

## Consortium of Eastern Ohio Master of Public Health Capstone Project Preparation Program 20 (C3P20)

### Preceptor Module Completion Form

The Consortium of Eastern Ohio Master of Public Health program capstone project is the culminating project in which the student applies the public health competencies acquired in the core courses to a public health project.

Guidelines are posted on the following web page <http://mph.neomed.edu/academics/exit-presentation-capstone>. The following roles and obligations are indicated in these guidelines.

#### Faculty Preceptor Roles and Obligations

The faculty preceptor will do the following:

- Provide the academic structure for the project.
- Assist the student in developing a project plan during the C3P20 process in Capstone Project I, in conjunction with the community preceptor and the student.
- Advise the student regarding preparation of an appropriate written product for his/her project.
- Assist the student in obtaining IRB approval for the project, if necessary.
- Meet (either by conference call or face-to-face) with the student at least every two weeks to assess progress.
- Meet (either by conference call or face-to-face) with the student and community preceptor at least once a month to assess progress.
- Respond to meeting summaries if the student is not making adequate program, or turn in a mid-term progress report. Submit an end-term evaluation. Interim evaluations may be contingent on the project and number of credits.

#### Community Preceptor Roles and Obligations

The Community Preceptor will do the following:

- Provide direction on the application of the public health competencies to the project.
- Provide a setting in which the student may demonstrate his/her public health skills.
- Sign and turn in a community preceptor agreement form to the MPH office.
- Assist in developing a project plan during the C3P20 process, in conjunction with the faculty preceptor and the student.
- Assist in developing an appropriate written end product.
- Meet (either by conference phone or face-to-face) with the student weekly.
- Meet (either by conference phone or face-to-face) with the student and faculty preceptor to assess student progress once a month.
- Assist the student during the project, using expertise and experience.
- Turn in a mid-term progress report and end-term evaluation. Interim evaluations may be contingent on the project and number of credits.
- Provide a grade for the student on the Capstone Project Evaluation Form to the MPH Program Office. Signatures and comments from both faculty and community preceptor should be submitted on the same form.

Please complete the following	Yes	No
The student has spoken with me about the project—I am willing to assist with the project.	<input type="checkbox"/>	<input type="checkbox"/>
I have reviewed the capstone guidelines and am willing to fulfill the roles and obligations.	<input type="checkbox"/>	<input type="checkbox"/>
Student name:		

Name, credentials	
Title	
Phone number	
Email address	
Agency/university	
Mailing address	

Please email this to the MPH Program Office at [pubhlth@neomed.edu](mailto:pubhlth@neomed.edu) or fax to 330-325-5907. Let the student know that you have sent this in so that the student can proceed to the next module in capstone preparation. Community preceptors must also sign a Community Preceptor Agreement form. Contact Kim Trowbridge, MEd, CHES at 330-325-6178 or [ktrowbridget@neomed.edu](mailto:ktrowbridget@neomed.edu) if you have any questions!

***Thank you for agreeing to be a preceptor for our student!***