

Public Health Practicum for CUE credit

- Majors who wish to fulfill the CUE requirement by doing a practicum may do so with the permission of the Public Health Program Director. Only Public Health majors are eligible to do the practicum, which can only be done during the **senior year**.
- Practica differ from internships in that they are graded A through F (as opposed to P/F for internships), and require more substantial and rigorous written work.
- Students may enroll in the practicum only once and it must be taken for a full credit.

All students doing a practicum must meet with the Public Health Program Director to review the requirements. Students are expected to complete two written assignments (one at mid-term and one final) that describe the nature of the work they are doing, and how it relates to the broader themes in public health.

The mid-term paper should cite specific examples of the public health problem(s) being addressed, the magnitude of the problem, the key determinants of the problem, and the interventions or strategies being used to minimize or eliminate the problem. The first paper should be similar to the problem solving paper written in the Issues in Public Health course. *The mid-term internship evaluation form should also be completed by the on-site supervisor and included with the mid-term paper.* **The mid-term paper is due no later than the Monday of the fourth week of October.**

The final paper should follow up on the progress made throughout the semester and should summarize the highlights of the work, including specific responsibilities, accomplishments or positive contributions that were made to the organization by the student, and unique opportunities that were made possible by working at the particular site. In addition, students should address the strengths and weaknesses of the organization in promoting public health related endeavors, as well as possible solutions to address the weaknesses. Finally, students should reflect on the experience on both a personal and professional level including their own strengths and weaknesses and possible ways to improve. *The final internship evaluation form should be completed by the on-site supervisor and included with the mid-term paper.* **The final paper is due no later than the Monday of finals week.**

Logging Hours

A practicum is worth a full academic credit and requires students to work at least 126 hours per semester which is equivalent to a *minimum* of 9.5 hours per week for 13 weeks. Students are encouraged to arrange their schedules so that they work at least that amount of hours per week. **Organizations that cannot accommodate the student for this amount of time must state this at the beginning of the semester so that students can make other arrangements.**

Role of the onsite supervisor

The onsite supervisor is responsible for overseeing the practicum and ensuring that the student is receiving a practical experience and that the number of required hours is being fulfilled appropriately. The purpose of the practicum is to provide students the opportunity to develop appropriate skills that are useful in the practice of public health. These skills may include, but are not limited to research and study design, data collection and analysis, program development, and policy making.

MUHLENBERG COLLEGE
Mid-Term Internship Evaluation
(to be completed by Site Supervisor)

You may make copies of this form or access an online form at the following web site:
www.muhlenberg.edu/careercenter/internship/page13.html. Please complete this evaluation and review it with the intern during the 7th-8th week of the semester. Give concrete examples in your discussion. After you and the intern have signed this evaluation, please forward a copy to the faculty sponsor or department internship coordinator and give a copy to the intern.

Intern's name _____ Date _____

Organization _____ Site Supervisor _____

Faculty sponsor or department internship coordinator

Internship Position _____

Brief description of responsibilities _____

	low		average		high	Not applicable
<u>Personal Traits and Qualities</u>						
Attendance	1	2	3	4	5	N/A
Punctuality	1	2	3	4	5	N/A
Reliability	1	2	3	4	5	N/A
Appropriate dress/appearance	1	2	3	4	5	N/A
Cooperation	1	2	3	4	5	N/A
Initiative and resourcefulness	1	2	3	4	5	N/A
Exercises sound judgment	1	2	3	4	5	N/A
Willingness to learn	1	2	3	4	5	N/A
Accepts constructive criticism	1	2	3	4	5	N/A
Interacts well with staff and constituents	1	2	3	4	5	N/A
Level of professionalism	1	2	3	4	5	N/A
<u>Intellectual and Professional Background</u>						
Knowledge of field	1	2	3	4	5	N/A
Thinks independently within professional framework	1	2	3	4	5	N/A
Recognizes problems and develops solutions	1	2	3	4	5	N/A
Demonstrates ethical and moral conduct	1	2	3	4	5	N/A
Follows directions	1	2	3	4	5	N/A
<u>Communication Skills</u>						
Written communication	1	2	3	4	5	N/A
Oral communication	1	2	3	4	5	N/A
Listening skills	1	2	3	4	5	N/A
<u>General Performance</u>						
General attitude toward the internship	1	2	3	4	5	N/A
Quality of work performed	1	2	3	4	5	N/A
Quantity of work performed	1	2	3	4	5	N/A
Meeting goals set at beginning of internship	1	2	3	4	5	N/A
Compared to other interns, this intern's performance	1	2	3	4	5	N/A

