

Master of Health Services Administration (MHSA) Practicum Guidelines



Revised August 2006

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Introduction

The Practicum Guidelines include requirements for the practicum chair, committee members (if applicable), site supervisor and student. Requirements of the practicum site supersede requirements in the academic unit.

MHSA Protocol for Selection of Practicum Director and Practicum Procedures

Each MHSA student must successfully complete a minimum of 4 semester hours of practicum over two individual semesters as part of his/her degree requirements. Prior to the student beginning the practicum, he/she must choose a director for the practicum.

One semester prior to the beginning of the practicum, the student will do the following:

- **Select a practicum director from eligible MHSA faculty.** Eligible faculty are those with full or associate graduate faculty status at AASU or, in some cases, a faculty who has received administrative permission to direct a practicum from the School of Graduate Studies.

Note: The student may opt for a practicum committee, comprised of two or more members of the Health Sciences faculty who are otherwise eligible to serve as practicum director, with a chair to direct his/her practicum if they so choose. In this case, the director must be chosen from faculty with full or associate graduate faculty status at AASU or one who has received administrative approval to direct practica from the School of Graduate Studies. Additional committee members may be chosen from faculty with full, associate or assistant graduate faculty status or a faculty member who has received special permission to serve on a practicum committee by the School of Graduate Studies.

- **Collaborate with the faculty practicum supervisor, if necessary, to select the topic and site of the practicum experience.** The frequency of collaboration between the faculty practicum supervisor and the student will be determined by the faculty practicum supervisor.

- **Select the practicum site supervisor.** Most practicum experiences will require that the student identify a practicum site supervisor. In these cases, the site supervisor may be recommended by the student or the faculty practicum director. The site supervisor, if one is utilized, must be approved by the faculty practicum director prior to the start of the practicum. The faculty practicum supervisor, in conjunction with the student, will make the determination as to the need for a site practicum supervisor.
- **Meet with the practicum site supervisor to discuss proposed practicum and formulate learning / experiential objectives for the practicum.** Students should understand that the MHSA practicum experience is SELF-DIRECTED on their part. This requires their active participation in the formulation of objectives along with the site supervisor. All MHSA students should provide their site supervisor, if applicable, with an updated copy of their professional resume as well as a listing of areas of professional interest that could potentially be explored as part of a proposed practicum experience.
- **Submit proposed practicum objectives to faculty practicum supervisor for approval.** These objectives should be submitted in word-processed format and attached as a separate sheet(s) to a completed *Health Sciences Practicum Approval Form* (see pg.)
- **Obtain liability insurance policy rider through AASU or provide documentation of liability insurance coverage through the practicum site.** The College of Health Professions at AASU offers a blanket student liability insurance policy, currently costing \$15.00 for one year of coverage. Information on how to purchase this policy may be obtained by contacting the Health Sciences Department administrative secretary. MHSA students that conduct their practicum experience within their current place of employment may already be covered under the general liability policy of their employer. In such circumstances, students are required to provide documentation of this coverage to their faculty practicum supervisor.
- **Submit a completed College of Health Professions Medical Report for Faculty and Students to their faculty practicum supervisor.** This form can be obtained from the Health Sciences Department and must be completed / signed by a qualified medical care provider that has sufficient knowledge of the student's current health status.

During the first semester of the practicum (MHSA 8911), the student will do the following:

- **Students are expected to spend approximately 8-10 hours a week, on average, working specifically on their practicum.** This time spent on practicum-related activities may be “on site” or may not, depending upon the nature and work requirements of the practicum itself. The practicum site supervisor (if applicable), in conjunction with the student, will mutually determine the specific work requirements of the practicum, subject to the approval of the faculty practicum supervisor.
- **Students will interact with their faculty practicum supervisor on a regular basis (to be determined by the faculty practicum supervisor) to keep him/her apprised of their progress in accomplishing the approved practicum objectives.** Students should be aware that it is **THEIR** responsibility to keep their faculty practicum supervisor informed regarding the current status of their practicum experience and progress to date. Students who fail to satisfy this requirement may receive an unsatisfactory grade for their practicum – the equivalent to receiving an ‘F’ in a didactic course.
- **Students should begin to write the initial draft(s) of their practicum document to submit to their faculty practicum supervisor for review and feedback.** The first three (3) chapters of the practicum document (see below) are introductory in nature, and can be formulated while the student is in the process of conducting the practicum experience. Students who fail to comply with this requirement may also receive an unsatisfactory grade for their practicum as described previously.

