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## American Public University System

*The Ultimate Advantage is an Educated Mind*

**School of Health Sciences**  
**PBHE 697**  
**Public Health Practicum**  
**4 Credit Hours**  
**Length of Course: 16 weeks**  
**Prerequisite(s):** Completion of all Core Coursework

### Instructor Information

***Please refer to the Syllabus tab for your instructor's contact information and biography.***

### Course Description (Catalog)

This course is intended to give the student practical experience in public health. This practicum is spent in an appropriate program, under the guidance of an administrator qualified by education and/or experience. The practicum consists of a 180-200 hour supervised practical application of previously studied theory and is completed by the student throughout a 16 week course. Development and utilization of original activities is stressed, and periodic progress reports are required. Students must secure a supervised position *prior* to beginning this course. Students are encouraged to consult with their academic advisor with any questions, prior to registration. **PREREQUISITE:** Students may only enroll in the practicum after all CORE courses are completed.

### Course Scope

This course will allow students the opportunity to integrate public health theory and practice into practical, real life experiences. Students will have the opportunity to apply topical concepts presented during the completion of their coursework by identifying professionals in the public health field, working with course instructor and practicum mentor/preceptor on comprehensive ways to address current issues in the field of public health, and developing new and innovative ways to address current public health issues on a local, national or international level.

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## Course Learning Objectives

Students will demonstrate the following competencies drawn from the list of Program General Core Competencies: (However, not all of these will be demonstrated in every student's practicum due to the focused and individualized nature of each student's experience.)

After successfully completing this course, you will be able to:

- **CO-1** - Communicate public health information and issues effectively to health professionals and the public through diverse communication channels
- **CO-2** - Apply information technology to diverse aspects of public health and communication.
- **CO-3** - Apply information technology to diverse aspects of public health and communication.
- **CO-4** - Critically review and apply evidence-based evaluation of published medical and public health literature.
- **CO-5** - Demonstrate the ability to discuss a public health problem substantively and scientifically, including demographics, geography, magnitude and time trends.
- **CO-6** - Discuss and explain the typical operations and procedures of health departments and other agencies responsible for public health.
- **CO-7** - Identify and discuss strategies for collaboration and partnership among organizations focused on public health goals.
- **CO-8** - Discuss ethical choices, values and professional practices implicit in public health decisions, considering the effect of those choices on social justice and accountability.
- **CO-9** - Demonstrate understanding of the three core functions of public health (assessment, policy development, and assurance.)

## Course Delivery Method

This course delivered via distance learning will enable students to complete academic work in a flexible manner, completely online. Course materials and access to an online learning management system will be made available to each student. Online assignments are due

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weekly as noted on the course outline and can include Forum questions and written assignments. Assigned faculty will support the students throughout this sixteen-week course.

All course materials will be made available via the online course shell. Students will be able to access these materials during the duration of the course by logging into the course space. In addition there will be three coaching sessions provided throughout the course that are either through phone calls, chats, or email interaction. The instructor and student will work together to determine which of these communication options is the best alternative. The communication sessions will occur in weeks 6, 11, and 15. Student may request one additional session with the instructor based upon need.

## Course Materials

### Required Course Textbook:

There are no required textbooks for this course. However, students are encouraged to review all textbooks and supplemental materials provided during previous coursework taken during their graduate studies in the Masters of Public Health program.

### Academic Writing Requirements:

The School of Health Sciences requires use of APA format and style and all students are encouraged to have a current copy of the *APA Publication Manual*. All written assignments are to be submitted in APA format style unless otherwise noted in the assignment directions.

## Evaluation Procedures

### Forum

Please join the forums each week. Replies must be posted in the week due and replies after the end of the each week will not be graded. The Forums are for student interaction and input should be submitted before the weekends in order to fully participate in the discussions. Students should post their reflections and discuss their experiences as they progress.

### Guidelines:

- Post the initial response to each forum by 11:55pm, ET, Wednesday.
- Initial responses should be no less than 450 words.

