

**ID 261 Practice of Health Care Management**  
**Section 1: Jack Kasten (Management)**  
**Section 2: John McDonough (Policy)**

**Guidelines for Required Practice Placements for Professional Masters Students**

**Practice Objectives**

Objectives of the required practice placement for students include:

- Integrate, synthesize and apply knowledge and skills acquired at HSPH to a real world problem/issue
- Enhance and develop skills needed to function in a professional public health setting, particularly:
  - Problem solving and analysis
  - Interpersonal skills
  - Oral and written communication
- Work on a substantive public health problem or issue that is salient to the sponsoring organization
- Engage in professional self-assessment and critical reflection

**Criteria for Acceptable Practice Placements**

Practice placements should:

- Require the student to apply graduate level skills and competencies acquired in his/her degree program ( i.e., has “rigor”)
- Address a practical/applied issue or problem in a practice setting\*
- Address a problem or issue likely to be encountered in public health practice
- Advance the student’s skills and knowledge
- Focus on specific projects and deliverables
- Be manageable in terms of the student’s time, skills and knowledge
- Have a preceptor who has the appropriate education and training to oversee the project, is willing to agree to the responsibilities described in the project agreement, and is approved by the instructor
- Enhance the career potential and professional development of the student

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\* The project for students in the research track may address a research topic or issue

## **Practice Structure**

In general, for practice placements during the academic year, students are expected to work 8-10 hours per week at an approved practice site. In addition to the practice placement, students will meet on a regular basis with the course instructor and other students.

## **Process for Approving Practice Placements**

There are two steps in the practice placement process:

- Step 1: “Proposal Form” must be completed by student and submitted to the course instructor for review and approval prior to the start of the project. (See attached Form A.)
- Step 2: Once the Proposal Form has been approved, a “Practice Placement Agreement” must be signed by the student and the preceptor and submitted to the course instructor within two weeks of the start of the project. (See attached Form B.)

## **Responsibilities of Preceptor**

- Develop a realistic project scope and work schedule with the student
- Orient student to the organization and project
- Be available on a regular basis to meet with and supervise the student and to provide performance feedback
- Provide resources needed to complete project (e.g., work space, computer, administrative support, access to data)
- Provide written feedback for the student and the school by completing the placement evaluation form
- Agree to assist in student’s professional development activities (e.g., meet leaders of organization, attend meetings during practice placement, conduct informational interviews)

## **Recommended Assignments and Methods of Evaluation**

- Final written project report and presentation
  - Presentation: 15-20 minutes
  - Paper with an executive summary; maximum of 15 pages, excluding sources,
- Class participation
- Preceptor evaluation (See attached Form C)
- Other assignments as determined by instructor (e.g., reflective memos, self-assessment)

## **HSPH Guidance for Student Practice**

Students are responsible for finding, arranging, and completing the practicum. Course instructors, other faculty, and others at HSPH may also provide assistance. Among the resources that will be made available are:

1. HPM Student web site – <http://www.hsph.harvard.edu/hpm>
  2. Resource book of previous practicum experiences (To view this book, please see Janeen Rivers, Kresge 324 or Anne Occhipinti, Kresge 322 in the Office of Academic Programs and Student Services)
  3. The Division of Public Health Practice has a central database of practice opportunities offering opportunities that are appropriate for practice as well as for volunteer activities, and other options that may be valuable experience to add to your resume.
- Resource Contact: Betty Johnson  
Assistant Director, Student Practice Support  
Division of Public Health Practice  
401 Park Drive  
Landmark Building, 3rd Floor East  
Boston, MA 02215  
E-mail: [bljohnso@hsph.harvard.edu](mailto:bljohnso@hsph.harvard.edu)  
Phone: (617) 496-8064  
Fax: (617) 495-8543

When you identify an opportunity you plan to use for your practicum, you must obtain approval from your practice course instructor for your program prior to confirming the site as a practice placement.

**FORM A**

**Practice Proposal Form – ID 261**

**Course Instructor** \_\_\_\_\_

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

Student E-mail: \_\_\_\_\_

Proposed Practice Site: \_\_\_\_\_

Preceptor Name: \_\_\_\_\_

Preceptor Title: \_\_\_\_\_

Preceptor Address: \_\_\_\_\_

\_\_\_\_\_

Preceptor Telephone: \_\_\_\_\_

Preceptor E-mail: \_\_\_\_\_

Short description of proposed project and your role in the project:

How is this project relevant to public health?

What skills and knowledge will you use and develop during this practice placement?

Compensation (if any): \_\_\_\_\_

Please return by February 1, 2008 to:  
**Janeen Rivers**, Kresge 324  
jriver@hsph.harvard.edu

**FORM B**

**Practice Placement Agreement**

**Course Instructor** \_\_\_\_\_

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

Sponsoring Organization: \_\_\_\_\_

Preceptor Name and Title: \_\_\_\_\_

Preceptor Telephone: \_\_\_\_\_

Preceptor E-mail: \_\_\_\_\_

Short Project Description:

What is the student's role in the project?

Project products/deliverables and due dates:

What knowledge, skills and learning experiences can the student expect to gain from the project?

How will the student be oriented to the organization and the project?

What is the plan for regular meetings between the student and preceptor to review progress on project and provide feedback on the student's performance?

## Practice Placement Agreement-2

Student work schedule:

- Beginning date: \_\_\_\_\_ Completion date: \_\_\_\_\_
- Number of hours per week: \_\_\_\_\_ Days per week: \_\_\_\_\_

Will any resources be provided or made available to the student to support work on the project:

- Work space? \_\_\_\_\_
- Access to equipment? \_\_\_\_\_
- Administrative support? \_\_\_\_\_
- Other? \_\_\_\_\_

Compensation (if any): \_\_\_\_\_

Student's signature: \_\_\_\_\_

Preceptor's signature: \_\_\_\_\_

Date: \_\_\_\_\_

Please return by February 8, 2008 to:

**Janeen Rivers**, Kresge 324  
jriver@hsph.harvard.edu

## FORM C

### Practice Placement Preceptor's Evaluation of the Student

Preceptor's Name and Title: \_\_\_\_\_

Organization Name: \_\_\_\_\_

Preceptor's Telephone: \_\_\_\_\_

Preceptor's E-mail: \_\_\_\_\_

Student's Name: \_\_\_\_\_

1. What is your assessment of the student's mastery of the types of analytic and problem-solving skills that were required for the project(s) on which the student worked?

Excellent    Good    Adequate    Fair    Poor

2. What is your assessment of the student's mastery of the interpersonal skills necessary for the project(s)?

Excellent    Good    Adequate    Fair    Poor

3. What is your assessment of the student's overall work performance?

Excellent    Good    Adequate    Fair    Poor

4. Please make any comments or suggestions that you believe are relevant to the student's performance in his/her work at your organization.

Please return by May 16, 2008 to:  
**Janeen Rivers**, Kresge 324  
jrivers@hsph.harvard.edu