Salesforce Learning Contract Review and Approval Process

Student Quick-Reference Guide
October 2021

UTHealth®

The University of Texas
Health Science Center at Houston

School of Public Health

Learning Contract Review Process

1. **Student Submission:** Student completes and submits a learning contract
2. **Faculty Mentor Review:** Learning contract is reviewed by the student's faculty mentor
3. **Administrative Review:** Learning contract is reviewed by the Office of Public Health Practice and Engagement
4. **Preceptor Review:** Learning contract is reviewed by the student's preceptor
5. **Approval:** Learning contract is fully approved
    a. *Office of Public Health Practice and Engagement will provide the student with enrollment information.*

Student Submission

You may use the Salesforce system to create, submit, and track the approval of your practicum learning contract. All students who pursue a practicum opportunity must have an approved learning contract on file.

To begin the learning contract creation and submission process, follow the steps outlined below.
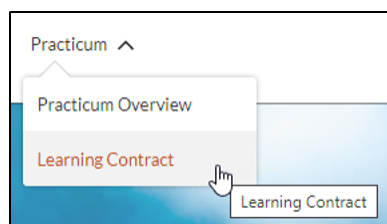**1.** Log into mySPH.
   a. Click the "**Log In**" button located in the top right corner of the mySPH landing page.
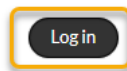
    b. Click the "**UTHealth Login**" button below the login field presented. Login using your UTHealth username and password to gain access to the platform.
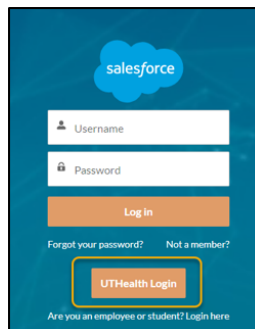
    2. From the bar menu at the top, select "**More**" and then "**Practicum > Learning Contract**".

3. This dashboard will house all of your previously drafted or submitted learning contracts. To start a new learning contract, click "**New**" located on the right-hand side of the dashboard.
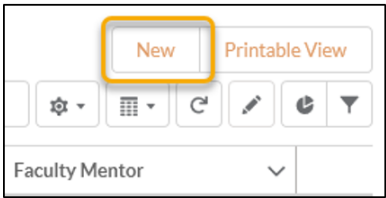

Learning contract review and approval and practicum progress (e.g., final products and completing the experience) is represented in the flow path presented at the top of the screen when viewing a learning contract.


4. Complete the sections of your learning contract noted below. Reference the program-specific practicum guides on the Practicum Overview section of mySPH for additional details and guidance.

Guidance for success statements and helpful hints are provided throughout the learning contract system to offer guidance to students, faculty mentors, and preceptors as they review and approve learning contracts.
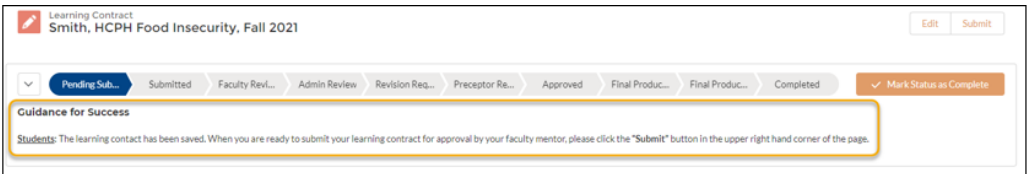
Example of Guidance for Success statements.
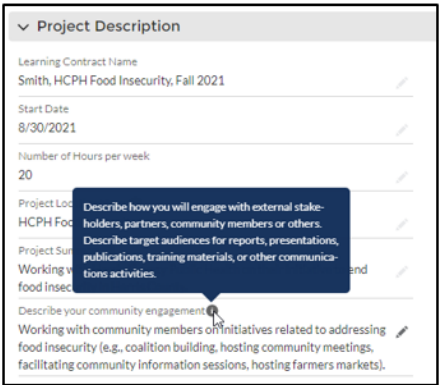
Example of helpful hints.