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- Initial responses are to be original in content and demonstrate a thorough analysis of the topic.
- Reply to at least 2 of your classmates in each forum by 11:55pm, ET, Sunday.
- Replies to classmates should be no less than 200 words.
- Responses to classmates are significant to advance the forum.
- All forums can be accessed in the Forums section of the course.
- Forum rubric is included in the forum section of the course
- Additional guidelines for week one forum introduction are included in the forum tab within the course
- More in-depth specific instructions for each forum can be found in the forum tab within the course.
- **Late Forum posts receive a 10% per day late penalty. If your 2 peer responses are posted after the week is ended (after Day 7, Sunday) they receive a zero, in that the discussion is over and you cannot receive credit for participation in a discussion with others after the discussion week has closed.**

Students will be responsible for providing a peer response posting for at least two (2) of their peers' postings, unless there are less than 3 students in the course, where only one (1) peer posting will be required. Your peer postings should challenge or expound upon at least one of the points made by your peer, and "I agree" does not constitute as an adequate response. As graduate students, you will be expected to provide comprehensive, relevant and well supported points in your assignments.

We all bring something unique to the classroom, from our understanding, our experiences, and our value systems. We honor and respect each person's diverse beliefs to help us see beyond the classroom to be the most effective individuals we can be. Therefore, we should all be respectful of others while expressing our viewpoints and opinions. Proper netiquette behavior is expected. Any inflammatory, demeaning or disrespectful language in a posting will be immediately removed from the discussion space.

### **Reflections:**

Please share with your peers some of your thoughts about events that occurred during these past two weeks at your practicum location. You may share your thoughts about the activities/duties and challenges you faced during these two weeks, or any additional insights you would like to share with your peers. Your reflection posting should be at least 400-500 words in length and please be sure to respond to at least two of your peers' postings during the week.

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## **Deliverables:**

In addition to their final paper, students are required to submit ALL final completed deliverables agreed on with the instructor and preceptor.

## **Practicum experience**

- Students should have already received the Practicum Handbook from advising. If you have not received it, please contact the Practicum Coordinator.
- The practicum provides students with an opportunity to integrate the concepts they have learned in their public health courses to practical, real-life experiences. A practicum experience differs from an internship. An internship's focus is on-the-job training for new employees, or providing practical experience for someone who is new to a position or a profession. A practicum, on the other hand, describes college-level practical course work in a particular field.
- The practicum involves working on a project related to public health practice. You will work with a professional in the field, who will serve as a preceptor during the practicum. You will work with the practicum coordinator, your practicum course instructor, and your preceptor to set and achieve objectives for this intensive experience.
- The practicum handbook will provide you with guidance as you prepare for and work within the practicum course and during the practicum experience.
- By its nature, the practicum involves comprehensive work outside of the classroom. You must be prepared to plan well in advance for this experience. The School of Health Sciences Practicum Coordinator will work with you to help you meet your academic objectives.
- The practicum is a planned, supervised experience in which the student applies academic learning to real-world situations in a specific discipline. The following elements are present in every practicum:
  - It is a planned coordinated experience developed in collaboration with the student, the preceptor, the instructor, and the practicum coordinator
  - It has a requirement of a specific number of 180-200 field-work hours to be completed during the 16-week practicum course
  - It includes a student placement plan that must be approved and signed by the student, the preceptor, the practicum coordinator, and the course instructor
  - It includes periodic feedback and a final evaluation from the preceptor to the student and the instructor

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- It includes student feedback related to the practicum experience and the preceptor
- It includes a concluding report on the experience, submitted within the practicum course classroom and according to course guidelines

### **What to do during the practicum?**

- Work with preceptor on practicum project, abiding by “student responsibilities at practicum site” in the practicum handbook
- Keep detailed log of practicum work and hours, as defined in the practicum course.
- Prepare any documents or other requirements for the practicum organization, as agreed upon in the work plan
- Communicate regularly with preceptor and instructor to receive feedback on progress
- Complete Form F (Practicum Time Log) and submit weekly as instructed in classroom

### **What to do near the end of the practicum?**

- Make sure all practicum work and requirements are on track for completion, by reviewing objectives and agreed-upon practicum work plan
- Use the Practicum Completion form as a guide to ensure that all work is completed
- A week or two before the end of the practicum, provide preceptor with evaluation form, to be completed and submitted to instructor
- Complete all course work related to practicum, as outlined in the course syllabus
- Complete the Practicum Evaluation form and the Preceptor Evaluation form as directed in the classroom

After the practicum is completed, send Thank You letters to the organization and the preceptor

- More in-depth specific instructions for each assignment can be found in the Assignment tab within the course.
- **Assignments submitted late without advance notice will receive a 5% per day late penalty and will not be accepted for grading five (5) days past the due date.**

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## Practicum Checklist

It is the student's responsibility to submit all forms within the classroom. Preceptors should not submit forms directly to instructor by email. Instead, they should return forms to you for submission in the classroom. You may start your practicum at any time as long you have the paper completed. Make sure you have all papers completed by the end of week 3.

