

**HPRB 3460
COMMUNITY/WORKSITE PRACTICUM
PRACTICUM-B (60 hours)**

How-To Information for Students

1. You may **ONLY** register for Practicum-B (1 hour credit) after completing HPRB 3020 and HPRB 3700, and after successfully completing Practicum-A. Read over **ALL** material in this packet.
2. Choose a Practicum site by a) reviewing the previous practicum site(s) to ensure non-duplication, b) discussing your interests/needs with the HPRB Practicum Supervisor, and c) reviewing the competency Self-Assessment Checklist and selecting appropriate competencies. Be innovative in looking for opportunities. New practicum sites are often approved and should be sought out. Browse the Site List on the HPRB 3 rd floor bulletin board for ideas.
3. Once you have a site in mind, make an appointment with the site supervisor. During this meeting you need to determine if, a) the site is appropriate in terms of the type of work done, b) there is an appropriate supervisor available, and c) there is work that is available for a practicum student. If the site doesn't involve health education/promotion programs, if no person can provide appropriate supervision, or if no work is available, then another site must be chosen.
4. If the site, the work, and the supervisor are appropriate, then have the site supervisor complete, sign, initial and date the proposal form. Complete the rest of the form as directed and submit to the HPRB Practicum Supervisor for approval **prior to the midpoint of the semester and BEFORE you want to start work** (if can be placed in his/her mailbox in the copier room). If you do not hear from the HPRB Practicum Supervisor within a week of proposal submission, your proposal has been approved and you can begin work. You will be contacted ONLY if the proposal is unacceptable. If the proposal is submitted after the posted mid-term date, the student will receive a "U" for the course.
5. At the end of the practicum, submit a final report that includes: a) the Student Summary Evaluation sheet including the site supervisor signature, b) a written report describing the various activities you participated in and comments about what you have learned from the activities you performed, c) time log sheet(s), and d) the Self-Assessment Checklist. **Submit the final report (stapled) by NOON no later than the last day of class.**

Failure to comply WITH ANY of these guidelines will result in a grade of "U" and another practicum experience will have to be competed.

The Site Supervisor signature and initials on the original proposal form must match the site supervisor signature on the final report form and initials on each time log. If they do not, and you have not submitted a written explanation for the discrepancy, you will receive a grade of "U".

Site supervisor signatures are spot checked for authenticity. If you falsify a signature or initials, or a person other than your site supervisor signs EITHER FORM or initials a time log entry, a formal complaint of violating the UGA Honesty Code will be immediately filed against you by the HPRB Practicum Supervisor.

General Information about Practicum B

The Community/Worksite Practicum-B is designed to give the undergraduate student an extended on-site experience in some facet of health promotion/education in a community, hospital, or worksite setting. Two 1-credit hour practicum are required for all health promotion and education undergraduate students. Practicum-B is the second practicum experience and must be completed in the same semester as when HPRB 4400 is completed. The Health Promotion/Education Professional Competencies (*see attached self-assessment*) are the framework for each practicum experience.

Students will make arrangements to spend **60 hours** (4 hours per week for 15 weeks) assisting in a worksite, community, or hospital setting. The practicum should be selected on the basis of individual student needs and availability of acceptable experiences (*based on the competencies*). The HPRB Practicum Supervisor can provide valuable information about site selection. Unless prior approval is given by the HPRB Practicum Supervisor, no practicum site may be duplicated; each practicum should be completed in a different setting – hospital, community, or worksite. Approval of site duplication is a very rare occurrence and you should not assume that site duplication approval will be given. *It is recommended, but not required, that a third practicum be completed to cover each of the settings.*

Purpose

The purposes of the Practicum are to help the pre-professional health education/health promotion specialist to:

1. Observe and participate in activities related to the Health Education Competencies within appropriate settings.
2. Analyze and assess personal and professional skills needed for the responsibilities of a health promotion professional.

On-Site Tasks

Practicum students will participate in a variety of activities depending upon the setting, the kinds of programs in progress, the kind of assistance the site supervisor needs, and/or the kind of experiences that are needed and available to enhance the pre-professional's competence as a health promoter/educator.

The activities are not limited to the ones that have been done by HPRB students in the past; new sites can also be used. Think creatively about useful experiences that could fit

the description of a Practicum experience and are **based on the competencies required** of a health promoter/educator.

Accountability Information

1. Proposals for the practicum are just that, PROPOSALS. That means they may not be approved if not an appropriate site (one that includes health promotion/education opportunities and has the appropriate supervision). Turn your proposal in well BEFORE you intend to start work (**no less than 1 week beforehand**). That way you will have time to seek a new site should your proposal be denied. No proposal will be accepted without the site supervisor's signature.
2. You may register for 1 hour of credit for Practicum-B. If you decide not to complete the practicum during the semester that you are registered, be sure to drop the course (withdraw electronically through OASIS). If you do not withdraw, you will receive a "U" for the course.
3. When seeking a practicum site, review the Site List on the 3rd floor bulletin board. Look for sites that will give you opportunities to learn more about the type of health promotion activities you are interested in or wish to experience. Not all sites are for everyone. Plan your selections so that you gain varied experiences prior to your decisions about future internship sites. Look at the Self-Assessment Checklist in the packet and become familiar with the Areas of Responsibility and the Competencies listed there. The site you choose must provide you with learning opportunities within at least one of these areas. The Self-Assessment Checklist is completed after your practicum and is submitted as part of your final report.
4. All of your practicum submissions (A and B) will be kept in a file to include your upcoming field experience (internship work). These files are kept in the HPRB department as a record of your completed fieldwork. The practicum final report should be submitted in a typed and professional manner. Your final report reflects much about you as a professional in training. Reports that do not include all the information required (including site supervisor's signature) will not be acceptable. Although there is no page number requirement, less than **3 typed, double-spaced pages** is most likely not going to be descriptive enough about your experiences or reflections. Doing good work will build the case for your readiness to move to the internship.
5. You will be held accountable for the accuracy of your final report including the site supervisor's signature and initials, the type of activities you participated in, and the accuracy of your time logs. The HPRB Practicum Supervisor randomly checks with site supervisors about the accuracy of your submissions. **Make sure the work you did is accurately portrayed in your report. If the Site Supervisor cannot verify your information, you will receive a grade of "U".**
6. Regardless of the semester (including summer or maymester), all final reports are due by NOON on the **last day of class**. Late reports will be given a "U" grade.
7. DO NOT USE THE SAME SITE FOR PRACTICUM-B THAT YOU USED FOR ANOTHER CLASS, SUCH AS HPRB 3020, OR THAT YOU USED FOR

PRACTICUM-A. Each required experience is an attempt to help you gain more experience in the field prior to your internship. **You may be required to register for a third practicum should you violate this policy.** You will later be asked to give the sites of all experiences prior to approval for the internship.

**Both required practicums must be completed satisfactorily before you will be cleared to register for the final field experience (HPRB 5560). Practicums are NOT permitted during the same semester as the field experience.

Field Experience/Internship Coordinator

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