MPH Practicum (PHS 590) Waiver Request

The purpose of the MPH internship/practicum is to give students an opportunity to apply the knowledge acquired through the MPH coursework/curriculum to a practical setting. Such application of knowledge should demonstrate that the student is able to apply the core competencies acquired in the curriculum.

Although each internship/practicum placement will differ, this experience should give students an opportunity to demonstrate that they have mastered the core competencies. For an internship waiver to be considered, students must provide sufficient evidence that the activities and duties/responsibilities of their current employment require demonstration of these competencies.

Work experience that does not relate to the application of these competencies cannot be considered for a waiver of this requirement. The awarding of the MPH degree indicates that students have not only had the required coursework, but that they are prepared to apply what they have learned in a public health setting. If appropriate work experience demonstrates such application, a waiver will be considered on a case-by-case basis.

In order to be considered for a practicum waiver, you must submit a formal practicum waiver request. The criteria for the waiver request are as follows:

• A narrative that details the following:
  o A description of the organization for which you work, including a brief history, its mission, and the community served.
  o A brief description of your position(s) held within the organization.
  o Identify at least four of the MPH program’s core and two of the concentration competencies relative to your experience (see MPH Handbook for competencies). List each relevant competency and provide specific and detailed examples of how you met them through your work. Examples can include: a project or initiative you implemented or to which you made significant contributions, research you personally conducted and its outcomes, data analysis, presentations of public health related knowledge, and policy/procedure development.
• A current résumé.
• Your most recent employee evaluation OR the MPH Waiver Supervisor Evaluation Form provided by the department.

You must provide all required elements in order for your request to be considered by the internship committee. Once we have received your completed waiver request and all
supporting documentation, the committee will review all items and make their decision based on the following:

- The depth and breadth of your experience applying the competencies
- The quality of your work
- Length of experience in the public health field

The committee will render one of the following decisions based on their review:

**Your waiver request will be granted.** This does not exempt your from the 42 minimum credit requirement for the MPH degree. You will work with your advisor to determine the most effective coursework, based on your professional goals, to replace the waived practicum credits.

**Your waiver request will be partially granted.** The committee has determined that while you have applicable public health experience, it is not equal to that which is gained through a practicum. The practicum requirement will be reduced by one to two credits as determined by the committee. Again, you will work with your advisor to determine the most effective coursework, based on your professional goals, to replace the waived practicum credits.

**Your waiver request will not be granted.** The committee has determined that your experience does not meet that which will be gained through the practicum experience.

The committee will notify you of their decision within ten days of receiving your completed waiver request. If you have any questions during the process, please contact the department.