

**Department of Health Promotion, Education, and Behavior**  
**PUBLIC HEALTH PRACTICE AGREEMENT**  
**CONTRACT FOR PRACTICUM**

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

Phone \_\_\_\_\_ Email \_\_\_\_\_

Project Title \_\_\_\_\_

Agency/Organization \_\_\_\_\_

Location (City/State/Country) \_\_\_\_\_

Beginning Date \_\_\_\_\_ Ending Date \_\_\_\_\_

Please complete the following information on a separate sheet and attach. Student, faculty practicum advisor, and mentor sign below:

1. Specify specific learning objectives/outcomes.
2. State work tasks to be performed by the student.
3. Specify the experiences to be undertaken (including strategy, methods, resources, settings).
4. Specify the criteria for assessment of learning results and work performance.
5. Describe in detail any special conditions, arrangements, or restrictions.
6. Give time sequence for achieving the desired results and how progress will be monitored. (Specify dates on which Student, Faculty Advisor and Mentor will consult).

**Faculty Advisor:**

Signed \_\_\_\_\_ Date \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

**Student:**

Signed \_\_\_\_\_ Date \_\_\_\_\_

**Mentor Statement:** The above statements represent my understanding of what the student has agreed to do with the organization and I am hereby agreeing to provide the necessary supervision and support expected of a Mentor in carrying out this work. I will monitor this student to ensure that policies and legal restraints of this organization, such as those governing confidentiality of records or trade secrets are not violated.

Signed \_\_\_\_\_ Date \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

Title \_\_\_\_\_

**Department of Health Promotion, Education, and Behavior**  
**PRACTICUM PRESENTATION GUIDELINES**

(Details of the practicum presentation should be discussed with  
Faculty Practicum Advisor – the following are general guidelines only)

- I. Provide Overview of Project (Introduction)
  - A. Setting/Population
  - B. Health Problem/Issue
  - C. Goals/Objectives/Timeframe
  - D. Program Description
  - E. Relevant Literature
  
- II. Describe Process/Activities (may be organized by objectives, chronological order, etc.) (Methods)
  - A. Specific Activities Undertaken
  - B. Barriers and How Handled Barriers
  - C. Activities/Events that Worked Well
  
- III. Describe/Display Accomplishments, Results, or Any Other Products and Summarize Accomplishments Relative to Objectives (Results)
  
- IV. Discuss "Lessons Learned;" Make Recommendations or Conclusions (Discussion)

**Department of Health Promotion, Education, and Behavior**  
**PRACTICUM NOTEBOOK GUIDELINES**

(Details of practicum notebook should be discussed with  
Faculty Practicum Advisor – the following are general guidelines only)

The notebook generally parallels the presentation, although there is a lot of variation from project to project. Some notebooks are written as reports with full narrative; some are written in more outline form; and some are more like portfolios, with documentation of correspondence, materials created, etc.

- I. Cover Page
- II. Contract/Objectives
- III. Overview of Project (Introduction)
  - A. Setting/Population
  - B. Health Problem/Issue
  - C. Relevant Literature
  - D. Program Description
- IV. Process/Activities of Project/Practicum (may be organized by objectives, chronological order, etc.) (Methods)
  - A. Specific Activities Undertaken
  - B. Barriers and How Handled Barriers
  - C. Activities/Events that Worked Well
- V. Display Accomplishments, Results, or Any Other Products and Summarize Accomplishments Relative to Objectives (Results)

(This could include assessments developed or used; educational materials developed, results of focus groups, minutes of coalition meetings, etc.)
- VI. "Lessons Learned", Recommendations or Conclusions (Discussion)
- VII. Other Documentation, Relevant Materials, Reference List, etc.

**Department of Health Promotion, Education, and Behavior**  
**PRACTICUM NOTEBOOK CHECKLIST**

(Details of practicum notebook should be discussed with  
Faculty Practicum Advisor – the following are general guidelines only)

- \_\_\_ Cover Page
- \_\_\_ Contract/Objectives
- \_\_\_ Overview of Project (Introduction)
  - \_\_\_ Setting/Population
  - \_\_\_ Health Problem/Issue
  - \_\_\_ Relevant Literature
  - \_\_\_ Program Description
- \_\_\_ Process/Activities of Project/Practicum (may be organized by objectives, chronological order, etc.) (Methods)
  - \_\_\_ Specific Activities Undertaken
  - \_\_\_ Barriers and How Handled Barriers
  - \_\_\_ Activities/Events that Worked Well
- \_\_\_ Display Accomplishments, Results, or Any Other Products and Summarize Accomplishments Relative to Objectives (Results)

(This could include assessments developed or used; educational materials developed, results of focus groups, minutes of coalition meetings, etc.)
- \_\_\_ "Lessons Learned", Recommendations or Conclusions (Discussion)
- \_\_\_ Other Documentation, Relevant Materials, Reference List, etc.

