

**MPH STUDENT PRACTICUM AGREEMENT**

This Practicum Agreement (“Agreement”) is entered into this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ between \_\_\_\_\_ (the “Student”) and Liberty University, Inc. (“Liberty”).

WHEREAS, the Student is enrolled in a course of study at Liberty leading to an graduate degree in the field of public health; and

WHEREAS, as part of said course of study, the Student desires to partake in a practicum with the Organization designated in the Addendum to this Agreement (the “Organization”) for academic credit,

THEREFORE, in consideration of the foregoing and the mutual covenants, conditions, and terms stated in this Agreement, Liberty and Student agree as follows:

**I. Obligations of the Parties**

**A. Liberty’s Duties and Obligations.**

a. Liberty shall designate a Faculty Advisor to assist the Student and Organization during the practicum. The Faculty Advisor shall establish the criteria and expectations the Student must fulfill in order to earn academic credit for the practicum. The Faculty Advisor should coordinate with the Student and Preceptor to ensure the practicum duties and objectives delineated in the Addendum meet the criteria and expectations. The Faculty Advisor shall have the final say as to whether the Student has fulfilled the requirements of the practicum and earned academic credit.

b. The Faculty Advisor shall award academic credit to the Student for the practicum upon successful and satisfactory completion of the duties and assignments delineated in the Addendum.

c. The Faculty Advisor shall be reasonably available to the Student and Preceptor should any questions arise under this Agreement.

d. The Faculty Advisor shall provide to the Student the student evaluation forms to be given to the Preceptor. The student evaluation forms will be provided prior to the end of the practicum by Blackboard.

**B. Student Duties and Obligations.** As a representative of the University, the Student shall at all times conduct themselves with excellence and in a professional manner. At all times during the practicum, the Student shall remain in good standing with the University.

a. **Conduct.** During the duration of the practicum, the Student assumes the role of student intern, which is a cross between a student and an employee. As such, the Student is required to:

- i. Abide by the Liberty Way at all times during the practicum;
- ii. Adhere to the policies, rules, and regulations and dress code of the Organization;
- iii. Maintain the confidentiality of the Organization; and
- iv. Complete all tasks and assignments to the satisfaction of the Preceptor.

b. Academic Requirements. In order to receive academic credit for the practicum, the Student shall satisfactorily complete the academic assignments, academic tasks, and other academic projects associated with the practicum as established by the Faculty Advisor. The Student is also required to keep an accurate log of the hours worked during the practicum. ***The hours required to complete the practicum must be started and finished during the semester for which academic credit is sought.*** In order to receive academic credit, the Student must satisfy all requirements of the practicum as delineated in this Agreement, including turning in a record of the hours worked, to the Faculty Advisor no later than the final week of the practicum course. Should the Faculty Advisor require the Student to submit a journal or other document describing the Student's experience during the practicum, the Student must turn it in by this date, as well.

c. Transportation. Student shall provide his/her own transportation to and from the practicum location.

d. Early Termination. In the event Student wishes to terminate the practicum, the Student shall provide the Faculty Advisor and Preceptor with five-day notice of desire to terminate. In the event of such termination, Student will not earn academic credit and will not be entitled to a refund of any money paid to Liberty related to the practicum, including any tuition or internship application fees.

In the event the practicum is terminated by the Organization for unsatisfactory work or by Liberty for student misconduct, the Student will not earn academic credit and will not be entitled to a refund of any money paid to Liberty related to the practicum, including any tuition or internship application fees.

In the event the practicum is terminated by the Organization for convenience, the Student may complete the required hours with another Organization approved by Liberty.

## **II. Miscellaneous Provisions**

A. Practicum Term. The practicum will start and end on the dates designated in the Addendum.

B. Employment Status of the Student. The Student will not be an employee of the Organization or Liberty. Accordingly, the Student will not be covered under the Organization's or Liberty's Worker's Compensation, social security, or unemployment compensation programs. The Student will be in a learning situation and the primary purpose of the placement is for the Students' learning. The Student shall not at any time replace or substitute for any Organization paid employee. Nor shall Student perform any of the duties normally performed by a paid employee of the Organization except such duties as are a part of their training and are performed by the Student under the direct supervision of an Organization employee. This paragraph does not apply if the Student is paid by the Organization during the course of the practicum, in which case Student will not be an employee of Liberty and will not be covered under Liberty's Worker's Compensation, social security, or unemployment compensation programs.

