

# Guidelines for OEH Field Practice

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Department of Occupational and Environmental Health

Hudson College of Public Health

University of Oklahoma Health Sciences Center

801 NE 13<sup>th</sup> Street, Room 165

Oklahoma City, Oklahoma 73104

Phone: (405) 271-2308

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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 foundational competencies mandated by the Council on Education for Public Health (CEPH) as well as other student outcomes/competencies for the MS in IH/EHS.

To meet the field practice requirements, the student must:

1. Select, in joint consultation with the academic advisor and the field practice supervisor (preceptor), at least 5 competencies/outcomes that the student will demonstrate in the field practice.
  - One competency shall be: *FC 21. Perform effectively on inter-professional teams.*
  - At least two competencies will be selected from this list:
    - FC 7: Assess population needs, assets and capacities that affect communities' health*
    - FC 8: Apply awareness of cultural values and practices to the design or implementation of public health policies or programs*
    - FC 9: Design a population-based policy, program, project or intervention*
    - FC 10: Explain basic principles and tools of budget and resource management*
    - FC 13: Propose strategies to identify stakeholders and build coalitions and partnerships for influencing public health outcomes*
    - FC 14: Advocate for political, social or economic policies and programs that will improve health in diverse populations*
    - FC 16: Apply principles of leadership, governance and management, which include creating a vision, empowering others, fostering collaboration and guiding decision making*
    - FC 17: Apply negotiation and mediation skills to address organizational or community challenges*
  - At least one outcome/competency will be selected from this list:
    - IH 1: Describe patterns and mechanisms of occupational/environmental diseases based upon interpretation of epidemiologic evidence and knowledge of toxicological/physiological interaction of hazardous agents with the human body.*
    - IH 2: Recognize and identify sources of chemical, physical, biological, and ergonomic stressors, and describe qualitative and quantitative aspects of the generation of these stressors.*
    - IH 3: Design programs to reduce or eliminate occupational and environmental hazards, including the recommendation and evaluation of engineering, administrative, and personal protective equipment controls.*
    - IH 4: Select and use appropriate strategies and methods for quantitative and qualitative exposure assessment, and apply statistical principles to the collection and interpretation of industrial hygiene, safety, and environmental data.*
    - IH 5: Communicate effectively with all levels of an organization, with the public, and with professional peers concerning health and safety.*
    - IH 6: Interpret and apply relevant occupational and environmental regulations and standards.*
    - IH 7: Understand ethical responsibilities and the impacts of professional practice in the organizational, societal, and global contexts of public health.*

*IH 10: Identify vulnerable populations at disparate risk of adverse occupational and/or environmental health outcomes based upon societal inequalities.*

2. Work at least 160 hours in the field setting. This work should be directed toward specific deliverables (work products) of use to the field practice site and demonstrating the competencies selected. Note: OUHSC policy requires a memorandum of understanding with the field practice site.
3. Obtain a written performance evaluation from the field practice supervisor. Either the COPH evaluation form or the company's evaluation form may be used.
4. Submit at least two professional work products created by the student for the field practice site, together with a brief report explaining the context of the 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 field practice site as deemed necessary to protect privacy and confidentiality, before being released to the student's academic advisor.
5. Work products will be assessed by the academic advisor and placed in the student's official portfolio.

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 account of their professional work experience in the field, including a description of how they performed on inter-professional teams and brief descriptions of their major accomplishments.
- 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.

Additionally, students who enter the program with less than two years of full-time professional experience, but continue working full-time during the program and attain 2 years or more of full-time experience before completing the program will be deemed to have satisfied the field practice requirement if they provide the above documentation.

## **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 <https://publichealth.ouhsc.edu/Current-Students/MPH-Practicum> 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 [http://www.ou.edu/cis/education\\_abroad](http://www.ou.edu/cis/education_abroad) and D2L and 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 the student's 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, including deliverables (work products) to be produced by the student and selection of competencies/outcomes to be demonstrated. 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.
- Approve, with any necessary redactions, the two work products for the student's portfolio, and release the work products to the academic advisor by the end of the field practice.
- 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**

- 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 <https://publichealth.ouhsc.edu/Current-Students/MPH-Practicum> 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.
- Receive and assess the two work products released by the preceptor.



**12) Competencies to be demonstrated by the Student:**

Select competencies in joint consultation with academic advisor and preceptor. A minimum of five competencies is required, selected from the lists provided in the Guidelines for OEH Field Practice, Revised January, 2019.

- 21. *Perform effectively on inter-professional teams.*

**This Field Practice Agreement is subject to the terms and conditions of the related Affiliation Agreement.**

Counterparts. This Field Practice Agreement may be executed in any number of counterparts, each of which shall be deemed an original and all of which taken together shall be deemed to constitute one and the same instrument. Delivery of an executed signature page, with electronic signature or otherwise, of this Agreement by facsimile or other electronic transmission shall be as effective as delivery of an original executed counterpart of this Agreement.

