

## University of Oklahoma Hudson College of Public Health

### Qualifications and Responsibilities of the Practicum Preceptor

#### Qualifications of the Preceptor

The preceptor is an employee of the practicum host site and is approved by the practicum coordinator and the associate dean for academic affairs and has the following qualifications:

- knowledge and practical experience in the practice areas assigned to the student;
- 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 to Student Services.

Work with the faculty practicum advisor and student to develop, implement and evaluate the Practicum Agreement. Sign the Practicum Agreement.

Work with the faculty practicum advisor and student to develop at least 2 professional work products. Work products may include written programs, procedures, methods, reports, memos, PowerPoint presentations, surveys, data summaries, etc. Work products may be redacted at the practicum host site as deemed necessary to protect privacy and confidentiality, before being released to the student's academic advisor.

Assist the student to amend the Practicum Agreement if the goals and objectives of the practicum change.

Supervise and guide the student through the practicum 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.

Complete the Mid-Course Review of Student's Progress with the student and faculty practicum advisor when the student is half way through the practicum contact hours.

Attend the student's Oral Presentation of the MPH Practicum Paper, if possible.

Contact the [practicum faculty advisor](#) or [Student Services](#) (405) 271-2308 at any time should issues or concerns arise.

Complete the electronic Preceptor Evaluation of Student's Performance and return it to Student Services upon the completion of the student's practicum contact hours.

Sign the Practicum Time and Activities Log upon the completion of the student's practicum contact hours at the host site.