



## Practicum Learning Contract and Scope of Work

**Instructions:** Complete ALL information on both sides of this form and attach the practicum description to this document.

### Student Information

Name:		WSU Access ID:	
Email:		Concentration:	
Academic Advisor:			

### Course Information

Semester:	<input type="checkbox"/> Fall <input type="checkbox"/> Winter <input type="checkbox"/> Spring/Summer	Year:	
Practicum Start Date:		Midpoint Review:	
Practicum End Date:			

### Practicum Site Information

Practicum Site (Organization Name):	
Site Address:	

### Site Preceptor Information

Name:	
Title:	
Phone:	
Email:	

*I have read the Learning Contract and Scope of Work as prepared by the WSUSOM, MPH student and I understand my role and responsibilities with regards to the successful completion of this practicum.*

### Approvals:

Student:		Date:	
Site Preceptor:		Date:	
Practicum Director:		Date:	

**Instructions:** Complete items 1-3 below on a separate sheet of paper and attach to this form (12 pt; Times New Roman or Arial font). Please provide the following information:

1. Title of your practicum
2. Background description of the site/organization (1 paragraph ONLY)
3. Brief description of the project (1 paragraph ONLY)
4. Complete Scope of Work Chart
  - a. Identify 2-3 SMART Objectives for you to achieve over the course of the practicum.
  - b. Identify activities or actions that you will participate in over the course of the practicum.
  - c. Identify any final product or deliverables that will be generated from those activities.
  - d. Identify at least one of the core, course or concentration competencies linked to the Objectives, Activities and Deliverables.
  - e. Identify a timeline for achieving or completing the deliverables.

### **SCOPE OF WORK CHART**

<b>SMART Objectives (Identify at least 2-3)</b>	<b>Activities</b>	<b>Deliverable(s)</b>	<b>PH Competencies Addressed</b>	<b>Timeline (Due by Date)</b>

**Definitions:**

SMART Objectives: Well-written learning objectives are important. They need to clearly convey what comprises expected learning that will take place as a result of taking the course. The acronym SMART stands for:

- *SPECIFIC*
- *MEASURABLE*
- *ATTAINABLE*
- *REALISTIC*
- *TIMELY/TIME-BOUND*

For examples and guidance on developing SMART objectives, please review these CDC resources:

<http://www.cdc.gov/std/Program/pupestd/Developing%20Program%20Goals%20and%20Objectives.pdf>  
<http://www.cdc.gov/healthyyouth/evaluation/pdf/brief3b.pdf>

Activities: Activities are specific actions taken during the course of the practicum. Activities should be consistent with attaining learning objectives and tied to learning competencies. Examples include: Facilitate seminars, analyzes data, develops plans, reviews and summarizes literature.

Deliverables: Deliverables are the final products that are developed during the course of the practicum. All experiences will not necessarily produce a tangible “product,” however; you should be able to identify some culminating event to your practicum experience. An example of a deliverable is: A FEMA training presentation and pamphlet.

Competencies: Each SMART Objective and subsequent activities identified must be linked to either MPH program competencies (Core), Practice-based course competencies (Core Competencies for Public Health Professionals- Tier II ONLY), and/or your concentration competencies.

Timeline: An estimated time frame must be established for achieving each objective.