

GENERAL INFORMATION

PROFESSOR INFORMATION



Instructor: Deidre Okeke, MPH
Phone: (305) 348-0662
Office Hours: By appointment
E-mail: dokeke@fiu.edu

COURSE DESCRIPTION AND PURPOSE

PHC 6945 is a preceptor-guided experience in a Public Health organization. It provides an opportunity for you, as a graduate student in Public Health, to bridge the gap between theory and practice. Generally, the experience will include orientation, observation, and participation in many aspects of the agency's programs related to your comprehensive public health training.

COURSE OBJECTIVES (CO)

During the Practicum, the student will:

1. Design and carry out learning objectives related to the goal of the applied practice experience.
2. Integrate theory and practice of public health in a professional setting.
3. Execute a project agreed upon by the Student, Preceptor, Faculty Advisor, Department Chair, and Practicum Instructor.
4. Recall and demonstrate proficiency in the MPH Foundational Competencies.
5. Experience the administrative, management, and program activities at a Public Health organization.
6. Develop a practicum portfolio which demonstrates attainment of at least five (5) MPH Foundational Competencies.

PRACTICUM REQUIREMENTS

Students culminating the MPH degree with a practicum are required to complete a minimum of **200 hours** of placement at an approved public health agency under the guidance of a qualified Preceptor. These hours should be completed in one or two academic semesters. During the field experience, students will document hours worked and activities in a daily journal. Toward the conclusion of the practicum, students will submit a **comprehensive** portfolio documenting their ability to apply knowledge and principles of public health in a practical setting.

During the semester, students will submit an **electronic portfolio**. This portfolio not only serves to document the practicum experience but should also demonstrate communication skills at a level appropriate to the degree and discipline and provides a permanent summary of professional training.

KEYS TO SUCCESS

- **READ the Syllabus PERIODICALLY**
- Review **ALL** the SUGGESTED WEBSITES on pages 3 & 4 of this syllabus
- Be professional in how you present yourself, communicate with your site/Preceptor and Practicum Instructor, and present your work products
- Work on your portfolio on a continuous basis and be sure to save and backup your work. Remember, your portfolio will be a reflection of a professional document that YOU'VE created
- Maintain your daily journal so weekly assignments are submitted on time
- Learn as much as you can during your practicum
- Identify what it means to succeed in the workplace
- Constantly review your status in attaining MPH competencies
- Take the initiative in pursuing areas of interest to you
- Give yourself practicum credit hours whenever and wherever you are working on your practicum project(s) or professional development
- Ask questions!
- Take initiative in scheduling a meeting or conference call with the Practicum Instructor to discuss practicum progress

IMPORTANT INFORMATION

POLICIES

Please review the [FIU's Policies](#) webpage. The policies webpage contains essential information regarding guidelines relevant to all courses at FIU, as well as additional information about acceptable etiquette for online courses.

Students are responsible for knowing and complying with all FIU Policies and Regulations which are listed in the Student Handbook and at the following link: <https://studentaffairs.fiu.edu/about/student-handbook/index.php>.

FIU HONOR CODE

Florida International University is a community dedicated to generating and imparting knowledge through excellent teaching and research, rigorous and respectful exchange of ideas, and community service. All students should respect the right of others to have an equitable opportunity to learn and honestly demonstrate the quality of their learning. Therefore, all students are expected to adhere to a standard of academic conduct, which demonstrates respect for themselves, their fellow students, and the educational mission of the University. All students are deemed by the University to understand that if they are found responsible for academic misconduct, they will be subject to the Academic Misconduct procedures and sanctions, as outlined in the Student Handbook.

As stated in the [Florida International University Student Handbook](#), **academic misconduct** is defined as the following intentional acts or omissions committed by any FIU student:

“Cheating: The unauthorized use of books, notes, aids, electronic sources; or unauthorized use of on-line exams, library materials or assistance from another person with respect to examinations, course assignments, field service reports, class recitations; or the unauthorized possession of examination papers (or on-line examinations) or course materials, whether originally authorized or not. Any student helping another cheat may be found guilty of academic misconduct”

Plagiarism: The deliberate use and appropriation of another's work without any indication of the source and the representation of such work as the student's own. Any student, who fails to give credit for ideas, expressions or materials taken from another source, including internet sources, is guilty of plagiarism. Any student helping another to plagiarize may be found guilty of academic misconduct.