C. Confidentiality. The parties may, throughout the course of the practicum, be provided information not known to the public relating to the Organization's business. Student shall take reasonable measures to protect the confidentiality of such information.

D. Effectiveness of Agreement. This Agreement will only become effective upon Liberty's acceptance of Student's application for the program. Student's application will be deemed accepted when the Faculty Advisor signs this Agreement.

E. Indemnity. The undersigned Student (or parent(s) and/or legal guardian(s) in the case of a minor Student), jointly and severally, hereby agrees to indemnify, defend, and hold harmless, Liberty University and all of its subsidiaries and other related entities, and its and their respective officers, trustees, employees, and insurers (hereinafter jointly referred to as the "Indemnitees") from any and all actual or alleged claims or causes of action by third parties for any losses, damages, property damage, property loss or theft, costs, expenses (including attorney's fees and opinion witness fees), complaints, personal injury, death or other loss arising from or relating to the Student's participation in the program, including without limitation, the Student's travel to, from and during the practicum.

F. Agreements Not Limited by Actions of Liberty University. The obligations of Student (or parent(s) and/or legal guardian(s) in the case of a minor Student) as set forth in the preceding paragraph shall not be limited or reduced in any way by any losses, damages, property damage, property loss or theft, costs, complaints, personal injury, death or other loss, including those resulting from the Student's illness, injury, and/or death, that arise or result, in whole or in part, from the negligence of, or breach of any express or implied warranty or duty of, Liberty University, or any of its subsidiaries and other related entities, or its or their respective officers, trustees, employees, and insurers.

G. Entire Agreement; Modifications; Severability. This document represents the entire agreement between the parties. This Agreement may only be modified in a writing signed by both parties. If any portion of this Agreement is found to be invalid, unenforceable, waived or otherwise deficient, it will be severable from the remaining provisions and all other provisions will remain in full force and effect.

H. Governing Law. This Agreement will be governed by the laws of the Commonwealth of Virginia, without regard to its choice of law provisions.

By signing below, the persons signing agree to be bound by the terms and conditions as expressed in this Agreement.

**Student Intern: I have read this Agreement carefully before signing it.**

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

**Parent/Legal Guardian (*if student is under 18*): I am the parent or legal guardian of the Student and have read this Agreement in its entirety and agree to be legally responsible for the obligations and acts of the Student and bound by the terms of this Agreement.**

\_\_\_\_\_  
Parent/Legal Guardian Signature (if student is under 18)

\_\_\_\_\_  
Date

**Faculty Advisor: I have read this Agreement and approve of the duties and objectives described herein and agree that the duties and objectives are sufficient to fulfill the requirements for academic credit.**

\_\_\_\_\_  
Faculty Advisor Signature  
On behalf of Liberty University, Inc.

\_\_\_\_\_  
Date

### **Preceptor Agreement**

The Preceptor is an integral part of the program and is crucial to the student's experience. The Preceptor is the Student's most important contact during the duration of the practicum. Therefore, there are certain duties required of the Preceptor to ensure the practicum is beneficial both to the Student and the Organization. The Preceptor will:

1. Consult with the Student and Faculty Advisor in planning practicum opportunities that will satisfy the practicum requirements and objectives;
2. Brief the Student on the Organization's rules, regulations, policies, and procedures;
3. Make available any equipment, systems, and other supplies to enable the Student to perform any tasks assigned as well as provide training on the proper use of such equipment, systems, and supplies;
4. Supervise the Student, or delegate other employees to supervise the Student, at all times during the course of the practicum.
5. Verify in writing all hours and dates worked by the Student with a signature on a document for the Student to provide to the Faculty Advisor (i.e., the log sheet the Student is required to maintain throughout the course of the program);
6. Provide guidance and feedback to the Student throughout the practicum;
7. Protect the confidentiality of any Student information or academic records obtained during the course of the practicum;
8. In the event of termination by the Organization, provide five days' notice to the Student and Faculty Advisor with reason for termination (unless the reason for termination involves performance deficiencies or conduct that make Student's continued presence at the practicum site or continued work in the program inappropriate under the circumstances);
9. Complete a final evaluation of the Student's performance and forward it to the Faculty Advisor within 10 days of the Student's last day of work; and
10. Review the content of such evaluations with the Student.