**At start of class:** Provide preceptor with course syllabus PBHE597, and **Form A** (School of Health Sciences Practicum Site Memorandum of Understanding).

**Instructions for completion of Form A:** After the preceptor signature, and the student signature, please submit to the practicum coordinator for approval and signature. After the practicum coordinator sign, he/she will return the form to you to submit in the classroom in the assignment section for the instructor approval and signature.

### End of Week 3:

- Deadline to complete and submit **Form A** (School of Health Sciences Practicum Site Memorandum of Understanding)
- Submit Preceptor Information **Form B** and Preceptor Resume.

### End of Week 6:

- Student, instructor, and preceptor conduct first conference.
  - Student will schedule arrange first conference with instructor, and preceptor either via phone, email, or online chat. This contact should include the instructor, student and preceptor. The student must arrange this meeting and ensure all participants can attend.
- Preceptor complete **Form C** (Preceptor Evaluation of Student Performance) and share with student to submit in the classroom
- Turn in **Form F:** Practicum Time Logs

### End of Week 11:

- Student, instructor, and preceptor conduct second conference.
  - Student will schedule arrange second conference with instructor, and preceptor either via phone, email, or online chat. This contact should

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include the instructor, student and preceptor. The student must arrange this meeting and ensure all participants can attend.

- Preceptor complete **Form C** (Preceptor Evaluation of Student Performance) and share with student to submit in the classroom
- Turn in **Form F:** Practicum Time Logs

#### **End of Week 15:**

- Student, instructor, and preceptor conduct third conference.
  - Student will schedule arrange third conference with instructor, and preceptor either via phone, email, or online chat. This contact should include the instructor, student and preceptor. The student must arrange this meeting and ensure all participants can attend.

**Power Point Presentation:** This week you will submit your project for review by your classmates in the Forum

#### **Forum submission:**

1. You are required to present your project to the class “in the forum area of the classroom. Your presentation should provide a comprehensive overview and highlight the key sections and points of your paper. Use either the vertical or horizontal Power Point poster templates for this presentation (attached in the Week 15 Forum)
2. You are required to comment on the poster presentations of at least two of your classmates. All of you have worked very hard on this project, and many of you know each other well from courses over the last several months. Take the time, even in this last few days of the course, to review and comment on the work that your classmates have done.

#### **End of Week 16:**

- Preceptor complete **Form D** (Preceptor Evaluation of Student Performance) and share with student to submit in the classroom
- Students submit **Form E** (Student Evaluation of practicum and Preceptor experiences)
- Use the Practicum Completion Checklist to verify your completion of practicum requirements
- Turn in **Form F:** Practicum Time Logs

#### **Form Submission List**

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**Form A:** School of Health Sciences MOU

**Form B:** Preceptor Information Form

**Form C:** Preceptor Evaluation of Student Performance (Weeks 6 & 11)

**Form D:** Preceptor Evaluation of Student Performance (Week 16)

**Form E:** Student Evaluation of Practicum and Preceptor Experiences

**Form F:** Practicum Time Log

### Course Grading Outline

Grading Instrument	Percentage of Final Grade
<b>Forum (5 @ 100 pts each)</b>	<b>25%</b>
Introductory Forum Post	10
Course Goals and Expectation	100
Discussion of your practicum project	100
Future Direction of Public Health	100
PowerPoint Presentation (week 15)	100
Final Thoughts	100
<b>Reflections</b>	<b>25%</b>
Reflections (Week 5-6)	100
Reflections (Week 7-8)	100
Reflections (Week 9-10)	100
Reflections (Week 11-12)	100
Reflections (Week 13-14)	100

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<b>Assignments:</b>		<b>35%</b>
<b>Form A:</b> School of Health Sciences Practicum Site MOU	100	
<b>Form B:</b> Preceptor Information Form (Week 3)	100	
<b>Form C:</b> Preceptor Evaluation of Student Performance (Weeks 6)	100	
<b>Form C:</b> Preceptor Evaluation of Student Performance (Week 11)	100	
<b>Form D:</b> Preceptor Evaluation of Student Performance (Week 16)	100	
<b>Form E:</b> Student Evaluation of Practicum and Preceptor Experiences	100	
<b>Form F:</b> Practicum Time Logs (week 6)	100	
<b>Form F:</b> Practicum Time Logs (week 11)	100	
<b>Form F:</b> Practicum Time Logs (week 16)	100	
<b>Conference with Instructor &amp; Preceptor</b>		
First Conference (Week 6)	100	
Second Conference (Week 11)	100	
Third Conference (Week 15)	100	
Final Paper & Deliverables (Practicum Report)	100	<b>15%</b>
<b>TOTAL</b>	<b>2310</b>	<b>100%</b>

