH Learning

- Relationship to Mission of Concentration
  - Discuss how the Practicum relates to the mission of your concentration: Evaluative Sciences, Community Health, or Public Health Practice.
- Core & Concentration Competencies Addressed
  - The Practicum Proposal should identify the Core and Concentration Competencies, and their associated Learning Objectives, which will be strengthened through the Practicum experience. **At least one Core Competency and one Concentration Competency should be addressed during the Practicum experience. Identify the specific Learning Experiences within each competency that will be strengthened.** Use the GPPH Competency List in Bulletin/Website

### Resources Required (if applicable)

#### Timeline

The Practicum Proposal should include a timeline that estimates how long it will take to complete each objective including the “product” or “deliverable” of the Practicum and the presentation you will make at the conclusion of the Practicum. Include an estimate of the number of hours that it will take to complete each step in the process, which will total to 135 hours.

A Gantt chart can be used to create the timeline. This is a bar chart that illustrates a project schedule, with start and finish date for each of the terminal elements in the project. You can create a Gantt chart in Excel. For instructions, see: <http://office.microsoft.com/en-us/excel/HA010346051033.aspx>. You can use another method of showing the timeline, if you like.