

East Carolina University

Guide for Master of Public Health Internship Preceptors and Agencies

Precepting agencies should fulfill the following requirements

- Agency has a public health/health care focus and has interest in collaborating with public health faculty
- Preceptor should have experience working with students and have the time to devote to mentoring student and supervision of student to ensure student successful performance in the field placement,
- Agency must be a current University Affiliate Agreement (UAA) in place with ECU

Evaluating Student Performance: The Preceptor's Role

The preceptor and the field placement director play a collaborative role in evaluating the performance of a student. Besides supervising the day-to-day work of a student during his/her field placement, the preceptor also helps evaluate the mastery of course competencies and objectives as outlined in the proposal.

- **The Acknowledgement Form** is signed by the preceptor before the internship begins, delineates the intern's work schedule, including starting and ending dates, the number of hours per week, as well as vacation and days off. This document is a contract whose realization can play a role in the evaluation of the student's performance.
- **Internship Proposal** is a succinct proposal that begins with a brief overview of the organization including type, history, mission and vision. Students should specifically describe the type and nature of the work they will be performing and the deliverables they will produce in the internship.
- **Midterm Evaluation** is the first major opportunity for the preceptor to evaluate the student's performance. Before the midterm evaluation, the student will provide a copy of the midterm evaluation form to the preceptor. The midterm evaluation will take place between the preceptor and student. The preceptor will send the midterm evaluation form to the field placement director.
- **Final Presentation** directly before the final evaluation, the student gives a final presentation to provide an overview of his/her internship experience and work.
- **Final Evaluation** takes place immediately after the final presentation between the student and preceptor. Preceptors are encouraged to provide concrete feedback on every aspect of the internship during the final evaluation, including the student's day-to-day work, as well as the final the presentation and poster portfolio. The preceptor will send the final evaluation form to the field placement director.

Preceptors will be invited to, and are encouraged to attend, the departmental poster presentation at the end of the semester. Invitations will be sent to the preceptor with the time, day and location of the session.

**If you have any further questions, feel free to contact Dr. N. Ruth Little, ECU MPH field placement director, at littlelena@ecu.edu or 252-744-4065.