**EASTERN VIRGINIA MEDICAL SCHOOL OLD DOMINION UNIVERSITY**
**MPH 768 – COMMUNITY PRACTICUM**
**Guidelines for Practicum Written Report**

The project each Master of Public Health student conducts as part of the **Community Practicum (MPH 768)** must be summarized in a written report and presented orally as part of the **Capstone Seminar (MPH 770)**. Following are guidelines for the written report. Guidelines for the oral presentation will be included in the syllabus for the Capstone Seminar.

## I. Important Dates

Practicum Completion: **July 7, 2000**

Oral Presentation: **Between July 10 and August 7, 2000**

Written Report Due: **August 4, 2000**

## II. Report Format

1. The report should contain the following information:

   - Name of organization and preceptor where Practicum was served
   - Nature of the public health issue being addressed
   - Purpose of the project
   - How the project was carried out – what, where, when, how, with whom, etc., i.e. what did you do (this should be a major part of the report)
   - Problems encountered in carrying out the project and how they were addressed
   - Results obtained – expected and unexpected
   - Discussion of any pertinent literature related to the health issue or the project design
   - How the results might be used in the future by the organization

2. The report should be no more than 10 double spaced pages of narrative, with additional pages for references or data display, if needed.

3. If a document, e.g. a brochure, a plan, or a report to an agency, was created as part of the project, include the document as an attachment and do not repeat in the Practicum report what is in the document. In this case, the Practicum report would address only those items not covered in the document.

4. Each report will be evaluated on understanding of the health issue, the selection of appropriate methods to address the issue, the quality of the product or work produced for the organization or agency, and correct grammar, punctuation, and spelling in all written work.

5. After the oral presentation, students may include any pertinent comments from the class discussion into the final report.