Public Health Practicum (PH 195W) is a one-quarter and 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 through an approved site at an organization in the field of public health. Practicum requires that each student interview and select a site through the online catalog of approved Public Health sites. The catalog includes sites that have agreed to accept, train and supervise Public Health students in the ongoing activities of the organization. Students must choose a placement site listed only in the practicum catalog. Unlisted sites will not be approved for registration. All students are required to dedicate 100 hours for the practicum quarter (10 hrs a week).

<table>
<thead>
<tr>
<th>STEPS</th>
<th>Fall 2010</th>
<th>Winter 2011</th>
<th>Spring 2011</th>
</tr>
</thead>
<tbody>
<tr>
<td>Research &amp; Apply to Sites</td>
<td>Jun-Jul</td>
<td>Sept-Oct</td>
<td>Jan-Feb</td>
</tr>
<tr>
<td>Submit Course Enrollment Form</td>
<td>Aug 6</td>
<td>Nov 5</td>
<td>Feb 11</td>
</tr>
<tr>
<td>Enroll for Practicum beginning</td>
<td>Aug 16</td>
<td>Nov 15</td>
<td>Feb 21</td>
</tr>
</tbody>
</table>

*All students are held to the enrollment deadline. Late submissions will be placed on a wait-list and are not guaranteed a spot in the class.

**ONE-TWO QUARTERS PRIOR TO ENROLLING IN PRACTIUM-RESEARCH SITES**

- Prepare a resume and cover letter. Visit the Career Center for assistance on your resume & interviewing skills.
- Complete all pre-requisites prior to the quarter that you will be completing PH 195W:
  - GPA of 2.0 or better
  - Completion of PH 1&2
  - Declared major in Public Health
  - Low-Div Writing

**ONE FULL QUARTER PRIOR TO THE COURSE ENROLLMENT FORM DEADLINE-APPLY TO SITES**

- Apply to at least 6-8 practicum sites listed in the Practicum Catalog.
- See the catalog for specific instructions on applying to various sites—each site has different instructions.
- Keep records on the sites you contacted so that you can follow-up as necessary.

**FOUR WEEKS BEFORE THE COURSE ENROLLMENT FORM DEADLINE-FINALIZE YOUR PLACEMENT**

- Accept an offer from a site. Let the other sites you applied to know you accepted a placement.
- Confirm the placement dates with the supervisor at the site.
- 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 course enrollment form online).

**COURSE ENROLLMENT FORM DEADLINE** (see calendar above)


**ONE WEEK AFTER THE COURSE ENROLLMENT FORM DEADLINE**

- Check your UCI email account for a message about authorization for enrolling in practicum.
DURING YOUR ENROLLMENT WINDOW

- Enroll in Public Health Practicum (PH 195W).
- Confirm the placement dates (first and last day) and your weekly practicum work hours with your site.

WHAT TO EXPECT DURING YOUR PRACTICUM QUARTER

- Make sure you arrange a schedule with your site to complete 100 hours at your site.
- Begin your practicum as early as the first day of instruction-hours worked prior to this day will not count.
- 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 you listed your total hours worked on the evaluation.
- Make sure your supervisor faxes or mails the evaluation to the Practicum Director.
- Keep a copy of the evaluation for your own records.

IMPORTANT POLICIES TO FOLLOW

- Students are held to meeting all said deadlines on this form. Late submissions are not ensured a spot in class.
- **Hours:** Students may begin counting Practicum hours on or after the 1st date of the placement period.
- **Changing Placements:** Students MAY NOT change placements after the course enrollment deadline.
- **Where to look for Sites:** Students must choose a placement site listed only in the Public Health Practicum Catalog. Sites that are not listed in the catalog WILL NOT BE APPROVED!
- **Enrollment:** A Practicum Course Enrollment Form must be submitted online by the established deadline.
- **Time Requirement:** A minimum of 100 work hours are required for practicum during PH 195W.
- **Evaluations:** Students are required to submit an evaluation form from their practicum supervisor.
- **Approval of a new site/unlisted sites:** Organizations can apply to be a listed site. The un-listed site needs to contact the Practicum Director to discuss the requirements of setting up a new site. Sites must be open to all student applications for a minimum of 1 year. The application and approval process to list new sites takes two full quarters from the time the application is received by the Practicum Director.
- **Upper Division Writing:** Earning a grade of “C” or better in PH 195W fulfills upper division writing.

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.
- In order to submit the online enrollment form, you must have first been accepted by the placement site.

FOR MORE INFORMATION:
Web: http://students.socceco.uci.edu/pages/public-health-practicum
Practicum Director, Dahlia Warman
Call to schedule an appointment: (949) 824-6861 Email: dwarman@uci.edu