If the Preceptor has any questions, comments, or concerns about the Student or the program, he/she should contact the MPH Practicum Coordinator at (434) 582-2513 or by email at gmorales11@liberty.edu.

**Preceptor: I have read and understand the duties and responsibilities of the Student in the MPH Student Practicum Agreement and I concur with the Student's duties/assignments and learning objectives. I have read and understand the duties and responsibilities contained in the Preceptor Agreement regarding the role of the Organization and Preceptor in the program. By signing below, I agree to execute my duties and meet my responsibilities as the Preceptor that are set forth above in order to help the Student satisfy the learning objectives and other requirements of the MPH Student Practicum Program.**

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**Preceptor Signature**

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**Date:**

## **MPH Practicum Agreement Addendum**

### **I. Student Information**

**Student First Name:** \_\_\_\_\_

**Student Last Name:** \_\_\_\_\_

**Maiden Name (if applicable):** \_\_\_\_\_

**Student ID #:** L \_\_\_\_\_

**Mailing Address:** \_\_\_\_\_

**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip:** \_\_\_\_\_

**Phone:** \_\_\_\_\_

**Email:** \_\_\_\_\_ @LIBERTY.EDU

**Major/Program:** MPH- \_\_\_\_\_

**International Student (check one):** YES  NO

**Has Student been convicted of a felony (check one):** YES  NO

**Graduation Month/Year:** \_\_\_\_/\_\_\_\_ (e.g., May/2016)

**Practicum Semester:** \_\_\_\_\_ **Course:** HLTH 698

**Course Credit Hours:** 3 Hours – Online Component

**Required Work Hours:** 120 Hours

**II. Organization Information**

**Organization:** \_\_\_\_\_

*\* Internships/practicums done with a department/division of Liberty University must include a faculty reference.*

**Organization's Mailing Address:** \_\_\_\_\_

**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip:** \_\_\_\_\_

**Phone** \_\_\_\_\_

**Website:** \_\_\_\_\_

**Preceptor:** \_\_\_\_\_

**Title:** \_\_\_\_\_

**Phone:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**Start Date:** \_\_\_\_\_ **End Date:** \_\_\_\_\_

**Total Agreed Upon Work Hours:** \_\_\_\_\_ *(must be at least 120)*

**This position is (check one): Unpaid  Paid**

If paid, please provide or explain the amount of compensation, gift, stipend, or value of trade: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

### **III. Practicum Description & Learning Objectives**

#### **Duties/Assignments (job description):**

*(Together with the Preceptor, identify the student's duties and assignments with the Organization. These duties need to be related to the student's concentration. See page 8-9 for the concentration competencies. Attach additional sheet if needed.)*

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#### **Learning Objectives:**

*(Identify **five** objectives that the student should accomplish during the practicum. Three of the objectives will come from the foundational competencies and two of them will come from their concentration competencies. The objectives should indicate skills/knowledge that are specific, measurable, relevant, achievable, and timed. The purpose is to show what portions of the student's discipline will be incorporated into the practicum. Refer to pages 9-10 for the foundational and concentration competencies)*

***Example: By the end of the practicum, the student will have taught lessons on the principles of nutrition as related to health promotion to 50% of the student participants in the high school nutritional health program, as measured by a post-survey.***

#### **Foundational Competencies:**

1.

2.

3.

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#### **Concentration Competencies:**

1.

2.

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### **Additional SMART Objective Examples**

1. By the end of the practicum, the student will be able to summarize program resources of local organizations engaged in social service activities as measured by a report of services available.
2. By week 5 of the practicum, the student will be able to design health projects in context of national and international policy as measured by the presentation of the project.
3. By the end of the practicum, the student will be able to draw appropriate inferences from epidemiological data as measured by an epidemiological report.
4. By week 6 of the practicum, the student will be able to employ evidence-based and culturally appropriate methods to administer health interventions to address community and population health needs as measured by a log of interventions administered.
5. By the end of the practicum, the student will be able to explain the role of macro and micronutrients for nutritional health and well-being as measured by teaching a lesson to their population of interest.