Please elaborate on areas for improvement as rated above. Give examples.

Student signature _____

Supervisor signature _____

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Final Internship Evaluation

(to be completed by Site Supervisor)

You may make copies of this form or access an online form at the following web site:
www.muhlenberg.edu/careercenter/internship/page14.html. Please complete this evaluation and review it with the intern before the last day of classes or the last day of the internship, whichever comes first. Give concrete examples in your discussion. After you and the intern have signed this evaluation, please forward a copy to the faculty sponsor or department internship coordinator and give a copy to the intern.

The purpose of this evaluation is to assess the match between the student and your expectations and to assess the development of the student during the internship.

Intern's name _____ Date _____

Organization _____ Site Supervisor _____

Faculty sponsor or department internship coordinator

Internship Position _____

	low	average	high	not		
<u>Personal Traits and Qualities</u>						
Attendance	1	2	3	4	5	N/A
Punctuality	1	2	3	4	5	N/A
Reliability	1	2	3	4	5	N/A
Appropriate dress/appearance	1	2	3	4	5	N/A
Cooperation	1	2	3	4	5	N/A
Initiative and resourcefulness	1	2	3	4	5	N/A
Exercises sound judgment	1	2	3	4	5	N/A
Willingness to learn	1	2	3	4	5	N/A
Accepts constructive criticism	1	2	3	4	5	N/A
Interacts well with staff and constituents	1	2	3	4	5	N/A
Level of professionalism	1	2	3	4	5	N/A
<u>Intellectual and Professional Background</u>						
Knowledge of field	1	2	3	4	5	N/A
Thinks independently within professional framework	1	2	3	4	5	N/A
Recognizes problems and develops solutions	1	2	3	4	5	N/A
Demonstrates ethical and moral conduct	1	2	3	4	5	N/A
Follows directions	1	2	3	4	5	N/A
<u>Communication Skills</u>						
Written communication	1	2	3	4	5	N/A
Oral communication	1	2	3	4	5	N/A
Listening skills	1	2	3	4	5	N/A
<u>General Performance</u>						
General attitude toward the internship	1	2	3	4	5	N/A
Quality of work performed	1	2	3	4	5	N/A
Quantity of work performed	1	2	3	4	5	N/A
Meeting goals set at beginning of internship	1	2	3	4	5	N/A
Compared to other interns, this intern's performance	1	2	3	4	5	N/A

Please elaborate on areas for improvement as rated above. Give examples.

Student signature _____

Supervisor signature _____

Your responses to the following questions will help us evaluate the match between the intern and the internship and assess the student's performance.

Please list five adjectives which describe the student:

How well did the intern complete his/her projects and responsibilities? To what degree were the learning objectives and activities met?

What did the intern accomplish or add to your organization which would not have occurred otherwise?

How has the student developed professionally and personally during this internship?

How well was the student prepared to take on this internship (academic preparation, maturity, job skills, etc.)? Please elaborate and give examples of additional preparation you would recommend.

What additional preparation do you recommend to prepare the student for an entry-level position in your field?

If problems or concerns arose during this internship, please explain.

Comments: Please use this space to summarize your opinion of the student's performance. You may include strengths, improvements needed, and prediction for success in the future. Would you also please comment on the internship program at Muhlenberg? Your opinions will help us improve the program.

Student signature _____ Date _____

Site Supervisor signature _____ Date _____