Misrepresentation: Intentionally lying to a member of the faculty, staff, administration, or an outside agency to gain academic advantage for oneself or another, or to misrepresent or in other ways interfere with the investigation of a charge of academic misconduct.

Misuse of Computer Services: The unauthorized use of any computer, computer resource or computer project number, or the alteration or destruction of computerized information or files or unauthorized appropriation of another's program(s).

Bribery: The offering of money or any item or service to a member of the faculty, staff, administration or any other person in order to commit academic misconduct.

Conspiracy and Collusion: The planning or acting with one or more fellow students, any member of the faculty, staff or administration, or any other person to commit any form of academic misconduct together.

Falsification of Records: The tampering with or altering in any way of any academic record used or maintained by the University."

To support the University's commitment to academic integrity, students are required to submit their Practicum Portfolio to Turnitin.

TECHNICAL REQUIREMENTS & SKILLS

One of the greatest barriers to taking an online course is a lack of basic computer literacy. By computer literacy we mean being able to manage and organize computer files efficiently, and learning to use your computer's operating system and software quickly and easily. Keep in mind that this is not a computer literacy course; but students enrolled in online courses are expected to have moderate proficiency using a computer. Please go to the "[What's Required](#)" webpage to find out more information on this subject.

Please visit our [Technical Requirements](#) webpage for additional information.

ACCESSIBILITY AND ACCOMMODATIONS

The Disability Resource Center collaborates with students, faculty, staff, and community members to create diverse learning environments that are usable, equitable, inclusive and sustainable. The DRC provides FIU students with disabilities the necessary support to successfully complete their education and participate in activities available to all students. If you have a diagnosed disability and plan to utilize academic accommodations, please contact the Center at 305-348-3532 or visit them at the Graham Center GC 190.

Please visit our [ADA Compliance](#) webpage for information about accessibility involving the tools used in this course.

Please visit [Blackboard's Commitment Accessibility](#) webpage for more information.

For additional assistance please contact FIU's [Disability Resource Center](#).

COURSE PREREQUISITES

Eligibility to begin the Practicum is determined by the Practicum Instructor prior to enrollment. Students are expected to have completed at least **30** credits (including **5 Core** courses) prior to enrollment as well.

SUGGESTED WEBSITES

<http://www.cdcfoundation.org/content/what-public-health>: This website was created to answer the following questions: What does public health encompass? What impact does public health have on our lives? What types of careers are available in the field of public health?

<http://aspph.org/>: The Association of Schools and Programs of Public Health represents the Council on Education for Public Health (CEPH)-accredited schools of public health. ASPPH promotes the efforts of schools of public health to improve the health of every person through education, research, and policy. This website disseminates information regarding ASPPH sponsored fellowships, activities and advocacy.

<http://www.apha.org/>: The American Public Health Association is the oldest and most diverse organization of public health professionals in the world. This website provides an overview of membership guidelines, conference information, career resources and various other Public Health links.

<http://www.cdc.gov/Fellowships/>: The Centers for Disease Control and Prevention provide Public Health Training Fellowships for motivated students, graduates, and health professionals for a variety of public health training programs.

<https://www.coursera.org/>: Coursera provides educational and online training opportunities.

<http://publichealthjobs.net/>: The preferred job search engine of the CEPH Accredited Schools of Public Health.

<https://www.TRAIN.org/>: TrainingFinder **Real-time Affiliate Integrated Network (TRAIN)** is a learning resource for professionals who protect the public's health. This is a **FREE** service provided by the Public Health Foundation.

<https://ceph.org/assets/2016.Criteria.pdf>: Accreditation Criteria – Schools of Public Health & Public Health Programs, Council on Education for Public Health (CEPH), Amended October 2016.

EXPECTATIONS OF THIS COURSE

This is an online course, which means most (if not all) of the course work will be conducted online. Expectations for performance in an online course are the same for a traditional course. In fact, online courses require a degree of self-motivation, self-discipline, and technology skills which can make these courses more demanding for some students.

COURSE DETAIL

COURSE COMMUNICATION

Students are encouraged to communicate with the Practicum Instructor via email or through Canvas. The Practicum Instructor will utilize either of the aforementioned methods to communicate course information to the students as well.