During the second semester of the practicum (MHSA 8912), the student will do the following:

- **Students should complete the work requirements for the practicum experience.** Students should fulfill all practicum work requirements as originally established between themselves and the practicum site supervisor. Students that fail to satisfy this requirement may also receive an unsatisfactory grade for their practicum as described previously.

- **Students should complete the writing and revision of their practicum document to submit to their faculty practicum supervisor for approval.** The faculty practicum supervisor will establish deadlines for the submission of various drafts of the practicum document. Students that fail to submit their practicum draft(s) in accordance with the established deadlines may receive an unsatisfactory grade for the practicum or may be delayed in terms of completing their programs / graduation.
- **Students will give an oral presentation and defense of their practicum.** The faculty practicum supervisor will identify prospective dates and times from which the student may choose to conduct the oral presentation and defense of their practicum. The oral presentation and defense requires the student to provide an overview of his/her practicum – background, rationale, purpose, practicum objectives, review of literature, practicum methods, results, and conclusions – as well as submit to questions related to the practicum from member(s) of the MHSA faculty and/or students in attendance. The oral presentation and defense will typically be 20-30 minutes in length, and students are encouraged to utilize A-V aids (e.g. PowerPoint) as part of their presentation to increase its effectiveness.

At the successful conclusion of the practicum experience, the student will do the following:

- **Obtain the signatures of BOTH the faculty practicum supervisor and the practicum site supervisor, if applicable, on the acceptance page of the practicum document.** The affixation of signatures signifies acceptance of the finished practicum as conforming to the appropriate format, content mastery, and standards set by the Department of Health Sciences.
- **Have one final draft copy of the written practicum bound.** Contact the administrative secretary in the Health Sciences Department for more information regarding the binding of the written practicum. Additional copies of the written practicum may be bound at the student's discretion **AND** expense.

MHSA Practicum Faculty Supervisor, Site Supervisor and Student Responsibilities

- The **faculty supervisor (chair)** has the responsibility to assure that:
 - The practicum proposal meets MHSA criteria for practica.
 - The student has been informed of institutional policies and procedures as they relate to the use of human and animal subjects for research purposes, if applicable.
 - Communication is maintained with the site supervisor to discuss the student's progress.
 - The practicum, in its final form, meets the appropriate format, content, mastery and standards set by the Health Sciences Department.

- The **site supervisor** has the responsibility to:
 - Determine that the practicum objectives are feasible.
 - Inform the student of institutional policies and procedures as they relate to the use of human and animal subjects for research purposes, if applicable.
 - Contact the faculty advisor if any concerns regarding the student's performance should arise.
 - Develop the work site schedule in conjunction with the practicum student.
 - Assist the faculty practicum supervisor in the evaluation of the student's performance.

- The **practicum student**, in addition to doing the work and producing the practicum document, has the responsibility to:
 - Be familiar with, and adhere to, the practicum guidelines as specified
 - Be aware of all deadline/submission dates for the practicum and adhere to these dates
 - Obtain liability insurance or provide proof of coverage prior to the initiation of the practicum
 - Submit the *College of Health Professions Medical Report for Faculty and Students* to the faculty practicum supervisor prior to the initiation of the practicum
 - Submitting completed IRB form to faculty practicum supervisor, if applicable.

- Students **must** register for one (1) additional practicum hour each semester after the required minimum credit hours (3) are met until a grade is earned. A grade of **"IP"** (*in progress*), will be reported until the practicum is completed. A grade of **"S"** (*satisfactory*), or **"U"** (*unsatisfactory*), will be reported on the student's final grade report upon conclusion of the practicum.

Practicum Policies and Written Practicum Document Format

The MHPA practicum, as one of the culminating experiences of the MHPA program, provides the student with an opportunity to apply learned didactic concepts and obtain practical experience in a given area of health services administration.

The practicum concept is designed / developed by the student, under the supervision of the faculty practicum chair and the site supervisor. It is designed to be an activity that positively influences both the student in terms of his or her academic development and the site in terms of providing a "product" that has value to the health services organization.

The practicum can take any number of different forms - e.g. the investigation of a problem / development of solutions, program / product feasibility study, program / product / service line research and development, program evaluation, strategic plan development, etc. More generally, all practica should be accompanied by a set of feasible practicum objectives, developed jointly by the student, the faculty practicum supervisor, and the site supervisor. These practicum objectives **MUST** be approved by both the faculty and site supervisors prior to the student beginning the practicum experience.

