**UBC MPH Practicum Site Request Form***This form is to be completed by organizations interested in hosting a UBC MPH practicum student.* ***Fill all boxes.***

|  |  |
| --- | --- |
| **Practicum Placement Site:** |  |
| **Practicum Placement Address:** |  |
| **Website:** |  |
| **Date of Request:** |  |

**Contact Details**

|  |  |  |  |
| --- | --- | --- | --- |
| **Contact Person:** |  | **Supervisor(s):** |  |
| **Email:** |  | **Email:** |  |
| **Phone:** |  | **Phone:** |  |

**Placement Details**

|  |  |  |
| --- | --- | --- |
| **# of Placements** | **Term** | **Year** |
|  | May to August |  |
|  | September to December |  |
|  | January to April |  |

Typical placement is 12 weeks long

**Scope of Placement**   
*Vision and mission, where your organization fits in the public health system*

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**Alignment of practicum to MPH program core themes:**

|  |  |
| --- | --- |
| **Aligned with which MPH Core themes?**  (check all that apply) | **Description of the site/program**  (e.g., content area, expertise, objectives) |
| |  | | --- | | \_\_ Colonization & public health  \_\_ Ethics  \_\_ Statistics for public health practice  \_\_ Qualitative data for public health practice  \_\_ Epidemiological methods  \_\_ Social determinants  \_\_ Climate change, environment and one-health  \_\_ Policy  \_\_ Economics  \_\_ Evaluation  \_\_ Knowledge Translation  \_\_ Leadership | | |  | | --- | |  | |

|  |  |
| --- | --- |
| **Strengths of Practicum Placement** | **Potential Limitations** |
| |  | | --- | |  | | |  | | --- | |  | |

|  |  |
| --- | --- |
| **Examples of Previous Practicum Projects**  *Brief description of what student(s) accomplished* | **Potential Projects**  *Define scope of work and responsibilities* |
| |  | | --- | |  | | |  | | --- | |  | |

**Required Skills**

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| --- | --- | --- | --- | --- | --- | --- |
| **Funding from site\*:** | | |  | | --- | | Yes or no | | **Workstation available:** | |  | | --- | | Yes or no | |
| *If yes, describe:* |  | | *If yes, details (e.x., computer, desk, software, phone)* | |
| |  | | --- | |  | | | | |  | | --- | |  | | |

*\*Financial support is not required for a practicum and may not be possible for some placements, but is strongly encouraged recognizing MPH students have no other source of income during the practicum and are dealing with high costs of living. Financial support is a great help to students, and can range from a stipend for a set amount (often between $3,000 to $5,000) to an hourly wage.*

|  |  |  |  |
| --- | --- | --- | --- |
| **Support staff available:** | |  | | --- | | Yes or no | | **Availability of supervisory meetings** |
| *e.g., statistician, epidemiologist, administrative etc.* | | *i.e., frequency of meetings with student (min. once/week)* |
| |  | | --- | |  | | | |  | | --- | |  | |

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| --- | --- | --- | --- | --- | --- |
| **Public transit accessible:** | |  | | --- | | Yes or no | | **Parking on-site:** | |  | | --- | | Yes or no | |
| *If yes, details (which buses? Trains?)* | | *If yes, subsidized or extra costs?* | |
| |  | | --- | |  | | | |  | | --- | |  | | |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Criminal Record Check:** | |  | | --- | | Yes or no | | **Available Part-Time?** | |  | | --- | | Yes or no | |
| *If yes, will the organization provide one?* | | *The placement will generally be offered as a full-time opportunity but some students may prefer a part-time option if available.* | | |
| |  | | --- | |  | | |

**Please email the completed form to** [**mph@spph.ubc.ca**](mailto:mph@spph.ubc.ca)**.**