ASSESSMENTS

Assessments in this course will be conducted through biweekly assignments (daily journal logs) and coordinated by the Preceptor and the Practicum Instructor.

The **Preceptor** is responsible for completing a checklist of items and written evaluation related to competencies required for an MPH degree. Upon completion of the evaluation, s/he will review and discuss results with the student.

The **Practicum Instructor** is responsible for monitoring the student's progress during practicum assignments, potential site visits, and evaluation of the final portfolio. The Practicum Instructor will submit final grades to the University.

Evaluation of the final portfolio will be based on:

- Provision of adequate background and description of the practicum site and program
- Description of how the objectives of the practicum were met (i.e., activities that led to completing the objectives)
- Description of how the objectives/activities fit within the context of MPH competencies.
- Demonstration of how health issues were analyzed and addressed using knowledge and principles gained from instruction within the program in public health
- Assessment of the educational outcomes of the practicum experience through legible, clear, and graduate-writing
- Assessment of professionalism at site
- Meeting the academic standards for passing the practicum

ASSIGNMENTS

1. Biweekly journal submissions

Every two (2) weeks, students are expected to submit their biweekly journal which documents at least the following:

- Dates
- Hours/minutes in
- Hours/minutes out
- Number of hours per day (this could also be represented in minutes)
- Recap of day's work & connection to competencies (as it applies)
 - *Example:* Today I continued making graphs based on data I transported into excel. Dr. Doe sent me another data set to review, assess, and transport into data tables. I will work on finishing the new data set tomorrow. Today's work links to Competency #3: *Analyze quantitative and qualitative data using biostatistics, informatics, computer-based programming, and software, as appropriate.*
- Total hours completed to date

A sample Excel timesheet can be found in Canvas.

2. Electronic portfolio

At the end of the semester, students will submit an electronic portfolio. This portfolio not only serves to document the practicum experience but should also demonstrate communication skills at a level appropriate to the degree and discipline. The portfolio also provides a permanent summary of professional training. [Details related to the expectations of this portfolio can be found at the end of this syllabus.](#)

GRADING

Grading differs between assignments. Below you will find methods for evaluating the following assessments:

1. Biweekly journal submissions

Two (2)-point scale:

- 0 = Assignment was not completed or did not meet expectations
- 1 = Assignment was completed and met expectations

2. Electronic portfolio

- Please see details at the end of this syllabus
- **Note:** any portfolios that do not meet a passing grade by **April 24th**, will result in an Incomplete grade for the semester. Students will then have time to revise portfolios **after** the semester ends for a final grade.

| Course Requirements | Number of Items | Points for Each | Total Points Available | Weight |
|------------------------------|-----------------|-----------------|------------------------|-------------|
| Biweekly journal submissions | 8 | 1 | 8 | 50% |
| Electronic portfolio | 1 | Varied | 34 | 50% |
| Total | | N/A | | 100% |

| Letter | Range |
|--------|-------|
| Pass | 20-42 |
| Fail | < 20 |

COURSE CALENDAR

WEEKLY SCHEDULE

Below is the schedule of course assignments (**please note**: this syllabus is subject to change by the Instructor based upon students' needs):