The final form of the practicum includes a written paper. At the completion of the practicum experience, the paper must be presented (in written and oral form) to, at a minimum, the faculty supervisor and the site supervisor for their review and approval

The general sequence of the practicum paper is as follows:

- A. **Introduction:** The introduction addresses:
 1. **The Problem/Project/Program:** This section gives the reader guidance regarding the problem/project/program to be addressed in its global sense. After reading this section, the reader should have a clear understanding of the issue at hand.

2. **Significance:** This section describes the importance of the issue being addressed to the discipline of health services administration. It does not address the importance to the investigator, nor is it situation-specific. It serves as the foundation for the “implications” or “recommendations” component of the final chapter.
 3. **Purpose:** This section should contain the “who”, “what”, and “where” of the practicum. It should include the objectives of the practicum stated in a manner that allows progress toward achieving them to be measured.
- B. **Literature Review:** In this review, include references that have some immediate implications for the practicum. Be explicit regarding the significance of all literature cited. An introductory paragraph guides the reader in establishing the focus of the review. Generally, articles should help formulate the problem, develop solutions, and/or highlight gaps in the knowledge base that will be addressed in the practicum. Headings may be helpful. The conclusion of this section should summarize the findings and lend support to the chosen practicum focus.
- C. **Methods:** This section addresses the actual design of the practicum, its framework, evaluation processes, and/or the time frame for implementation and evaluation if necessary. It may also include information regarding meetings, memos, minutes of meetings, educational materials, or any other information that the student feels is necessary to assist the readers in understanding the process that was undertaken to accomplish the stated practicum objectives.
- D. **Results:** This section provides a summary of the most important outcomes of the practicum experience – those outcomes that are directly related to the original practicum objectives. The recommended approach to developing this section is to address each objective individually in terms of whether/to what extent each objective was achieved or not vis-à-vis the actual outcomes of the practicum experience.
- E. **Conclusion:** This section summarizes the main points of the practicum and conclusions regarding an evaluation of the process(es) undertaken. The degree to which specific objectives were attained (or not) should be addressed in this section. It may include limiting factors and recommendations for further development of the practicum.

Organization of the Written Practicum Document

It is recommended that the Practicum be assembled as follows. However, some practica do not fit this format well; if this is the case, contact your faculty advisor for approval of an alternative format.

- | | |
|--------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Cover (Binding) | • See Health Sciences departmental secretary for this information |
| Preliminary Pages
(lower case
Roman numerals) | <ul style="list-style-type: none"> • Abstract (Optional: not counted or numbered) • Title page (page i is assigned but <u>not</u> typed) • *Copyright page (optional; page ii is assigned but <u>not</u> typed) • Approval page (page ii or iii is assigned but <u>not</u> typed) • Dedication page (optional; this page and pages hereafter carry typed lower case Roman numerals) • Acknowledgments (optional) • Table of Contents (if more than one page in length, the second page should begin on top line without use of indications such as "Table of Contents Continued") • List of Tables (if applicable) • List of Figures (if applicable) |
| Text | <ul style="list-style-type: none"> • Introduction (if applicable), Chapter I (or Section I) through last page of Chapter V • Bibliography, References, or Works Cited
(according to APA or other suitable format – see faculty practicum supervisor for details on referencing) • Appendix or Appendices • Separation Pages between text, references, and appendix are not necessary |

*Copyright information is available from the Office of Sponsored Programs

General Instructions for Preparing the Written Practicum Document

1. **Type face:** The size of the type should be a 12 point scalable font. Unusual types of fonts, smaller or larger size, or extremely bond type are not acceptable. Italics of the same size may be used in lieu of underscoring.
2. **Layout and Style:** In order to be photocopied, the practicum must be printed in black ink on white paper. The entire text of the practicum must use the same typeface. This includes tables and figure captions. Any appropriate typeface may be used for lettering within figures and for documents reproduced in appendices.
3. **Print Quality:** The typeface used must be dark, clear, and readable. (Laser and inkjet printers are acceptable).
4. **Right Justified Typing:** (with a smooth right margin) is **not** permitted because the uneven work spacing interferes with readability. Care should be taken regarding incorrect hyphenation automatically generated by computer programs.
5. **Paper:** Type the practicum or print it on one side of standard-sized (8 ½ x 11 in.) [22 x 28 cm], heavy white bond paper (at least 20 pound bond). Do not use onionskin or erasable paper.
6. **Photocopies:** Photocopies of a submitted practicum are acceptable if the quality of the photocopy is clean and clear.
7. **Preliminary Pages:** The title page and approval page must conform to the style of the samples pages contained in this document.
8. **Margins:** Margins on all copies must be uniform: The first page of each chapter, table of contents, list of tables, acknowledgements, bibliography, etc., must have margins of two inches at the top, one and one-half inches at the left, and one inch at the right and bottom. All other pages have a one-inch margin at the top, a one and one-half inch margin at the left, and one inch at the right and bottom.

