

UCI Program in Public Health

Public Health 195W – Undergraduate Practicum

Girls Incorporated®
of Orange County



American
Heart
Associatio

BE  THE MATCH®



 oc health
CARE AGENCY



Orange County
2-1-1
Get Connected. Get Answers.



UC Irvine Health
School of Medicine

Public Health Practicum (PH 195W) is an 8-unit required course for those majoring in Public Health Policy or Public Health Science. The course allows students to gain hands-on experience in the field of public health through a 100-hour internship at an approved site. A complete list of approved internship sites may be found in the Public Health Practicum Catalog.

Students are responsible for obtaining an internship from a site in the Public Health Practicum Catalog by contacting, applying, and interviewing with organizations of their choosing that are aligned with their professional and career goals. In addition, students are responsible for submitting all required forms on or prior to quarterly deadlines to ensure placement in the course that accompanies the internship.

In order to be able to take the course, students must be in the Public Health Sciences or Public Health Policy major, have completed Public Health 1, Public Health 2, and Lower-Division Writing. Due to limited internships and course spaces, priority for this course is given to graduating seniors.

Procedures for Taking Public Health Practicum (PH 195W)

1) Check Practicum Enrollment Deadline and Timeline.

It can be found at: http://publichealth.uci.edu/admin//practicum_undergrad/procedures_deadlines.

2) Two Quarters Prior to Enrolling in Public Health 195W-Practicum

➤ **Step 1: Research potential internship sites by viewing the Practicum Catalog.**

It can be found at: http://publichealth.uci.edu/practicum_undergrad/

➤ **Step 2: Prepare a resume and cover letter.**

Visit the Career Center for assistance on your resume & interviewing skills.

3) Six to eight Weeks Prior to the Practicum Application Deadline-Contact Sites

- **Step 1: Contact to at least 6-8 Practicum sites listed in the Practicum Catalog.**
 - Please follow specific instructions on applying to various sites-each site has different instructions that will be detailed in the Practicum Catalog.
- **Step 2: Begin interviewing with sites that have contacted you back**

4) Two Weeks Prior to the Practicum Site Application Deadline, Finalize Your Placement

- **Step 1: Accept an offer from a site.**

Let the other sites you applied to know you accepted a placement at a different site.
- **Step 2: Confirm the placement dates with the supervisor at the site.**
 - To ensure successful completion of the required 100 hours, set a start date for Week 1 of the quarter you will be enrolled in PH 195W
- **Step 3: Talk with your supervisor and make sure you understand what you will be doing at the site.** (You will need this information to fill out the site confirmation form online).

5) Practicum Application Deadline

- **Step 1: Submit the online site confirmation form accurately and fully**
 - The form is found in the Practicum Catalog on the same page as the site details.
 - Check the box “I have completed all of the steps required to begin the Practicum enrollment process” and the application form button will pop up below.

6) During your enrollment window

- **Step 1: Be sure you have submitted a site confirmation form on time**
- **Step 2: Enroll in PH195W**
 - Please note: you will be dropped if you do not complete a site confirmation form, if you have not been officially offered a position at an approved internship site, if you are not of upper division standing, and/or if the class is full, priority is given to graduating seniors.

Important Application Information

- Some sites may require a background check, so be prepared by applying early.
- Begin selecting sites that are closely related to your academic and professional goals.
- When interviewing at sites, be sure to discuss what your responsibilities will be at the site.
- If your first-choice sites are no longer accepting interns, it is still your responsibility to meet the Practicum Enrollment deadline specified on the website.
- **In order to submit the Practicum Application Form, you must have first been accepted by the placement site.**

Important Tasks to Complete During your Practicum Quarter:

- Make sure you arrange a schedule with your site to complete 100 hours at your site.
- Begin your hours on the first day of instruction.
- A Practicum agreement and evaluation will be sent to your supervisor-make sure they receive it.
- On the last day at your site, make sure to go over your evaluation with your supervisor.
- Make sure your total hours of internship are listed on the evaluation.
- Make sure your supervisor faxes or mails the evaluation to the Practicum Coordinator.
- Keep a copy of the evaluation for your own records.