| Date | Tasks |
|----------------|---|
| Jan 10 - 16 | <p><i>Supports Learning Objectives:</i></p> <ul style="list-style-type: none"> Design and carry out Learning Objectives related to the goal of the applied practice experience (CO1) Recall and demonstrate proficiency in the MPH Foundational and MPH Concentration Area Competencies (CO4) <p><i>Tasks:</i></p> <ul style="list-style-type: none"> Review course syllabus Review CEPH MPH Foundational & Concentration Area Competencies Review "A Guide to Writing Goals and Learning Objectives," and "SMART Objectives." <i>Biweekly Journal Entry #1 (due: January 30, 2022)</i> |
| Jan 17 - 23 | <p><i>Tasks: N/A</i> Please use January 17th to give back in the form of service. Any hours served can be used for Practicum hour credit per Instructor and Preceptor approval</p> |
| Jan 24 - 30 | <p><i>Supports Learning Objectives:</i></p> <ul style="list-style-type: none"> Design and carry out Learning Objectives related to the goal of the applied practice experience (CO1) Integrate theory and practice of Public Health in a professional setting (CO2) Execute a project agreed upon by the Student, Preceptor, Faculty Advisor, Department Chair, and Practicum Instructor (CO3) Recall and demonstrate proficiency in the MPH Foundational and MPH Concentration Area Competencies (CO4) Experience the administrative, management, and program activities at a Public Health organization (CO5) <p><i>Tasks:</i></p> <ul style="list-style-type: none"> <i>Biweekly Journal Entry #1 (due: January 30, 2022)</i> |
| Jan 31 – Feb 6 | <p><i>Supports Learning Objectives:</i></p> <ul style="list-style-type: none"> Design and carry out Learning Objectives related to the goal of the applied practice experience (CO1) Integrate theory and practice of Public Health in a professional setting (CO2) Execute a project agreed upon by the Student, Preceptor, Faculty Advisor, Department Chair, and Practicum Instructor (CO3) Recall and demonstrate proficiency in the MPH Foundational and MPH Concentration Area Competencies (CO4) Experience the administrative, management, and program activities at a Public Health organization (CO5) <p><i>Tasks:</i></p> <ul style="list-style-type: none"> <i>Biweekly Journal Entry #2 (due: February 13, 2022)</i> |
| Feb 7 - 13 | <p><i>Supports Learning Objectives:</i></p> <ul style="list-style-type: none"> Design and carry out Learning Objectives related to the goal of the applied practice experience (CO1) Integrate theory and practice of Public Health in a professional setting (CO2) Execute a project agreed upon by the Student, Preceptor, Faculty Advisor, Department Chair, and Practicum Instructor (CO3) Recall and demonstrate proficiency in the MPH Foundational and MPH Concentration Area Competencies (CO4) Experience the administrative, management, and program activities at a Public Health organization (CO5) |

| | |
|-----------------------|--|
| | <ul style="list-style-type: none"> Develop a practicum portfolio which demonstrates attainment of at least five (5) MPH Competencies (CO6) <p><i>Tasks:</i></p> <ul style="list-style-type: none"> Biweekly Journal Entry #2 (due: February 13, 2022) |
| Feb 14 - 20 | <p><i>Supports Learning Objectives:</i></p> <ul style="list-style-type: none"> Design and carry out Learning Objectives related to the goal of the applied practice experience (CO1) Integrate theory and practice of Public Health in a professional setting (CO2) Execute a project agreed upon by the Student, Preceptor, Faculty Advisor, Department Chair, and Practicum Instructor (CO3) Recall and demonstrate proficiency in the MPH Foundational and MPH Concentration Area Competencies (CO4) Experience the administrative, management, and program activities at a Public Health organization (CO5) <p><i>Tasks:</i></p> <ul style="list-style-type: none"> Biweekly Journal Entry #3 (due: February 27, 2022) |
| Feb 21 - 27 | <p><i>Supports Learning Objectives:</i></p> <ul style="list-style-type: none"> Design and carry out Learning Objectives related to the goal of the applied practice experience (CO1) Integrate theory and practice of Public Health in a professional setting (CO2) Execute a project agreed upon by the Student, Preceptor, Faculty Advisor, Department Chair, and Practicum Instructor (CO3) Recall and demonstrate proficiency in the MPH Foundational and MPH Concentration Area Competencies (CO4) Experience the administrative, management, and program activities at a Public Health organization (CO5) <p><i>Tasks:</i></p> <ul style="list-style-type: none"> Biweekly Journal Entry #3 (due: February 27, 2022) |
| Feb 28 – Mar 6 | <p><i>Supports Learning Objectives:</i></p> <ul style="list-style-type: none"> Design and carry out Learning Objectives related to the goal of the applied practice experience (CO1) Integrate theory and practice of Public Health in a professional setting (CO2) Execute a project agreed upon by the Student, Preceptor, Faculty Advisor, Department Chair, and Practicum Instructor (CO3) Recall and demonstrate proficiency in the MPH Foundational and MPH Concentration Area Competencies (CO4) Experience the administrative, management, and program activities at a Public Health organization (CO5) <p><i>Tasks:</i></p> <ul style="list-style-type: none"> Biweekly Journal Entry #4 (due: March 13, 2022) |
| Mar 7 - 13 | <p><i>Supports Learning Objectives:</i></p> <ul style="list-style-type: none"> Design and carry out Learning Objectives related to the goal of the applied practice experience (CO1) Integrate theory and practice of Public Health in a professional setting (CO2) Execute a project agreed upon by the Student, Preceptor, Faculty Advisor, Department Chair, and Practicum Instructor (CO3) Recall and demonstrate proficiency in the MPH Foundational and MPH Concentration Area Competencies (CO4) Experience the administrative, management, and program activities at a Public Health organization (CO5) <p><i>Tasks:</i></p> <ul style="list-style-type: none"> LAST ONE! - Biweekly Journal Entry #4 (due: March 13, 2022) |