Student Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Preceptor Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Academic Advisor Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**FIELD PRACTICE TIME AND ACTIVITIES LOG**  
**The University of Oklahoma Hudson College of Public Health**  
**Department of Occupational and Environmental Health**

The log shall be provided for review upon request at any time by the college during the field practice experience. Upon completion of the field practice contact hours at the host site, return the completed form. Multiple sheets may be required to complete the log of time spent in the practice contact hours at the host site.

*Please complete all sections and type your responses.*

**Student's Name:** \_\_\_\_\_

**Host Site:** \_\_\_\_\_

Week	Contact Hours	Tasks and Experiences
1		
2		
3		
4		
5		
6		
7		
8		

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Preceptor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Academic Advisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

\*Note: Add additional pages as necessary

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## PRECEPTOR EVALUATION OF THE STUDENT'S PERFORMANCE

This evaluation is to be used by the Preceptor to evaluate the student's performance upon completion of the field practice at the host site.

*Please complete all sections and type your responses.*

**PLEASE RETURN ORIGINAL TO:**

Department of Occupational and Environmental Health  
**Academic Advisor:** \_\_\_\_\_  
 University of Oklahoma Health Sciences Center  
 PO Box 26901, CHB 413, Oklahoma City, OK 73126-0901  
 Fax: 405-271-1971

**Advisor's email:** \_\_\_\_\_

**Student name:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Field practice host:** \_\_\_\_\_

**Inclusive dates of the field practice:** \_\_\_\_\_

**Preceptor name and title:** \_\_\_\_\_

**Preceptor signature:** \_\_\_\_\_

Description of field practice:

### PROFESSIONAL QUALIFICATIONS AND JOB PERFORMANCE

Indicate your judgment of the student's work on a scale of **1 (LOW) to 5 (HIGH)** by circling the appropriate number next to each item. Circle NA for those items you do not feel qualified to evaluate or for those items that did not apply to this experience.

	<i>Low</i>		<i>High</i>			
	1	2	3	4	5	NA
Command of technical subject matter	1	2	3	4	5	NA
Understanding of relevant business and managerial practices	1	2	3	4	5	NA
Understanding of the impact of work activities on your organization and public health	1	2	3	4	5	NA
Effective performance on interprofessional teams.	1	2	3	4	5	NA
Understanding of professional and ethical responsibility	1	2	3	4	5	NA

Ability to apply knowledge of relevant regulations	1	2	3	4	5	NA
Assess population needs, assets and capacities that affect communities' health	1	2	3	4	5	NA
Apply awareness of cultural values and practices to the design or implementation of health policies or programs	1	2	3	4	5	NA
Design a population-based policy, program, project or intervention	1	2	3	4	5	NA
Explain basic principles and tools of budget and resource management	1	2	3	4	5	NA
Propose strategies to identify stakeholders and build coalitions and partnerships for influencing public health outcomes	1	2	3	4	5	NA
Advocate for policies and programs that will improve health in diverse populations	1	2	3	4	5	NA
Apply principles of leadership, governance and management, which include creating a vision, empowering others, fostering collaboration and guiding decision making	1	2	3	4	5	NA
Apply negotiation and mediation skills to address organizational or community challenges	1	2	3	4	5	NA
Ability to express ideas in writing	1	2	3	4	5	NA
Ability to communicate ideas orally	1	2	3	4	5	NA
Ability to research problems	1	2	3	4	5	NA
	<i>Low</i>			<i>High</i>		

## Evaluation of Student Performance

What do you consider to be the student's strongest assets?

What do you consider to be the student's limitations?

Please provide any additional information that would assist the student to continue professional growth. Use the space below or attach a separate sheet.

## STUDENT EVALUATION OF MS FIELD PRACTICE HOST SITE

Date: \_\_\_\_\_

Student's Name: \_\_\_\_\_

Field Practice Host Site: \_\_\_\_\_

Preceptor's Name and Title: \_\_\_\_\_

Start date at Host site: \_\_\_\_\_ End date at Host Site: \_\_\_\_\_

### OVERALL VIEW

Please indicate your assessment of the Host Site environment using a scale of *strongly disagree* to *strongly agree*. Any one of the questions may not be applicable in your field practice, in this case please check the circle next to **NA**.

**What do you consider to be the host site's strengths?**

**In which area(s) do you consider the host site could improve?**

**How well do you disagree or agree the host site...**

	<i>Not Applicable</i>	<i>Strongly Disagree</i>	<i>Disagree</i>	<i>Un- decided</i>	<i>Agree</i>	<i>Strongly Agree</i>
benefited from your field practice?		1	2	3	4	5
oriented you to the total site environment?	NA	1	2	3	4	5
clarified your responsibilities?	NA	1	2	3	4	5
created an atmosphere of acceptance, friendliness, and belonging?	NA	1	2	3	4	5
demonstrated effective management systems?	NA	1	2	3	4	5
provided you constructive criticism and guidance?	NA	1	2	3	4	5
provided an opportunity to function on interprofessional teams?	NA	1	2	3	4	5
Overall, an appropriate field practice site?	NA	1	2	3	4	5

**Would you recommend this agency/organization to other Hudson COPH students?**

Definitely   
  Probably   
  Maybe   
  Doubtful   
  Never   
  Undecided