#### Course Outline

Lesson	Topic	Learning Goals	Reading(s)	Assignment(s)	Forum(s)
1	Introduction and Welcome	Set clear personal goals for your practicum			Week 1 Forums: -Introduction
	Finding practicum locations	Identify the practicum agencies/organizations in which you chose to do your practicum			
		Communicate effectively both in writing and orally			
		Analyze the professional and personal skills and characteristics necessary			

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		for success in your practicum work setting.			
Lesson	Topic	Learning Goals	Reading(s)	Assignment(s)	Forum(s)
2	Identification of Course Goals and Expectations	<p>Define three learning objectives specific to your practicum site.</p> <p>Communicate effectively both in writing and orally</p> <p>Identify the importance of interdisciplinary teamwork to address public health problems in your practicum work setting</p> <p>Discuss professional work habits that you will apply in your practicum setting</p>			Week 2 Forum: Course Goals and Expectations
Lesson	Topic	Learning Goals	Reading(s)	Assignment(s)	Forum(s)
3	Confirmation of Main Project	<p>Describe the vision, mission, and function of the organizations in which you chose to do your practicum</p> <p>Identify and discuss strategies for collaboration and partnership between APUS and agencies/organizations you chose for your practicum</p> <p>Identify the basic personnel structure and professional qualifications of employees of the agencies/organizations you chose for your practicum</p>		<p>Deadline to complete and submit <b>Form A</b> (School of Health Sciences Practicum Site Memorandum of Understanding)</p> <p>Deadline to submit <b>Form B</b> Preceptor Information and Preceptor Resume.</p>	Week 3 Forum: Discussion of your practicum project
Lesson	Topic	Learning Goals	Reading(s)	Assignment(s)	Forum(s)
4	Confirmation of Practicum Agency	<p>Design a work plan for a specific project with clear action, deliverable, and deadlines</p> <p>Analyze the relationship of</p>			Week 4 Forum: Confirmation of Practicum Agency

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		<p>the project(s) to the organization's mission, vision and programs.</p> <p>Discuss how your project will impact public health in general and specifically the agencies/organizations you chose for your practicum</p> <p>Analyze the cultural and professional elements related to your project that impact a public health practice</p>			
Lesson	Topic	Learning Goals	Reading(s)	Assignment(s)	Forum(s)
5	Practicum Reflections	<p>Explain the importance of interdisciplinary teamwork to address public health problems.</p> <p>Apply critical thinking and problem-solving skills to assess and analyze public health issue(s).</p> <p>Communicate effectively both in writing and orally.</p> <p>Demonstrate awareness and understanding of public health practice as it relates to administration, organizational, policies issues, funding mechanisms, community relationship, program coordination, and challenges faced by agencies and organizations today.</p> <p>Integrate public health theory, concepts, knowledge and skills in a real world environment or practice setting.</p>			

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Lesson	Topic	Learning Goals	Reading(s)	Assignment(s)	Forum(s)
		Demonstrate professional work habits that you will apply in your practicum setting as identified by your preceptor feedback			
<b>6</b>	Practicum Reflections	<p>Explain the importance of interdisciplinary teamwork to address public health problems.</p> <p>Apply critical thinking and problem-solving skills to assess and analyze public health issue(s).</p> <p>Communicate effectively both in writing and orally.</p> <p>Demonstrate awareness and understanding of public health practice as it relates to administration, organizational, policies issues, funding mechanisms, community relationship, program coordination, and challenges faced by agencies and organizations today.</p> <p>Integrate public health theory, concepts, knowledge and skills in a real world environment or practice setting.</p> <p>Demonstrate professional work habits that you will apply in your practicum setting as identified by your preceptor feedback</p>		<p>Student, instructor, and preceptor conduct <b>first</b> conference.</p> <p>Preceptor complete <b>Form C</b> (Preceptor Evaluation of Student Performance for week 6) and share with student to submit in the classroom</p>	Week 6 Forum: Students submit Reflection Logs for weeks 5-6 by the end of week 6
Lesson	Topic	Learning Goals	Reading(s)	Assignment(s)	Forum(s)
<b>7</b>	Practicum	Explain the importance of			

