

Master of Public Health  
Student Practice Experience Placement  
Confirmation for a Fall semester start



The MPH student practice experience is a one-year commitment between a student and a site supervisor affiliated with an organization. The practice experience allows students to gain applied knowledge of public health practice in a community setting. It also allows community organizations to advance their goals through the development of a meaningful product supporting their mission.

Students commit to doing the following:

- Provide 600 hours of service over the year-long experience (Exception: prior to beginning their placement, students with substantive professional experiences may apply for a waiver of 300 hours. Students receiving a waiver must still enroll in 3 semesters of practice experience and complete all course assignments.)
- Develop a work plan (first semester) in partnership with their site supervisor and faculty advisor. The work plan must include tasks that address selected public health competencies, as well as a project description that articulates a final product that will provide meaningful value to the organization (submitted during the third semester).
- Engage in activities that allow for the practice and enhancement of at least 3 MPH foundational competencies and 2 concentration-specific competencies
- Follow a regular weekly schedule that both accommodates UNTHSC coursework and meets the needs of the community organization and site supervisor
- Communicate weekly activities, progress and concerns with the community organization site supervisor and/or task supervisor
- Complete all other assignments and follow instructions provided by faculty course coordinators

Site supervisors commit to doing the following:

- Provide 60 minutes of direct supervision to students every other week (all site supervisors must designate at least one task supervisor at their organization; site or task supervisors must sign semi-monthly supervision logs)
- Provide students with workspace or virtual equivalent options that allows them to complete tasks assigned
- Provide a replacement site supervisor in the event that they are no longer able to serve in that capacity
- Provide tasks and activities that allow students to practice and enhance at least 3 MPH foundational competencies and 2 concentration specific competencies
- Communicate regularly with faculty course coordinators and submit feedback and graded materials on time
- Complete an orientation module (online) prior to allowing students to log hours

We confirm the following MPH Practice Experience Placement and agree to the terms described above. If the student is completing the internship at their place of employment, the site supervisor may NOT be the same person as their employment supervisor.

Student Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Site Supervisor Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Task Supervisor Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name and signature of organization's authorizing official:

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Organization Name: \_\_\_\_\_

## Contact Information



### Site Supervisor Contact Information

Name: \_\_\_\_\_

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

Phone Number (Office): \_\_\_\_\_

Phone Number (Mobile): \_\_\_\_\_

### Task Supervisor Contact Information

Name: \_\_\_\_\_

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

Phone Number (Office): \_\_\_\_\_

Phone Number (Mobile): \_\_\_\_\_

### Mailing Address of Organization:

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

### Physical Address where student will complete majority of practice experience:

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_