BUSPH Office of Public Health Practice

**Practicum Posting Guidelines**

**Before creating a practicum description, please review the list below to determine whether or not a position meets basic practicum requirements:**

* Does the position deal with public health issues?
* Will the work provide a challenging professional experience for a graduate student?
* Does my agency have the resources to appropriately support a student?
* Is there a person at my agency who could serve as a Field Supervisor?
* Does the position meet the minimum requirement of 112 student work hours?

**When is the best time of year to post a practicum position?**

The Practice Office compiles and posts student practicum opportunities on a rolling basis. However, the best times to post a practicum are listed below.

• Fall Semester: July – September

• Spring Semester: November – January

• Summer Semester: April – June

**How do I post a practicum position?**

Once you’ve crafted a posting, please email it to the practicum program manager, Katie Boss (keboss@bu.edu), who will advertise the position via listserv and online database. You can also contact Katie for assistance with the process. For your convenience, please use the template below for creating a position description.

Practicum Posting Template

* Agency name, address, website
* Brief agency description and/or mission statement
* Practicum position description
* Student responsibilities and scope of work
* Minimum or preferred skills needed by student
* Estimated number of hours required, estimated start/end dates
* Application deadline
* Availability of a stipend, if any (please provide an estimate)
* Number of students requested for practicum
* Is a car essential for completing the project?
* How to apply
* Name, title, and contact information of Field Supervisor/Hiring Coordinator

**For more information, please contact:**Katie Boss  
t: 617-638-4994 e: keboss@bu.edu  
<http://sph.bu.edu/practice>

**Practicum Posting Template**

**Agency Name:**

**Agency Department (if applicable):**

**Title of Position:**

**Address:**

**Website:**

**Agency description/mission statement:**

**Practicum description:** (*Describe the project(s) related to the practicum)*

**Scope of work:** (*List the student’s responsibilities/duties)*

**Minimum skills required:** *(List preferred or required skills, e.g., language, research, knowledge*

*of statistics or computers, familiarity with particular population, etc.)*

**Estimated start/end date:**

**Estimated days/hours:**

**Application deadline:**

**Number of students requested:**

**Is a car necessary?** *(Yes or no)*

**Stipend:** *(Yes or no, if yes, please provide estimate)*

**To apply:** *(List instructions for how students can apply)*

**For more information:** *(Contact information of Field Supervisor and/or Hiring Coordinator)*