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	Reflections	<p>interdisciplinary teamwork to address public health problems.</p> <p>Apply critical thinking and problem-solving skills to assess and analyze public health issue(s).</p> <p>Communicate effectively both in writing and orally.</p> <p>Demonstrate awareness and understanding of public health practice as it relates to administration, organizational, policies issues, funding mechanisms, community relationship, program coordination, and challenges faced by agencies and organizations today.</p> <p>Integrate public health theory, concepts, knowledge and skills in a real world environment or practice setting.</p> <p>Demonstrate professional work habits that you will apply in your practicum setting as identified by your preceptor feedback</p>			
<b>Lesson</b>	<b>Topic</b>	<b>Learning Goals</b>	<b>Reading(s)</b>	<b>Assignment(s)</b>	<b>Forum(s)</b>
<b>8</b>	Practicum Reflections	<p>Explain the importance of interdisciplinary teamwork to address public health problems.</p> <p>Apply critical thinking and problem-solving skills to assess and analyze public health issue(s).</p>			Week 8 Forum: Students submit Reflection Logs for weeks 7-8 by the end of week 8

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		<p>Communicate effectively both in writing and orally.</p> <p>Demonstrate awareness and understanding of public health practice as it relates to administration, organizational, policies issues, funding mechanisms, community relationship, program coordination, and challenges faced by agencies and organizations today.</p> <p>Integrate public health theory, concepts, knowledge and skills in a real world environment or practice setting.</p> <p>Demonstrate professional work habits that you will apply in your practicum setting as identified by your preceptor feedback</p>			
<b>Lesson</b>	<b>Topic</b>	<b>Learning Goals</b>	<b>Reading(s)</b>	<b>Assignment(s)</b>	<b>Forum(s)</b>
<b>9</b>	Practicum Reflections	<p>Explain the importance of interdisciplinary teamwork to address public health problems.</p> <p>Apply critical thinking and problem-solving skills to assess and analyze public health issue(s).</p> <p>Communicate effectively both in writing and orally.</p> <p>Demonstrate awareness and understanding of public health practice as it relates to administration, organizational, policies issues, funding</p>			

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		<p>mechanisms, community relationship, program coordination, and challenges faced by agencies and organizations today.</p> <p>Integrate public health theory, concepts, knowledge and skills in a real world environment or practice setting.</p> <p>Demonstrate professional work habits that you will apply in your practicum setting as identified by your preceptor feedback</p>			
Lesson	Topic	Learning Goals	Reading(s)	Assignment(s)	Forum(s)
10	Practicum Reflections	<p>Explain the importance of interdisciplinary teamwork to address public health problems.</p> <p>Apply critical thinking and problem-solving skills to assess and analyze public health issue(s).</p> <p>Communicate effectively both in writing and orally.</p> <p>Demonstrate awareness and understanding of public health practice as it relates to administration, organizational, policies issues, funding mechanisms, community relationship, program coordination, and challenges faced by agencies and organizations today.</p> <p>Integrate public health</p>			Week 10 Forum: Students submit Reflection Logs for weeks 9-10 by the end of week 10

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		theory, concepts, knowledge and skills in a real world environment or practice setting.			
		Demonstrate professional work habits that you will apply in your practicum setting as identified by your preceptor feedback			
Lesson	Topic	Learning Goals	Reading(s)	Assignment(s)	Forum(s)
11	Practicum Reflections	<p>Explain the importance of interdisciplinary teamwork to address public health problems.</p> <p>Apply critical thinking and problem-solving skills to assess and analyze public health issue(s).</p> <p>Communicate effectively both in writing and orally.</p> <p>Demonstrate awareness and understanding of public health practice as it relates to administration, organizational, policies issues, funding mechanisms, community relationship, program coordination, and challenges faced by agencies and organizations today.</p> <p>Integrate public health theory, concepts, knowledge and skills in a real world environment or practice setting.</p> <p>Demonstrate professional work habits that you will apply in your practicum setting as identified by</p>		<p>Student, instructor, and preceptor conduct <b>second</b> conference.</p> <p>Preceptor complete <b>Form C</b> (Preceptor Evaluation of Student Performance for week 11) and share with student to submit in the classroom</p>	

