

Practicum Learning Contract

Boston University School of Public Health

Instructions:

- Complete ALL INFORMATION on both sides of this form and attach the project description, approved Scope of Work, and Core Competencies. Student, Field Supervisor, and appropriate BUSPH faculty signatures are required.
- Submit the completed contract to the Practice Office within two weeks of the practicum start date. Keep one copy for yourself.

Student Information

Name: _____ BU ID #: _____

Email: _____ Concentration: _____

Course Information

Course #: PH 970 ____ PH975 ____ # of credits ____ PH984 ____

Semester: Fall ____ Spring ____ Summer ____ Year: ____

Practicum *Start* Date: _____ Practicum *End* Date: _____

Practicum Work hours per week: _____

Date of Midpoint Review with Field Supervisor: _____

Faculty Information

Departmental Faculty Practice Representative: _____
(please print)

SPH Faculty Preceptor (PH984 only): _____
(please print)

Practicum Site Information

Practicum Site (agency name, department, division, etc.): _____

Practicum Site Mailing Address: _____

Field Supervisor Information

Name: _____

Title: _____

Phone: _____ Email: _____

Practicum Content

Please include the following information on a separate sheet of paper and attach to this form:

1. Title/Position of student's practicum and a **background** description of the practicum site and project: 1-2 paragraphs.

2. Complete the Scope of Work following the example provided online (Practicum Blackboard site under Assignments):

- **Projected Deliverables/Outcomes:** List the products that you will help produce during your practicum (e.g., reports, data-sets, presentations, brochures, curriculum, etc.)
 - ❖ If there are no other deliverables obvious at the outset of your practicum, leave blank. Deliverables or outcomes that are identified during the practicum can be added to the Scope of Work at the Mid-point Review.
- **Activities:** List the various activities that you will engage in for each phase of your practicum (as they relate to the deliverable).
- **Timeline:** For each activity, list a general period (weeks and or months) during which the activity will be completed.

Professional Responsibility

The practicum experience is intended to provide students with an opportunity to learn professional responsibility as well as public health skills. To facilitate this, it is important for the field supervisor to have a discussion with the student to clarify expectations and educate the student about rules, regulations, and policies that govern the activities that they will be performing on behalf of their host agency. We recognize that a discussion on these issues should best take place early on in the placement as students may not have sufficient experience to anticipate what issues need to be addressed or how best to initiate the discussion. The questions below are intended to facilitate that discussion and to ensure that matters that often arise in the context of public health placements are addressed.

The questions below should be completed by the agency supervisor and discussed with the student.

Human Subject Research:

Yes No

____ ____ Does the project entail *research** involving human subjects and/or use of identifiable data?

IF YES:

____ ____ Has the project been reviewed and approved by the appropriate Institutional Review Board?

* "Research" means a systematic investigation, including research development, testing and evaluation, designed to develop or contribute to *generalizable knowledge*. Not everything that involves contact with people is considered research. For example, interviewing participants of an intervention program conducted by the agency in order to evaluate and improve the program would not be considered research unless the results were going to be used to be generalizable to other programs or agencies.

Access to and Use of Data:

Yes No

____ ____

Will student generate data for the host agency/organization or use data supplied by the host agency/organization?

IF YES:

____ ____

Does the practicum supervisor have authority to grant student use of data?

____ ____

May the student take the data offsite from the agency/organization?

____ ____

Will the student be allowed to report the data or the results of their analysis as part of their final practicum product (poster or oral presentation)?

Please specify any additional confidentiality issues that the student should be aware of:

Please specify any additional data restrictions and authorship restrictions/arrangements:

Practicum Course Requirements

In conjunction with the Field Supervisor and the Departmental Faculty Practice Representative the student is responsible for:

- **Learning Contract:** approved, signed and submitted
- **Midpoint Review:** reviewed, signed and submitted
- **Abstract:** reviewed with faculty rep. prior to submission
- **Practicum poster:** presented at the practicum finale
- **Practicum work hours:** completed practicum tasks and required hours
- **Student and Field Supervisor Evaluation Forms:** reviewed, signed and submitted
- **2 Professional Development Skill-Based Seminars** - matriculating fall 2009 students & after

Signatures

I have read the Learning Contract as prepared by the student and understand my role and responsibilities with regards to the successful completion of this practicum.

Student: _____ **Date:** _____

Field Supervisor: _____ **Date:** _____

Departmental Faculty Practice Representative / SPH Faculty Preceptor:

_____ **Date:** _____