

DrPH Practicum – General Timeline

All documents related to the DrPH Practicum course **MUST be submitted online in InternTrack at <http://www.soph.uab.edu/interntrackv3/>

TIMELINE	STUDENT DrPH PRACTICUM CHECKLIST
Prior to completing the Practicum Description and Agreement ~2-3 months prior to start of practicum	Search for and secure an practicum opportunity. Students should work with their faculty advisor to determine an appropriate practicum opportunity.
ASAP after securing your practicum position	Determine who will serve as your preceptor (site supervisor) at your site. If they have not already, they will need to complete the Preceptor Registration form at (https://www.soph.uab.edu/interntrackv3/user/register). Completion of this form will allow your preceptor to be assigned a username and password for InternTrack so they can access the system and approve your Practicum Description and Agreement. Please contact ophp@uab.edu to determine if your preceptor has already registered. If your preceptor has a UAB Blazer ID, they do not need to complete this form.
ASAP after securing your practicum position	Complete the Practicum Description and Agreement (PD&A) form. <i>This form must be electronically approved by your practicum preceptor and SOPH faculty advisor before the hold can be lifted from the practicum course.</i> This form MUST be completed before you can register and begin your practicum.
Prior to the first day of class	Ensure PD&A form has been approved so hold can be lifted from the practicum course by your program coordinator (this will not be available until signatures for your Practicum Description and Agreement are on file from your Faculty Advisor and Preceptor).
Last day for open registration	Register for the appropriate practicum course for 3 or 6 credit hours.
First day of classes for the semester	First day of classes for the semester You cannot start your practicum prior to this date and you must be registered for the appropriate practicum course under your faculty advisor before starting.
Completed at the start of the practicum and at the beginning of every month during your practicum.	Complete a Monthly Reflection online in InternTrack. Review faculty comments once the form has been submitted and meet with your faculty as appropriate.
At the midpoint of your practicum	Request that your preceptor complete the online Midpoint Evaluation of Student Performance in InternTrack.
Last day of classes	<p>Last day of classes for the semester – all hours must be completed.</p> <p>Complete all final products and submit in InternTrack:</p> <ul style="list-style-type: none"> • Request that your practicum mentor/supervisor complete the Final Preceptor Evaluation of Student Performance. • Complete the Student Evaluation of Practicum • Submit your Practicum Presentation through the submission portal. • A Written Report (approximately 20 pages) summarizing practicum including results with suggested recommendations for action. • Submit any Final Products in InternTrack through the Written Report Submission portal. • Any additional final product expected by the practicum site

Additional details regarding the requirements of the practicum can be found on the SOPH Field Placement website: <https://www.soph.uab.edu/fieldplacements>