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		your preceptor feedback			
Lesson	Topic	Learning Goals	Reading(s)	Assignment(s)	Forum(s)
12	Practicum Reflections	<p>Explain the importance of interdisciplinary teamwork to address public health problems.</p> <p>Apply critical thinking and problem-solving skills to assess and analyze public health issue(s).</p> <p>Communicate effectively both in writing and orally.</p> <p>Demonstrate awareness and understanding of public health practice as it relates to administration, organizational, policies issues, funding mechanisms, community relationship, program coordination, and challenges faced by agencies and organizations today.</p> <p>Integrate public health theory, concepts, knowledge and skills in a real world environment or practice setting.</p> <p>Demonstrate professional work habits that you will apply in your practicum setting as identified by your preceptor feedback</p>			Week 12 Forum: Students submit Reflection Logs for weeks 11-12 by the end of week 12
Lesson	Topic	Learning Goals	Reading(s)	Assignment(s)	Forum(s)
13	Practicum Reflections	<p>Explain the importance of interdisciplinary teamwork to address public health problems.</p> <p>Apply critical thinking and problem-solving skills to</p>			

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		<p>assess and analyze public health issue(s).</p> <p>Communicate effectively both in writing and orally.</p> <p>Demonstrate awareness and understanding of public health practice as it relates to administration, organizational, policies issues, funding mechanisms, community relationship, program coordination, and challenges faced by agencies and organizations today.</p> <p>Integrate public health theory, concepts, knowledge and skills in a real world environment or practice setting.</p> <p>Demonstrate professional work habits that you will apply in your practicum setting as identified by your preceptor feedback</p>			
Lesson	Topic	Learning Goals	Reading(s)	Assignment(s)	Forum(s)
14	Practicum Reflections	<p>Explain the importance of interdisciplinary teamwork to address public health problems.</p> <p>Apply critical thinking and problem-solving skills to assess and analyze public health issue(s).</p> <p>Communicate effectively both in writing and orally.</p> <p>Demonstrate awareness and understanding of</p>			Week 14 Forum: Students submit Reflection Logs for weeks 13-14 by the end of week 14

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		<p>public health practice as it relates to administration, organizational, policies issues, funding mechanisms, community relationship, program coordination, and challenges faced by agencies and organizations today.</p> <p>Integrate public health theory, concepts, knowledge and skills in a real world environment or practice setting.</p> <p>Demonstrate professional work habits that you will apply in your practicum setting as identified by your preceptor feedback</p>			
<b>Lesson</b>	<b>Topic</b>	<b>Learning Goals</b>	<b>Reading(s)</b>	<b>Assignment(s)</b>	<b>Forum(s)</b>
15	Practicum Reflections	<p>Explain the importance of interdisciplinary teamwork to address public health problems.</p> <p>Apply critical thinking and problem-solving skills to assess and analyze public health issue(s).</p> <p>Reflect on each of the course learning objectives and illustrate how you have met these objectives. Communicate effectively both in writing and orally.</p> <p>Deliver a power point presentation targeted to Public Health professionals</p>		Student, instructor, and preceptor conduct <b>third</b> conference.	Week 15 Forum: Power Point presentation
<b>Lesson</b>	<b>Topic</b>	<b>Learning Goals</b>	<b>Reading(s)</b>	<b>Assignment(s)</b>	<b>Forum(s)</b>

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<b>16</b>	<p>Practicum Reflections</p> <p>Final Thoughts</p>	<p>Reflect on each of the course learning objectives and illustrate how you met these objectives.</p> <p>Collect and analyze data relevant to the public health issue(s) addressed in the practicum.</p> <p>Communicate effectively both in writing and orally.</p> <p>Demonstrate awareness and understanding of public health practice as it relates to administration, organizational, policies issues, funding mechanisms, community relationship, program coordination, and challenges faced by agencies and organizations today.</p>		<p>Preceptor complete <b>Form D</b> (Preceptor Evaluation of Student Performance for week 16) and share with student to submit in the classroom</p> <p>Students submit <b>Form E</b> (Student Evaluation of practicum and Preceptor experiences)</p> <p>Use the Practicum Completion Checklist to verify your completion of practicum requirements</p>	<p>Week 16 Forum: <b>Final Thoughts</b></p> <p>Reflection of Learning and Completion of Course Objectives</p>
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**Policies**

Please see the [Student Handbook](#) to reference all University policies. Quick links to frequently asked question about policies are listed below.

- [Drop/Withdrawal Policy](#)
- [Plagiarism Policy](#)
- [Extension Process and Policy](#)
- [Disability Accommodations](#)