## **22 foundational competencies**

### **Evidence-based Approaches to Public Health**

1. Apply epidemiological methods to the breadth of settings and situations in public health practice
2. Select quantitative and qualitative data collection methods appropriate for a given public health context
3. Analyze quantitative and qualitative data using biostatistics, informatics, computer-based programming and software, as appropriate
4. Interpret results of data analysis for public health research, policy or practice

### **Public Health & Health Care Systems**

5. Compare the organization, structure and function of health care, public health and regulatory systems across national and international settings
6. Discuss the means by which structural bias, social inequities and racism undermine health and create challenges to achieving health equity at organizational, community and societal levels

### **Planning & Management to Promote Health**

7. Assess population needs, assets and capacities that affect communities' health
8. Apply awareness of cultural values and practices to the design or implementation of public health policies or programs
9. Design a population-based policy, program, project or intervention
10. Explain basic principles and tools of budget and resource management
11. Select methods to evaluate public health programs

### **Policy in Public Health**

12. Discuss multiple dimensions of the policy-making process, including the roles of ethics and evidence
13. Propose strategies to identify stakeholders and build coalitions and partnerships for influencing public health outcomes
14. Advocate for political, social or economic policies and programs that will improve health in diverse populations
15. Evaluate policies for their impact on public health and health equity

### **Leadership**

16. Apply principles of leadership, governance and management, which include creating a vision, empowering others, fostering collaboration and guiding decision making
17. Apply negotiation and mediation skills to address organizational or community challenges

### **Communication**

18. Select communication strategies for different audiences and sectors
19. Communicate audience-appropriate public health content, both in writing and through oral presentation
20. Describe the importance of cultural competence in communicating public health content

### **Interprofessional Practice**

21. Perform effectively on interprofessional teams

### **Systems Thinking**

22. Apply systems thinking tools to a public health issue

### **Global Health Concentration Competencies**

1. Create a public health intervention to address a population level need for a country outside the US, based on an analysis of the cultural, social, behavioral, and environmental factors that contribute to the problem.
2. Design population, health, environmental and/or public nutrition programs/projects in the context of national and international policy.
3. Employ evidence-based and culturally appropriate methods to plan, implement, and administer health interventions to address community and population health needs.
4. Evaluate development programs/projects in terms of their quality, effectiveness and efficiency using qualitative and quantitative methods.
5. Evaluate the adequacy of program resources of local, national and international organizations engaged in social service activities.
6. Apply the Christian worldview to public health practice in diverse settings and populations.

### **Health Promotion Competencies**

1. Use assessment data to target needs of poor, underserved, or vulnerable populations.
2. Build best practices of cultural competency into a public health intervention.
3. Employ best practices of program evaluation and community-based participatory research.
4. Demonstrate appropriate and effective communication and advocacy skills when interacting with diverse audiences in the context of health promotion activities.
5. Employ ethical and effective leadership and management skills to build and maintain work teams, organizational relationships, and community collaborations in support of public health efforts.
6. Apply the Christian worldview to public health practice in diverse settings and populations.

### **Nutrition Competencies**

1. Design and use an assessment tool to evaluate nutrition resources.
2. Conduct and interpret quantitative and qualitative analyses of dietary behaviors.
3. Create a diet plan to reduce disease risk.
4. Apply nutrition principles and research findings into intervention strategies for specific populations.
5. Design effective measures and policies to prevent food-borne illness.
6. Apply the Christian worldview to public health practice in diverse settings and populations.

### **Epidemiology Competencies**

1. Draw appropriate inferences from epidemiologic data.
2. Identify data need and evaluate analytic methods for calculating standard epidemiological measures.
3. Describe effective measures and policies to prevent illness.
4. Analyze populations that require specific intervention approaches using demographic and epidemiologic analysis.
5. Evaluate the scientific evidence for best practices in prevention of diseases.
6. Apply the Christian worldview to public health practice in diverse settings and populations.