GLOSSARY

**Departmental Assistant/Associate Director of Academic Programs (ADAP)**

ADAPs provide departmentally-based advisement to students. ADAPS monitor student progress from the point of admission through graduation and beyond, serving as an advocate based on individual student needs. ADAPs can help students think about possible practica to meet their interests and career goals. In addition, the ADAP can help students resolve issues about appropriate practica or resolve issues that might take place during the practica, if needed.

**Departmental Practicum Faculty Advisor (PFA)**

Each student is assigned a Practicum Faculty Advisor (PFA) to provide guidance and advice to students as they locate and create suitable practica. The PFA can also help students resolve issues about appropriate practica or resolve issues that might take place during the practica. Depending on the department, the PFA or the ADAP may review and approve student’s practicum plans prior to the start of the practicum.

**Field Supervisor (sometimes known as preceptor or site supervisor)**

A Field Supervisor is an on-site supervisor that manages the practicum experience of a student and oversees the day-to-day work of the student. This individual helps to mentor, supervise and direct the student’s practicum experience. The field supervisor is not an RSPH faculty member and cannot be remote to the location of the practicum. The field supervisor should be qualified to evaluate the professional performance of the student and act as a mentor whose primary goal is to synthesize the development between academic learning and applied public health practice.

**Practicum**

A practicum is a practice-based opportunity for graduate students to integrate and apply skills and training learned through coursework and prior experiences in a professional public health work environment. The practicum is a required element for professional public health degree students and is required for all RSPH students. Practica are typically 200-400 hours in duration. The intent is to expose students to a variety of professional experiences -- while they are in graduate school -- in public health environments including not-for-profit organizations, hospitals, federal, state and local health departments, and for-profit firms.
Practicum Web Client/Portal

The Practicum Web Client (or the newly created Practicum Portal) is an electronic database that students use to document information about the practicum (site, description, objectives and competencies) and that field supervisors use to update their profile and monitor/approve information about the student’s practicum. Both the student and the field supervisor also use the Web Client or Portal to evaluate the practicum experience and the student’s professional performance/achievement of competencies. The Rollins School of Public Health has recently updated to a new practicum system. Students matriculating in Fall 2013 (or Supervisors who started supervising students after January 1, 2014), will use the new system called the 2014 Practicum Portal. Students matriculating before Fall 2013 (or Supervisors who started supervising students before January 1, 2014), will use the existing system called the Practicum Web Client.

SMART Objectives

All practica should be based on 3 – 5 SMART objectives linked to at least one of the school’s core competencies and one of the student’s program competencies. Objectives should be written as SMART objectives, that is:

- **Specific** - A specific objective has a much greater chance of being accomplished than a general one. To make an objective specific, make sure to include the Who, What, When, Where and Why (e.g. A general objective would be "Get in shape." A specific objective would be "I will join and attend a health club at least three times per week for three months in order to lose 15 pounds.")

- **Measurable** - Establish concrete criteria for measuring progress toward the attainment of each objective. Ask yourself "How much? How many? How will I know when it is accomplished?" In the objective above, the 15 pounds is what makes it measurable.

- **Attainable** - Objectives should be achievable given the resources and time available.

- **Realistic** - Objectives are realistic when the skills needed to reach the objective are available and the goal fits with the overall strategy and goals of the organization.

- **Timely** - When setting objectives, you should ensure that there is an understanding of a begin date, end date, and how much time it will take to reach the objective within the timeframe. In the objective above, the 3 months is the time frame for achieving the goal.