Public Health Practicum (PH 295) is an 8-unit required course for all MPH students. The course allows students to gain hands-on experience through an approved site at an organization in the field of public health. Each student must contact an approved site(s), interview with the site(s), and be offered an internship at the site before drafting a proposal for the practicum project. All students are required to complete 240 practicum hours, submit a written report, and a poster on their project in order to receive credit for PH 295.

I. Timeline for Practicum Enrollment Procedure

Step 1: Placement Site

1. After the successful completion of your core competency courses and the comprehensive exam, you may begin researching and contacting sites of interest
   a. Please view the Graduate Practicum Catalog for approved sites
2. Prepare a resume and cover letter to send to sites of interest
   a. For assistance with this, please visit the Career Center in Student Services I for resources and information
3. During your interviews, make sure to inquire about projects you could do as part of your Practicum, or projects they may be interested in you carrying out
4. Once you have been offered an internship, please notify all other sites regarding your internship placement
   a. Please ensure that you notify all other sites regarding your internship placement
   b. 

Step 2: Enrolling in Practicum

In order to enroll in PH 295, please submit the following completed, signed, and/or approved forms (all forms can be found online):

1. MPH Site Placement Form
2. Graduate Practicum Enrollment form
3. UC Waiver of Liability form

You will get an authorization code to add PH 295 section for the applicable quarter; you will be required to enroll in eight (8) units of PH 295.

Step 3: Practicum Proposal (You may only begin this step once you have secured a placement site)

1. Begin working on your Practicum Proposal once you have accepted an internship at an approved site
   a. For information on what should be included on your proposal, please refer to the PH 295 Syllabus posted online
   b. Consult with your site and faculty mentor regarding project and proposal
2. Once you have a finalized a project proposal, send draft to site supervisor
   a. If he/she approves, please have them sign their section of the Practicum Proposal Approval form
   b. If any changes are requested, please make the appropriate changes then submit for approval
3. Once your site supervisor has approved and signed his or her portion of the Practicum Proposal Approval form, send project proposal to your faculty mentor
   a. If he/she approves, please have them sign their section of the Practicum Proposal Approval form
   b. If any changes are requested, please make the appropriate changes then submit for approval
II. During Practicum

1. Ensure that you have completed all pre-interning steps that may be required from your site prior to your start date (e.g. background check, training, etc.)
2. Arrange time with your supervisor to go over site policies and procedures as well as to set up a schedule for your hours
3. Work on executing your project proposal during the 240 hours you are required to complete
   a. Site supervisors are not expected to track your hours, please make sure to do so
4. Maintain a progress check with your faculty mentor so that you can begin preparing to complete your Practicum report

III. Completing Practicum

1. Once you have completed your hours, you will need to begin working on the written report. The requirements for the written report are outlined in the Graduate Practicum Syllabus, which can be found online.
2. Submit your report to your faculty mentor 3 weeks prior to the departmental poster presentation session
3. Create a poster on your report and participate in departmental poster presentation session
   *You may be asked to make changes to your report and/or presentation. If so, please do so because you will not be awarded a grade (S/US) for PH 295 until these changes have been made.
4. Online ePortfolio page
5. In addition, the following items need to be completed:
   1) Site and Experience Evaluation
   2) Student Evaluation (from site supervisor)
   3) MPH and Emphasis Competencies Checklist (form can be found online)

IV. Additional Information

- If you do not complete all of your hours and requirements for Practicum the quarter you are enrolled in PH 295, you will have to complete them the following quarter. You will receive an “Incomplete” (I) in PH295 for the quarter you are enrolled in it until all of your requirements are done.

- If you plan on being on filing fees the quarter after you have enrolled in PH 295 to complete hours and all requirements to receive credit for Practicum, you must submit UC Irvine’s Graduate Division Filing Fees form to us for approval. Once we have approved this form, you will need to submit it to Graduate Division for final approval. Please be aware that the deadline for this form is Friday of the 3rd week of classes of the quarter you plan on going on filing fees.
   *Please note that you may only be on filing-fees one time. Failure to complete all requirements of Practicum the quarter you are on filing feel that will require you to stay another quarter will require you to enroll in courses and pay full-time fee status.

- If you plan on being on part-time status the quarter you are enrolled in PH 295, you must submit UC Irvine’s Graduate Division Part-Time Reduced Fees Status form to us for approval. Once we have approved this form, you will need to submit it to Graduate Division for final approval. Please be aware that the deadline for this form is Wednesday of the 3rd week of classes of the quarter you plan on going on part-time fee status.

- If any issues arise with your site and/or site supervisor, please contact the Practicum Coordinator at phpracticum@uci.edu