



Practice Experience Contacts

If you have questions, please email one of the Practice Experience contacts below.

- Practice Experience Administrator: Andrew Wyman (wymaa@pdx.edu)
- Director of Applied Learning: Jamie Jones (jljones@pdx.edu)
- Biostatistics PE/IP Coordinator: Byung Park (parkb@ohsu.edu)
- Environmental Systems & Human Health PE/IP Coordinator: Tawnya Peterson (petertaw@ohsu.edu)
- Epidemiology PE/IP Coordinator: Sarah Siegel (siegels@ohsu.edu)
- Health Management & Policy PE/IP Coordinator: Robin Baker (bakrob@ohsu.edu)
- Health Promotion PE/IP Coordinator: Brad Wipfli (bwipfli@pdx.edu)
- Public Health Practice PE/IP Coordinator: Robin Baker (bakrob@ohsu.edu)

Practice Experience Overview

The Practice Experience (PE) is intended to provide you with an opportunity to demonstrate and apply your MPH competency-based learning in a practice setting. In addition, you learn new skills and are socialized into the field of public health. You should expect to put roughly 160 hours into your PE; you can complete the PE in 1 or 2 terms. Please note that the process for finding and receiving approval for the PE can take time. Please begin conversations with your program's PE coordinator at least 2 terms prior to the term you hope to complete your PE.

Practice Experience Prerequisites

You must complete all 5 core MPH courses:

- BSTA 511: Intro / BSTA 525: Est. and Hypothesis Testing for Applied Biostatistics
- EPI 512: Epidemiology I
- ESHH 511: Concepts of Environmental Health
- HSMP 574: Health Systems Organization
- PHE 512: Principles of Health Behavior

You must be adequately prepared to do the work you are proposing to do for your PE, by virtue of completed coursework or previous/current work experience. Please discuss this with your PE coordinator.

Note to MPH Biostatistics Students: You are recommended to have a broad knowledge of various statistical data analysis methodologies and skill set to perform data analysis, summary results, interpretation of findings, and

dissemination because your PEs are more data-analysis oriented. You may be asked to start your PE after completing a minimal level of biostatistics required courses (2 or 3 classes) and recommend courses (such as Linear Model, Categorical Data Analysis, Design and Analysis of Survey Data, and Applied Longitudinal Data Analysis).

Finding a Practice Experience

It is the student's responsibility to find and secure a PE opportunity. You should identify an appropriate PE site considering your career goals, your skills and knowledge, and the competencies you wish to demonstrate. Sites may include governmental, non-governmental, non-profit, for-profit, or (in some cases) university-affiliated settings. You may complete your Practice Experience with your current employer; however, the project/work for the Practice Experience must map to competencies to be eligible for consideration.

There are some restrictions on the type of work eligible for the PE. Due to the graduate-level, public health focus of the Practice Experience, there are types of work and deliverables (work products) that are not allowed. Some examples include providing childcare, providing clinical services or any 1:1 client-based work, administrative work (internal meeting minutes, scheduling, etc.), solely entering data, solely translating documents, fundraising or development work, or implementing existing curriculum. Talk with your program's PE coordinator to get guidance on what is an appropriate PE.

Tips for finding a PE opportunity:

- **START PLANNING TWO TERMS BEFORE YOU WANT TO BEGIN YOUR PE**
- Talk with your Faculty Advisor, your program's PE Coordinator, or the Director of Applied Learning about different organizations you might consider and create a strategic plan for identifying PE opportunities.
- Peruse the EXXAT database (<https://steps.exxat.com/>) for past PE sites
- Make an appointment with career advising to update your CV/resume and prep an "elevator pitch" to engage potential PE sites.
- Faculty can be an excellent source for networking. Set up an appointment with faculty members working in areas of interest to discuss potential organizations you might consider for your Practice Experience.
- Attend your fellow students' PE Oral Presentations that are scheduled during final's week every term to learn from your peers and gain ideas about the range of possible topics and placements.
- Pay attention to the grad listservs and browse the OHSU-PSU School of Public Health webpage under Jobs & Opportunities.
- Meet with your PE coordinator. While it is your responsibility to find and secure a placement, your PE coordinator can help provide guidance and may have suggestions for locating an appropriate PE opportunity.
- If you need more support, reach out to the Director of Applied Learning.

