

# MASTER OF PUBLIC HEALTH PRACTICE PLACEMENT FACULTY LEAD RESPONSIBILITIES CHECKLIST

Prior to the start of the MPH Practice Placement:

	Confirm student has met with the Practice Placement Assistant to discuss Practice Placement procedures.
	Confirm student has been accepted by a Practice Placement site.
	Confirm Practice Placement site is consistent with MPH program requirements.
	Help student create a minimum of three academically sound learning objectives based on the needs of the site agency. (The I-Tech Technical Implementation Guide #4 can be located at <a href="http://www.go2itech.org/resources/technical-implementation-guides/TIG4.WritingLrngObj.pdf">http://www.go2itech.org/resources/technical-implementation-guides/TIG4.WritingLrngObj.pdf</a> at <a href="#">download/file</a> )
	Establish communication with the student's Practice Placement Site Preceptor.
	Sign the Master of Public Health Practice Placement Initiation form.

During the Practice Placement:

	Meet with the student or the Practice Placement Site Preceptor (or his/her designee) as needed.
	Check on student's monthly progress reports in the CMH 8110 Pilot Dropbox as needed. The Practice Placement Assistant will send the Faculty Lead an email about any issues that cause concern about progress in the Practice Placement.

At the end of the Practice Placement:

	Review the student's written report describing their Practice Placement experience and the achievement of their learning objectives.
	Complete an online evaluation of the student's Practice Placement performance. A link to the evaluation will be emailed by the Practice Placement Assistant. The evaluation is to be completed within ten (10) days of receipt.
	Recommend a grade of Pass (P) or Unsatisfactory (U) at the end of the student's Practice Placement based upon the summary report, the journal, the student's evaluation, and the Site Preceptor's evaluation.
	If the student's work is satisfactory but incomplete, work with the student to prepare a Faculty-Student Agreement for the Grade of Incomplete form.

**Contact: Anne King, Practice Placement Assistant – [anne.king@wright.edu](mailto:anne.king@wright.edu) (937) 258-5558**



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