9. **Pagination:** Each page of the practicum must be assigned a number. All pages with a two-inch top margin (see #8 above) must have the page number at the bottom of the page on the **X** shown on the typing guide sheet. There must be a double space between the last line of type and the page number at the bottom of the page. All pages with a one-inch margin at the top must have a page number at the top of the page on the **X** shown on the right margin of the typing guide sheet. There must be a double space between the page number and the first line of type.
10. **Spacing:** Double-spacing should be used in typing the practicum, except in those places where conventional usage calls for single spacing (footnote, indented quotations, large tables, bibliography or list of references, table and figure captions). Double-spacing means leaving one full-size line blank between each line of type on the page. Footnotes and bibliographical entries are separated by double spacing.
11. **Paragraphs:** The beginning of a paragraph at the bottom of a page must contain at least two lines of type. Likewise, a paragraph concluding at the top of a page must contain a minimum of two lines. To comply with this requirement, it may be necessary to end a page one typed line short of the margin. No extra space should be added between paragraphs at any time.
12. **Headings and Subheadings:** Centered headings that appear on pages with the two-inch margin should be uniform throughout in style. Subdivisions within a chapter (section) do not begin on a new page unless the preceding page is filled.
13. **Hyphenation:** Excessive divisions of words on the right margin should be avoided. No more than three successive lines may end in a hyphen. Never divide the last word on a page.

14. **Tables and Figures:** If possible, tables should be typed in the same typeface as the text of the thesis. Figure captions, likewise, should be typed in the typeface of the text. The number and title of a table should comply in form with the APA Style Manual (or other suitable referencing compendium – see faculty practicum supervisor for details) and be placed above the table. If the table is to be reduced, the table title should also be reduced. The number and caption of a figure should be placed below the figure. If the figure is to be reduced, the caption and figure number should be typed after the reduction. A table or figure may be embedded in the text or placed on a separate page following the text where it is first cited. If the table or figure is to be placed on a separate page, no extra space should be left at the bottom of the preceding text page, i.e., the text should run continuously. Illustrations, tables, and figures should not be larger than the space within the margins on the typing guide sheet. Maps, tables, etc., which are larger than the ordinary page, must be reduced or folded to fall within the margins in such a way that they will not be sheared in trimming or binding. The page number for reduced pages must be typed after reduction.

15. **Bibliography, references or works cited:** The form of the entries should follow the policy of the APA Style Manual or other suitable referencing compendium (see faculty practicum supervisor for details). If an entry needs to be split between two pages, there must be at least two lines of the entry on each page.

Policy for Addressing Allegations of Misconduct in Scientific and Scholarly Research

Armstrong Atlantic State University has embraced the principal that honesty is an essential component of scholarly activity. (See AASU Students Illustrated) Principal Investigators and others in positions of responsibility for the conduct of research and scholarly activity are expected to exercise reasonable supervision of those under their direction to ensure the integrity of the research or scholarly activity being conducted.

The University assumes primary responsibility for investigating and resolving allegations of scientific and scholarly misconduct by its campus community. This responsibility holds regardless of whether the activity involved was funded by external agencies. Assumption of this responsibility is consistent with the Code of Federal Regulations (CFR) at 45 CFR 689, though in some cases federal reporting requirements also pertain.

Definition of misconduct in scientific and scholarly research.

For the purposes of these procedures, misconduct in scholarly research is defined as:

- 1) Fabrication, falsification, plagiarism, or other practices that seriously deviate from those that are commonly accepted within the scholarly community for proposing, conducting, or reporting research. It does not include honest error or honest differences in interpretations or judgments of data.
- 2) Retaliation of any kind against a person who reported or provided information about suspected alleged misconduct and who has not acted in bad faith. (National Science Foundation Dear Colleague Letter, August 16, 1991).

Institutional Review Board (IRB)

The IRB, a federally mandated board which monitors the use of human and animal subjects in research, meets on a monthly basis during the 10 month academic year (August through May - contact graduate office for schedule). Specific practicum protocols requiring full board review are due at least ten working days before the IRB meeting each month. Your faculty practicum supervisor can assist with the completion of required IRB forms.