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| <p>Mar 14 - 20</p> | <p><i>Supports Learning Objectives:</i></p> <ul style="list-style-type: none"> • Design and carry out Learning Objectives related to the goal of the applied practice experience (CO1) • Integrate theory and practice of Public Health in a professional setting (CO2) • Execute a project agreed upon by the Student, Preceptor, Faculty Advisor, Department Chair, and Practicum Instructor (CO3) • Recall and demonstrate proficiency in the MPH Foundational and MPH Concentration Area Competencies (CO4) • Experience the administrative, management, and program activities at a Public Health organization (CO5) <p><i>Tasks:</i></p> <ul style="list-style-type: none"> • <i>Competency section explanations for optional Instructor feedback (due: March 27, 2022)</i> • Work on final portfolio (due: April 17, 2022) • Work on Form E (Student Self Evaluation) for inclusion in final portfolio (due: April 17, 2022) • Ensure Preceptor has completed Form D (Preceptor Evaluation) for inclusion in final portfolio (due: April 17, 2022) |
| <p>Mar 21 - 27</p> | <p><i>Supports Learning Objectives:</i></p> <ul style="list-style-type: none"> • Design and carry out Learning Objectives related to the goal of the applied practice experience (CO1) • Integrate theory and practice of Public Health in a professional setting (CO2) • Execute a project agreed upon by the Student, Preceptor, Faculty Advisor, Department Chair, and Practicum Instructor (CO3) • Recall and demonstrate proficiency in the MPH Foundational and MPH Concentration Area Competencies (CO4) • Experience the administrative, management, and program activities at a Public Health organization (CO5) <p><i>Tasks:</i></p> <ul style="list-style-type: none"> • <i>Competency explanations for optional Instructor feedback (due: March 27, 2022)</i> Note: Feedback will be provided within two (2) weeks of this date |
| <p>Mar 28 – Apr 3</p> | <p><i>Supports Learning Objectives:</i></p> <ul style="list-style-type: none"> • Design and carry out Learning Objectives related to the goal of the applied practice experience (CO1) • Integrate theory and practice of Public Health in a professional setting (CO2) • Execute a project agreed upon by the Student, Preceptor, Faculty Advisor, Department Chair, and Practicum Instructor (CO3) • Recall and demonstrate proficiency in the MPH Foundational and MPH Concentration Area Competencies (CO4) • Experience the administrative, management, and program activities at a Public Health organization (CO5) • Develop a practicum portfolio which demonstrates attainment of at least five (5) MPH Competencies (CO6) <p><i>Tasks:</i></p> <ul style="list-style-type: none"> • Continue working on final portfolio (due: April 10, 2022) • Work on Form E (Student Self Evaluation) for inclusion in final portfolio (due: April 10, 2022) • Ensure Preceptor has completed Form D (Preceptor Evaluation) for inclusion in final portfolio (due: April 10, 2022) |
| <p>Apr 4 - 10</p> | <p><i>Supports Learning Objectives:</i></p> <ul style="list-style-type: none"> • Design and carry out Learning Objectives related to the goal of the applied practice experience (CO1) • Integrate theory and practice of Public Health in a professional setting (CO2) • Execute a project agreed upon by the Student, Preceptor, Faculty Advisor, Department Chair, and Practicum Instructor (CO3) • Recall and demonstrate proficiency in the MPH Foundational and MPH Concentration Area Competencies (CO4) |

