

IH Practicum Primer

Prepare:

- Read Practicum Abstracts binder in IH Student Carrels or via:
<http://sph.bu.edu/practicum/>
- Access IH Student's Trip Report and more via:
<http://bu.digication.com/GolH/>
- Attend SPH Student Practicum Poster Sessions: Spring'14: Apr 24th 10am-12pm in Hiebert Lounge
- Talk with: Faculty Advisor and Wolffy (jwolff@bu.edu) or Joe (josanz@bu.edu)
- Learn of 3 unique ways to do Practicum:
 - 1) IH707 Kenya Field Practicum Course (in Summer I)
 - 2) Philippines Program (12 weeks in Summer)
 - 3) Peace Corps / Master's International Program
- Read IH Blast weekly
- Learn about IH Organizations:
<http://www.interaction.org/members/about-members>
<http://www.globalhealth.org/about-us/member-directory/>
- Set up notifications via Idealist.org
- Activate your professional network (LinkedIn.com)

Guide Books for Overseas Living:

- “Survival Kit for Overseas Living” - THE “book” on the topic.
- “Culture Shock! A Survival Guide to Customs & Etiquette”
 - A deeper look at country's culture.
- “The Gift of Fear” by Gavin De Becker - on personal safety

When you are ready:

1. **Get Approval** from Department Representatives (Wolffy or Joe)
2. **Complete forms online:**
(<http://sph.bu.edu/practicum/PracticeWeb/>)
3. **Meet with Practice Office** for Approval
4. **Register for your practicum course:** 0 to 4 credits; (Comply with ADD/DROP deadlines)
5. **Complete Learning Contract/ Scope of Work:** signed by Field Supervisor, Wolffy/Joe; Practice Office; (Best to establish your Scope of Work/Learning Agreement before you go.
6. **If International** – Complete waiver form; get insurance, vaccines, develop personal safety plan, etc.
7. **Before you go, learn** about the organization, country, history, and culture
8. **While you are there,** Complete mid-point review with field supervisor, adjust your scope of work.
9. **Submit Evaluations:** Field Supervisor's Evaluation of you & yours of your practicum.

Tips:

- In fall and spring, 6 credits keeps your loans from coming due.
- Funding: Santander Fellowships (see IH Blast) and FastWeb.com
- Establish your Scope of Work/Learning Agreement before you go

Back in Boston:

10. **Submit Trip Report** via IH Blast, 2 weeks after.
11. **Draft Abstract**, have reviewed, then post.
12. **Participate in Practicum Finale** Poster/Seminar
 - ** Attend 2 professional development “How to...” seminars (not a prerequisite, but must be done prior to completing your degree) **










How To... Workshops: Skills Needed by Public Health Professionals





Fall Semester 2013

SEPTEMBER 2013	OCTOBER 2013	NOVEMBER 2013	DECEMBER 2013
How to Conduct a Library Search David Flynn & Library Staff Date: Wed, 9/11/2013 Time: 4:00 – 5:50 pm Location: BUSM Library 	How to Use Powerpoint Effectively Rob Schadt Office of Teaching, Learning, & Technology BUSPH Date: Wed, 10/16/2013 Time: 12:00 – 1:50 pm Location: BPHC * 	How to Prepare for Legislative Hearing Harold Cox Practice Office, BUSPH Date: Thu, 11/14/2013 Time: 4:00 – 5:50 pm Location: BUSM R115 	How to Write a Policy Memo Trish Elliott Comm Hlth Sci, BUSPH Date: Tue, 12/ 10/2013 Time: 12:00 – 1:50 pm Location: BUSM R115 
How to Conduct a Library Search David Flynn & Library Staff Date: Thu, 9/12/2013 Time: 12:00 – 1:50 pm Location: BUSM Library 	How to Develop a Questionnaire Dan Merrigan Comm Health Sci, BUSPH Date: Wed, 10/23/2013 Time: 4:00 – 5:50 pm Location: 670 Albany St., rm 107/108 	Program Management Skills Vicky Parker / Gouri Gupte Health Policy & Mgmt, BUSPH Date: Mon, 11/25/2013 Time: 12:00 – 1:50 pm Location: BPHC * 	

Spring Semester 2014

JANUARY 2014	FEBRUARY 2014	MARCH 2014	APRIL 2014
How to Write a Policy Memo Trish Elliott Community Hlth Sci, BUSPH Date: Tue, 1/ 15/2014 Time: 12:00 – 1:50 pm Location: BPCH * 	How to Use Powerpoint Effectively Rob Schadt Office of Teaching, Learning, & Technology BUSPH Date: 2/6/2014 Time: 4:00 – 5:50 pm Location: TBD 	Program Management Skills Vicky Parker/Gouri Gupte HPM, BUSPH Date: Wed, 3/19/2014 Time: 4:00 – 5:50 pm Location: TBD 	How to Write a Grant Proposal I Kathleen MacVarish Practice Office, BUSPH Date: April 2014 Specific date, time, and location TBD 
How to Conduct a Library Search David Flynn & Library Staff Date: Tue, 1/21/2014 (tentative) Time: 4:00 – 5:50 pm Location: BUSM Library 	How to Prepare for Legislative Hearing Harold Cox Practice Office, BUSPH Date: Thur, 2/12/2014 Time: 12:00 – 1:50 pm Location: BPHC * 		How to Write a Grant Proposal II Heather Mitch Practice Office, BUSPH Date: April 2014 Specific date, time, and location TBD 

Summer Semester 2014

MAY 2014	JUNE 2014	JULY 2014
Primer on Excel Wayne Lamorte Dept. of Epidemiology, BUSPH Date: May 2014 (specific date TBD) Time: 12:00 – 1:50 pm Location: BUMC Computer Lab 	How to Develop a Questionnaire Dan Merrigan Comm Health Sci, BUSPH Date: Wed, 6/18/2014 Time: 12:00 – 1:50 pm Location: BPHC * 	How to Moderate a Focus Group Mark Gianino BU School of Social Work Date: Tue,, 7/8/2014 Time: 12:00 – 1:50 pm Location: TBD 
How to Swim with the Sharks: Workplace Challenges Lois McCloskey Comm Health Sci, BUSPH Date: Tues, 5/20/2014 Time: 4:00 – 5:50 pm Location: TBD 		

* BPHC sessions held in Room 601, Miranda-Creamer Building, 35 Northampton Street, 6th floor
 RSVP to Joanna Brown, BUSPH Practice Office at jvbrown@bu.edu.