Steps to PE Approval ONE Term PRIOR to Registration

Week 1-3	Week 4	Week 5	Week 7	Weeks 8-9
<p>Confirm PE Site and Preceptor.</p> <p>Confirm with your PE Program Coordinator whether or not you need an Affiliation Agreement.</p> <p>Start drafting Learning Agreement and share with your Preceptor to get their feedback.</p>	<p>Integrate your Preceptor's feedback into your Learning Agreement.</p>	<p>Send your draft PE Learning Agreement to PE Coordinator for review.</p>	<p>Final Learning Agreement submission deadline. Send to the PE Administrator AND your program's PE Coordinator.</p> <p>Make sure all signatures are completed. Your learning agreement needs to be signed by your Preceptor and PE Coordinator. Biostats and Epi students must also have their Faculty Advisor's signature.</p>	<p>Students need to prepare for Practice Experience next quarter.</p>

PE Registration Process and Timeline

Registration for the PE requires the completion of a learning agreement and assurance that an affiliation agreement is in place. The online registration process cannot be used for the PE. Once the learning agreement has been signed and approved and an affiliation agreement is in place, your PE Coordinator will work with the PE Administrator to register you. Ideally, you should be registered for the PE three weeks before the term you plan to start. You will not be approved to register without the authorization and signature of the PE Coordinator.

Registration Quick Facts:

- To be eligible for the PE, you must have taken all 5 core MPH courses and must be adequately prepared to do the work, by virtue of coursework or previous/current work experience.
- You cannot register yourself for the PE; registration for the PE requires a

- completed and approved learning agreement.
- You should start the process at least 1-2 terms before the term you plan to start your PE. Work with your PE coordinator to make sure you understand the process.
 - You may take the entire 4 credits of PE in a single term or split the credits 2-and-2 across two contiguous terms.
 - If your project involves research, you may need review and approval by the Institutional Review Boards of OHSU or PSU. This takes time so plan accordingly and expect delays; you may need to shift your planned start dates.
 - If you plan to complete a PE outside the US, there are additional requirements for approval. Talk to your PE coordinator about the process and expected timelines.

PE Activities and Deliverables

If you are completing the PE in two terms, the first term is assessed as P/NP and the second term is graded A-F. If you are completing the PE in one term, your PE is graded as A-F. Your final PE graded is based on the quality of the following deliverables:

- 1) *Midway Progress Report*: You will complete one midway progress report during your PE. If you are registered for 1 term, this will be due in Week 5; if you are registered for 2 terms, this will be due at the end of the first term. Please use the Midway Progress Report template on the SPH PE website and submit it via Sakai.
- 2) *Portfolio*: All students are required to submit a portfolio as part of their PE. The portfolio is an opportunity to demonstrate your ability to communicate your experience and attainment of CEPH foundational and program competencies. It is also an opportunity to showcase your PE and the work that you did. You will create your portfolio using Word or a similar word processing program. Please see the PE Portfolio Outline on the PE Syllabus for the information you must include in your PE portfolio. Once completed, you submit your PE Portfolio via the Sakai course page.
- 3) *Presentation*: At the conclusion of your PE, you will deliver an oral presentation to share the highlights of your competency-based experience. You will have 20 minutes to describe the organizational setting, your role and responsibilities, work products, competency attainment, and public health significance, including recommendations for future actions. A ten-minute question and answer period will allow further exploration of the topic with the audience. The oral presentation is not meant to be a complete retelling of the experience, but rather a focused demonstration of your accomplishments in attaining the

competencies and understanding of public health practice.

**PE Activities and Deadlines During the Term of PE Completion
When Completing Over TWO Terms**

Week 1 of First Quarter	Week 10 of First Quarter	Weeks 6-9 of Second Quarter	Finals Week of Second Quarter
<p>Start your PE!</p> <p>If you have any questions, contact your program's PE coordinator.</p>	<p>Midway Report due</p>	<p>Portfolio: Make sure your portfolio is keeping up with the work, and that it addresses the competencies.</p> <p>Presentation: Start working on your presentation to be presented during finals week.</p>	<p>Presentation: For those who have finished their practice experience they will be giving a 20-minute oral presentation on their experience.</p>

**PA Activities and Deadline During the Terms of PE Completion
When Completing Over ONE Term**

Week 1	Week 5	Weeks 6-9	Finals Week
<p>Start your PE!</p> <p>If you have any questions, contact your program's PE coordinator.</p>	<p>Midway Report due</p>	<p>Portfolio: Make sure your portfolio is keeping up with the work, and that it addresses the competencies.</p> <p>Presentation: Start working on your presentation to be presented during finals week.</p>	<p>Presentation: For those who have finished their practice experience they will be giving a 20-minute oral presentation on their experience.</p>

Tips for a successful Practice Experience

- During your year, you will be added to the PSU Canvas site for the MPH PE Orientation. Explore the resources on the Canvas site to prepare for your PE.
- Start looking for a PE site and preceptor at least 2 terms in advance.
- Upon registration, you are added to the Sakai course page for the PE. Make use of the modules in Sakai that provide guidance on the portfolio and presentation.
- Make sure you know when your deliverables are due.
- Stay in communication with your PE coordinator throughout the PE.
- If you run into challenges, make an appointment with your PE coordinator to problem solve early.