

Guidelines for OEH Field Practice

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Environmental Health

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I. Objectives of the OEH Field Practice

The purpose of the field practice requirement is for the student to gain practical experience in industrial hygiene and/or environmental health in an actual workplace setting. The field practice experience supports the student outcomes of understanding the impact of occupational/environmental health solutions within an organization, understanding business and managerial practices, and functioning on multi-disciplinary teams.

Under the supervision of a qualified preceptor and the student's academic advisor, the student will:

- Apply classroom theory, knowledge, skills and techniques to a professional work setting.
- Enhance and develop new skills needed to function as a professional in a professional setting.

To meet the field practice requirements, the student must:

1. Work at least 240 hours in the field setting. This work should be primarily focused on specific professional goals agreed upon in advance (in writing) between the student and the preceptor (supervisor). Note: OUHSC policy requires a Memorandum of Agreement with the organization sponsoring the field practice.
2. Obtain a written performance evaluation from the field practice supervisor. Either the COPH evaluation form or the company's evaluation form may be used.
3. Evaluate the field practice site using the "OEH Student Evaluation of Field Practice Host Site" form.
4. Submit a formal paper reporting on the field practice. This paper should include:
 - an overview of the internship setting, with an explanation of its function within the organization and a description of the team or unit in which the student served;
 - a summary of the student's activities, with their known or anticipated impact in the organization and public health;
 - conclusions or lessons learned.

This paper should contain a minimum of 1500 words.

The paper and performance evaluation must be submitted to the student's academic advisor and placed in the student's official file.

Students who enter the program with two years or more of full-time professional experience in occupational or environmental health or safety will be deemed to have satisfied the field practice requirement if they provide the following documentation, which shall be placed in the student's official file:

- A narrative description of their professional work experience in the field.
- A written performance evaluation or letter of support from their employer, dated in the most recent year of employment, which shall be no more than 5 years before the student's planned date of graduation.

Students with 2 or fewer years of experience who wish to complete their field practice within their current place of employment must, in consultation with their academic advisor and preceptor, develop a field practice assignment that extends beyond their regular work duties that allows application of knowledge and skills being learned in the OEH MS program.

II. Responsibilities of the Student for OEH Field Practice

- Confirm there is a current Memorandum of Agreement (MOA)/Affiliation Agreement (AA) with the Host Site. Check with the Office of Student Services or visit the following web site at <http://coph.ouhsc.edu/current/practicum.aspx> to be sure an MOA is in place with the student's intended host site. An MOA must be in place prior to beginning the field practice, this includes a field practice in another state or in another country. A new MOA typically takes a minimum of 60 days to be approved.

- Students planning a field practice abroad must immediately notify Student Services of their intent as there are additional requirements. For more information see https://www.ou.edu/content/cis/education_abroad/ou-faculty---staff/college-study-abroad-liaisons.html and D2L/CPH 7941.
- Complete, obtain signatures and submit the Field Practice Agreement to the student's academic advisor. The student is required to have the Field Practice Agreement completed and submitted to their academic advisor before the student may begin the field practice. The Agreement must be approved and signed by all parties including the student, academic advisor, and preceptor.
- The Field Practice is the student's professional practice, and as such, the student is expected to perform as a professional at all times during the field practice experience, including personal hygiene, attire, demeanor, conduct, and communications with the preceptor and host site personnel.
- The student is expected to comply with the field practice policies and procedures.
- Complete and submit the following field practice forms to their academic advisor at the conclusion of the field practice contact hours at the host site:
 - Field Practice Time and Activities Log
 - Student Evaluation of Host Site

III. Qualifications and Responsibilities of the Preceptor

Qualifications of the Preceptor

The preceptor is an employee of the field practice host site, is approved by their academic advisor, and has the following qualifications:

- knowledge and practical experience in occupational and/or environmental health;
- substantial professional experience at the host site;
- an interest in and commitment to helping students.

Responsibilities of the Preceptor

- Provide a copy of the Preceptor's Resume or biosketch to the academic advisor.
- Work with the academic advisor and student to develop and implement the Field Practice Agreement. Sign the Field Practice Agreement.
- Assist the student to amend the Field Practice Agreement if the goals and objectives of the field practice change.
- Supervise and guide the student through the field practice experience, providing performance feedback to the student.
- Facilitate a host site orientation to the student including the host site policies and procedures, schedule of work hours, professional attire, and any required host site trainings. Provide adequate office space and materials for the student if appropriate.
- Contact the academic advisor at any time should issues or concerns arise.

- Complete the electronic Preceptor Evaluation of Student's Performance and submit to the academic advisor on the completion of the student's field practice contact hours.

Responsibilities of the Academic Advisor

- Provide a copy of the Preceptor's Resume or biosketch to the academic advisor.
- Confirm there is a current Memorandum of Agreement (MOA)/Affiliation Agreement (AA) with the Host Site. Check with the Office of Student Services or visit the following web site at <http://coph.ouhsc.edu/current/practicum.aspx> to be sure an MOA is in place with the student's intended host site.
- Confirm that a student planning a field practice abroad has notified Student Services of their intent and has completed the necessary paperwork.
- Confirm that all required signatures have been obtained and that the Field Practice Agreement is on file before the student begins the field practice.
- Contact student during the field practice to check on progress.
- Contact preceptor at the point that they have been identified with a field practice orientation letter.