Learning Contract Sections and Information

a. Project Description
  i. Learning Contract Name
        1. Please format your learning contract name as follows: Last Name, Title of Project, Term, and Year. Example: "Smith, HCPH Food Insecurity, Fall 2021"
  ii. Start Date
  iii. End Date
  iv. Number of Hours per week
        1. The learning contract system will generate a total number of hours considering the start and end date and the number of hours per week. A minimum of 180 contact hours is required for the full 3 credit hours (60 contact hours per credit hour).
  v. Project Location Name
  vi. Is your practicum at UTHealth SPH? (dropdown)
  vii. Project Location Type (dropdown)
  viii. Project Summary
  ix. Description of Community Engagement

b. Registration Information
  i. Semester (dropdown)
  ii. Year
  iii. Number of Credits (dropdown)
  iv. Describe Special Circumstances (if any)

c. Faculty Mentor Information
  i. Indicate who your SPH Faculty Mentor for your practicum experience will be.
        1. Type their name into the field and select the individual from the autogenerated list.

d. Detailed Site Preceptor Information
  i. Preceptor First Name
  ii. Preceptor Last Name
  iii. Preceptor Email
  iv. Preceptor Phone
  v. Organization
        1. Dropdown provided of frequent preceptor sites.
  vi. If other, Organization's Legal Name
        1. If the organization you will be working with is not provided in the dropdown, provide the organization's legal name.

e. Travel Information
  i. International Travel? (check box)

f. Project Location Address
    i. Is your practicum virtual? (check box)
    ii. Street
    iii. City
    iv. State (dropdown)
    v. Country
    vi. Zip Code
    vii. Website
        1. The organization's website if available.

g. Competencies and Deliverables
    i. Degree (dropdown)
    ii. Core Competencies
        1. A menu of program-specific competencies will populate for you to select from.
    iii. Major (dropdown)
    iv. Major Competencies
        1. A menu of major-specific competencies will populate for you to select from.
   v. Proposed Final Products
        1. A menu of commonly produced products is provided for you to select from. If an item you are producing falls outside of this list, select "Other".

Student Submission (cont.)

5. After completing the learning contract, select "**Save**".

6. At this step, the learning contact has been saved. When you are ready to submit your learning contract for approval by your faculty mentor, click "**Submit**" in the upper right-hand corner of the page.
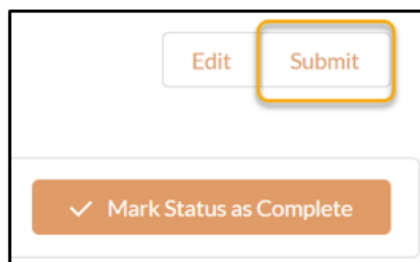
Following submission your learning contract will be reviewed by the following parties (in order);
    1. Faculty Mentor
    2. Office of Public Health Practice and Engagement
    3. Preceptor

Once preceptor approval is obtained, the Office of Public Health Practice and Engagement will provide a permission code to enroll in PH 9997 under your identified faculty mentor.

Any learning contract updates or modifications should be made by you, the student, and will initiate an additional review of the learning contract by all parties.

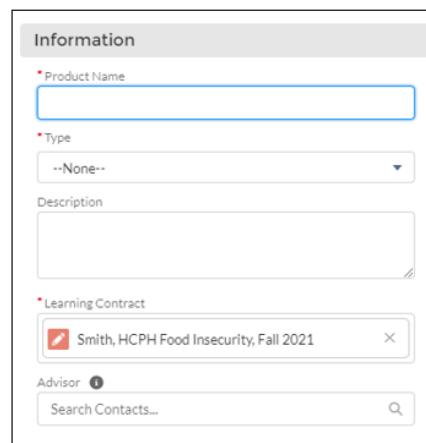# Complete Your Practicum and Submit Your Deliverables

Upon completion of the practicum experience, upload and submit the required final products for review by the faculty mentor. The faculty mentor will enter a final grade for the practicum experience (Pass/Fail) in myUTH after conducting their review. Please ensure that two final products have been submitted.

To submit your deliverables,

1. Log in to [mySPH](#) and navigate to the learning contract dashboard.

2. Select the learning contract you are uploading final products for by clicking the title of the learning contract in the dashboard.

3. Click the "**New**" button in the "**Final Product**" box.

4. Complete the form provided and click "**Save**". Then upload the deliverable item. A form and upload will need to be performed separately for each deliverable.

Any and all questions may be directed to the Office of Public Health Practice and Engagement (practicum@uth.tmc.edu).