

Overview – BUSPH Practicum Course

Below are all the steps that are required to complete the BUSPH Practicum. If you have any questions about the steps listed below, do not hesitate to contact Scott Harris, Practicum Director (scotth@bu.edu). We hope to hear from you!

1. Selection and Registration: *Students are responsible for finding an appropriate Practicum experience, with support from faculty and the Practice Office.*

- Identify a Practicum opportunity and Field Supervisor (someone at the host organization).
- Meet with your Departmental Faculty Practice Representative (DFPR) to discuss your Practicum choice. (Don't know who your DFPR is? Go [here](#), Contacts → Departmental Faculty Practice Representatives, to find out.)
- Submit **Practicum Approval Form** via the [Practiceweb](#)
- Register for your Practicum by completing a "Practicum Registration Form" with the Practice Office. ALL students must officially register for their Practicum.

2. Learning Contract: *This document sets up the expectations, deliverables and timeline before the start of the Practicum.*

- Meet with Field Supervisor to discuss and develop your **Learning Contract** including the Scope of Work and timeline.
- Meet with DFPR to discuss and refine your Learning Contract (found on the Practiceweb).
- Officially submit Learning Contract online via the Practiceweb.
- Submit a hard copy of your Learning Contract to the Practice Office, signed by your Field Supervisor within 2 weeks of your Practicum start date. Timeline is accelerated for international Practicums.

3. Public Health Skills Workshops: *This is an opportunity to fill any gaps in your experience.*

- Attend two (2) Public Health Skills Workshops during the course of your degree program. Find the list of current workshops, [here](#) (Assignments → Professional Development Skills-Based Learning Experiences Requirement). Do not wait until the end of your program to complete this requirement!

4. Midpoint Review

- Halfway through your Practicum, meet with your Field Supervisor to discuss Practicum progress.
- Complete **Midpoint Review Form** via the Practiceweb and make any necessary updates to the Scope of Work and timeline.
- Submit a hard copy to the Practice Office, signed by your Field Supervisor within a week of completing the form.

5. Abstract

- Submit an Abstract of your Practicum work prior to the Practicum Finale, online via the Practiceweb. Not sure how to write an abstract? Find examples, [here](#). (Assignments → Abstract)
- Due dates for abstracts:
 fall semester: November 17, 2015
 spring semester: April 5, 2016

6. Practicum Poster & Poster Session

- Develop a Practicum poster and submit it to the Practice Office 24 hours prior to the poster session (dates listed below). Not sure how to make a professional poster? Click [here](#) (Assignments → Poster Presentation) for poster guidelines and samples.
- Attend **Practicum Finale** event to present your poster, during the **Poster Session**, and to attend your **Concentration Specific Integration Seminar**.
- Practicum Finale Dates: fall semester - December 2, 2015
 spring semester – April 21, 2016

7. Evaluations

- Submit your completed **Student Evaluation of Practicum** form online via the Practiceweb, after the completion of your Practicum.
- Remind your Field Supervisor to complete the **Field Supervisor Evaluation of Practicum Student** online via Practiceweb.