PUBH 7800: Public Health Practicum

Recommended Timeline for Adequate Progress

You have **four academic blocks** from the day the practicum course starts to complete all the requirements.

Please notice that if you begin the practicum in Fall Block 1, the end of the four academic blocks you have to complete everything will occur **prior** to the summer break. Hence, you will not have the summer break to work on your practicum. If you begin in any other academic block you will have the summer break as part of your four academic blocks. The suggested timeline is for a 10-month window of time.

Below are the requirements of the Practicum with suggested timeframes from the start of the program for their completion. This timeline is not meant as a guarantee. It is meant to give you some reference for reasonable goals and deadlines. It may also not apply as directly to you if you are a dual-degree student who is scheduling practicum contact hours during a particular rotation. However, please keep this general timeframe in mind.

If you complete something earlier in the stated time range, you will have more flexibility. If you are at the latter stages of the range (or later), you increase your risk of not finishing the practicum in time.

For example, if you do not get your proposal approved and begin counting hours until month six, then you will have less time to complete your onsite hours. If you can only be onsite 10 hours per week, that could be a big problem. Similarly, if you do not submit the first draft of your final report until month eight, you will only have two months to complete multiple drafts and revisions, including submission to the University Writing Center, and completion of other required elements.

Remember that the drafting and rewriting process takes time. Each time you submit your Faculty Advisor needs time to fit it into her or his schedule and to review it carefully. Each time he or she returns it to you, you need time to complete a substantially better draft. Please don't expect your advisor to stop doing all of his or her other work when you submit something. Similarly, please don't expect that if you submit work that needs more revising (or help with writing skills) that your advisor will simply fix it for you or will approve it before it is at an acceptable academic level just because your deadline is approaching.

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Recommended Timeframe</th>
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<tbody>
<tr>
<td>Identify a site and Preceptor</td>
<td>Months 1-2</td>
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<tr>
<td>Identify a Faculty Advisor</td>
<td>Months 1-2</td>
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<tr>
<td>Submit MOA &amp; Preceptor credentials</td>
<td>Months 1-2</td>
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Complete first draft of your proposal .......................................................... Months 2-3
Get proposal approved ........................................................................ Months 3-5
Submit proposal into Tk20 ........................................................................ Months 3-5
Begin counting hours ............................................................................ Months 3-5
Complete counting hours ..................................................................... Months 5-6
Complete first draft of your final report ................................................... Months 6-8
Get final report approved .................................................................. Months 7-10
Create draft of final presentation ........................................................... Months 8-10
Deliver final presentation ..................................................................... Months 8-10
Submit final paperwork into Tk20 .......................................................... Months 8-10