



## Boston University School of Public Health

### FOR FACULTY AND STAFF CURRENTLY *HOSTING* PRACTICUM STUDENTS: Practicum FAQ's RELATED TO COVID-19

1. **What if COVID-19 prevents the practicum student from continuing (i.e. hours, deliverables, or changing/ending abruptly)? What if my student's ability to access needed information changes due to BUSPH implementing 'social distancing' strategies and employees are working remotely?**

These are uncharted waters, and both CEPH and BUSPH understands that flexibility is needed while still ensuring that students gain fundamental public health competencies. **To that end, practicums constrained by COVID-19 over this period of disruption, may apply these measures if needed.**

#### If your work needs have changed, and thus, the student deliverables have changed

Students are able to change competencies and deliverables from what was proposed. They may consider what intermediate work products they have already contributed, and recast them to serve as deliverables. Another possible deliverable option is to craft a well-developed reflection to meet some competencies.

#### If the student has not (or will not) complete the 240-hour requirement – and – they are **unable** to complete your practicum remotely

- If the student has completed LESS than 120 hours, they will be required to submit 2 deliverables plus a reflection paper related to their practicum in some way, though their initial competencies may change.
- If they have completed MORE than 121 hours, they will be required to submit 2 deliverables and one of these may be a reflection paper related to their practicum in some way.

#### I am no longer available to complete evaluations

Supervisors automatically receive reminders to review student's work (generated from the Practicum Portal). If you are no longer available to complete these evaluations, then the student must note this when they are describing changes.

- Note: you may be contacted by the BUSPH Practicum team at a later date.

#### How does the student communicate their changes to the Practicum team?

Students will communicate changes in the Practicum Portal either in the Midpoint Review or Final Review section, depending on what stage they are at in the Process.

- For changes in deliverables and/or competencies, students will use the "Did your Practicum Proposal Information change?" textbox as indicated below. (The screen capture is for the Midpoint Review, though the Final Review form is similar). Additionally, in this section, students should let us know if you, as their Supervisor, can NOT complete their review.

[Practicum Proposal](#) | **Midpoint Review** | [Final Review](#)

**Instructions:** The Midpoint Review allows students to formally reflect on their practicum midway through the experience and to foster feedback. The Midpoint Review ensures that the practicum is providing a valuable learning experience for the student, and that the student is making a meaningful contribution to the organization. It can help identify and troubleshoot any unforeseen challenges or barriers. Finally, it provides an opportunity to make any necessary updates to the original proposal.

**Status:** Pending completion

**Student Assessment**

Please check this box to confirm that you have reviewed your Practicum Proposal and all information is up to date

**Did your Practicum Proposal information change?** (i.e. target learning competencies, target deliverables)  No  Yes

**If YES, please share what the changes were and why you made them. Additionally, please revise your deliverables and competencies (if applicable) in your Proposal.**

**Are you on track to complete your required hours?**  No  Yes

**If NO, please explain why:**

- If the student's hours are off track, due to Covid-19, the student must explain why, and indicate how many hours they were able to complete, and whether they expect to be able to complete more.

[Practicum Proposal](#) | **Midpoint Review** | [Final Review](#)

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**If YES, please share what the changes were and why you made them. Additionally, please revise your deliverables and competencies (if applicable) in your Proposal.**

**Are you on track to complete your required hours?**  No  Yes

**If NO, please explain why:**

- Can the student do the Practicum remotely?  
Yes. Completing some or all of the practicum hours remotely is possible. Those working remotely should develop a schedule and structure for how they will work and communicate with you as their Supervisor. (For example, work Mondays, Wednesdays and Thursdays from 8am-4pm, and speak with my supervisor weekly via Zoom/Skype. Send a summary of work activities at the end of each week.)
- Due to COVID-19 I am no longer available to mentor the student -- what should I do?  
Is there another person at the site, familiar with the student's efforts, who can stand in? If yes, students can edit the "Supervisor contact information" in the Practicum Proposal section in the Portal. Once this is done, the new Supervisor will participate in the 3-step review and approval processes that takes place during the Proposal, Midpoint and Final Review stages.

For any questions, please contact [sphpract@bu.edu](mailto:sphpract@bu.edu)