| | |
|--|---|
| | <ul style="list-style-type: none"> • Experience the administrative, management, and program activities at a Public Health organization (CO5) • Develop a practicum portfolio which demonstrates attainment of at least five (5) MPH Competencies (CO6) <p><i>Tasks:</i></p> <ul style="list-style-type: none"> • Continue working on final portfolio (due: April 10, 2022) |
| Apr 11 – 17 | <p><i>Supports Learning Objectives:</i></p> <ul style="list-style-type: none"> • Design and carry out Learning Objectives related to the goal of the applied practice experience (CO1) • Integrate theory and practice of Public Health in a professional setting (CO2) • Execute a project agreed upon by the Student, Preceptor, Faculty Advisor, Department Chair, and Practicum Instructor (CO3) • Recall and demonstrate proficiency in the MPH Foundational and MPH Concentration Area Competencies (CO4) • Experience the administrative, management, and program activities at a Public Health organization (CO5) • Develop a practicum portfolio which demonstrates attainment of at least five (5) MPH Competencies (CO6) <p><i>Tasks:</i></p> <ul style="list-style-type: none"> • Work on final portfolio revisions if needed (due: April 17, 2022) |
| Apr 18 - 24 | <p><i>Supports Learning Objectives:</i></p> <ul style="list-style-type: none"> • Design and carry out Learning Objectives related to the goal of the applied practice experience (CO1) • Integrate theory and practice of Public Health in a professional setting (CO2) • Execute a project agreed upon by the Student, Preceptor, Faculty Advisor, Department Chair, and Practicum Instructor (CO3) • Recall and demonstrate proficiency in the MPH Foundational and MPH Concentration Area Competencies (CO4) • Experience the administrative, management, and program activities at a Public Health organization (CO5) • Develop a practicum portfolio which demonstrates attainment of at least five (5) MPH Competencies (CO6) <p><i>Tasks:</i></p> <ul style="list-style-type: none"> • N/A – Final grades entered by Practicum Instructor |
| <p>You did it! Congrats on completing your practicum! 😊</p> | |

APPENDIX A: Assignment Guide

Final Portfolio Requirements

(At a minimum, your final portfolio should be **40-45** pages, double-spaced and in **APA format**)

This outline serves as a guide for the components of your final electronic portfolio. **All content should be written as a scholarly paper** (i.e., complete sentences, proper paragraph structure, limited bullet points etc.).

Title Page (Project Title, Your Name, Name of Agency [Including Division], Name and Professional Title of Preceptor, Dates of Placement)

Table of Contents (include page numbers for the portfolio) Suggested # of Pages ↓

| | | |
|-------------|--|----|
| I. | Form A: Practicum Education Plan | 1 |
| II. | Introduction to the Agency | 2 |
| | a. Size | |
| | b. Location | |
| | c. Mission/Vision | |
| | d. Brief description | |
| | e. Population served | |
| | f. Programs offered | |
| III. | Personal Practicum Goals and Objectives | 4+ |

In this section, tell us why you selected your site and your thoughts after selection (examples: to learn how a health department works; to learn how a hospital works and get experience in this area; although this agency was not my first choice, I hope to learn ...)

- a. Why was this agency selected?
- b. Why was this project created/planned?
- c. What were your goals for this project?
- d. What was your agency’s goal for selecting you for this project/what are they intending to accomplish as an agency?
- e. What five (5) competencies did you select and how were they demonstrated through your work products? **(This should be at least 1-page (double-spaced) for each competency)**

| | | |
|------------|---|--------|
| IV. | Work Products TWO (2) MAJOR PRACTICUM PRODUCTS ARE EXPECTED | Varies |
|------------|---|--------|

Include a copy of your resume to include your duties during your practicum. Work/evidence may include anything you created or helped create that is relevant to Public Health such as PowerPoint presentations, papers written for the Practicum site, brochures developed, surveys, meeting agendas, emails, training certificates, photos (be careful when photographing clients due to confidentiality concerns), and sample forms utilized during the practicum. Works products should connect to your selected competencies.

V. Practicum & Evaluation Forms

| | |
|--|---|
| Form B: Preceptor Agreement & Form D: Preceptor Evaluation | 5 |
| Form E: Student’s Self-Evaluation | 3 |

VI. Appendices

Weekly journal submissions (must include all dates worked, time period (9am – 2pm), number of hours per day, activities, and **TOTAL** hours completed for the practicum

Other Materials (trainings, certificates earned, and other materials) Varies