Send protocols, complete with the appropriate forms, to the School of Graduate Studies at AASU through your faculty practicum supervisor and department chair. Forms and information are available from the Health Sciences Office as well as the School of Graduate Studies.

The IRB approval process can be lengthy. If IRB approval is necessary for your proposed practicum, the application should be submitted two to three months **prior** to the initiation of the practicum to allow sufficient time for IRB review, and modifications to the proposed practicum, if required.

Note: Some practicum sites may require approval by the site's IRB.

Sample Title Page

**CONFRONTING ELDER ABUSE:
AN ANALYSIS OF PROBABLE CAUSES
AND POSSIBLE SOLUTIONS FOR THIS
HIDDEN PROBLEM
BY
TONI-ALEA WATTS**

A Practicum submitted to the
Faculty of the School of Graduate Studies
at Armstrong Atlantic State University
in Partial Fulfillment of the
Requirements of the Degree
Master of Health Services Administration

Savannah, Georgia

1998

Sample Approval Page

**CONFRONTING ELDER ABUSE:
AN ANALYSIS OF PROBABLE CAUSES
AND POSSIBLE SOLUTIONS FOR THIS
HIDDEN PROBLEM
BY
TONI-ALEA WATTS**

Dr. Michael Jones, Faculty Advisor

Ms. Betty McDonald, Site Supervisor

(Co-chairs may appear on the approval page)

Health Sciences Practicum Approval
(COHP Medical Report must accompany this form)

Student's Name: _____

Course: _____

Semester: _____

Practicum Title: _____

Practicum Site: _____

Address: _____

Practicum Site Supervisor's Name: _____

Telephone Number: _____

I have reviewed the attached objectives submitted by this student and recommend approval for initiation of the practicum.

Approved By _____
MHPA Faculty Practicum Supervisor

Date: _____

MHSA PRACTICUM FACULTY SUPERVISOR, SITE SUPERVISOR, AND STUDENT RESPONSIBILITIES

The purpose of this form is to guide and direct the parties involved in the practicum by respecting their affiliation and working relationship with each other.

- The **faculty supervisor (chair)** has the responsibility to assure that:
 - The practicum proposal meets MHSA criteria for practica.
 - The student has been informed of institutional policies and procedures as they relate to the use of human and animal subjects for research purposes, if applicable.
 - Communication is maintained with the site supervisor to discuss the student's progress.
 - The practicum, in its final form, meets the appropriate format, content, mastery and standards set by the Health Sciences Department.
- The **site supervisor** has the responsibility to:
 - Determine that the practicum objectives are feasible.
 - Inform the student of institutional policies and procedures as they relate to the use of human and animal subjects for research purposes, if applicable.
 - Contact the faculty advisor if any concerns regarding the student's performance should arise.
 - Develop the work site schedule in conjunction with the practicum student.
 - Assist the faculty practicum supervisor in the evaluation of the student's performance.
- The **practicum student** has the responsibility to:
 - Be familiar with, and adhere to, the practicum guidelines as specified
 - Be aware of all deadline/submission dates for the practicum and adhere to these dates
 - Obtain liability insurance or provide proof of coverage prior to the initiation of the practicum
 - Submit the *College of Health Professions Medical Report for Faculty and Students* to the faculty practicum supervisor prior to the initiation of the practicum
 - Submitting completed IRB form to faculty practicum supervisor, if applicable.

Student Signature

Date

Practicum Site Supervisor Signature

Date

Faculty Supervisor Signature

Date

ARMSTRONG ATLANTIC STATE UNIVERSITY

COLLEGE OF HEALTH PROFESSIONS
MEDICAL REPORT FOR FACULTY AND STUDENTS
Annual Physical Exam

Name	Social Security
Address	
<i>Date of Physical Exam (must be completed between May 1 and July 31).</i>	<i>Name of Examiner</i>
I have examined _____ and find that he/she has:	
1. no evident health problems which could interfere with his/her performance of required practicum activities.	
2. * the following health problem(s)/restriction(s) which may/may not interfere with his/her performance of required practicum activities. (*Please explain #2 or #3 if checked and attach additional pages if necessary.)	
3. * significant health problem(s) which would interfere with his/her performance of required clinical activities.	
Signature of Health Care Provider	Street Address/City/State/Zip Code

RETURN TO: Armstrong Atlantic State University, Department of Health Sciences
11935 Abercorn Street, Savannah, GA 31419-1997

Rev 5/00

**ARMSTRONG ATLANTIC STATE UNIVERSITY
COLLEGE OF HEALTH PROFESSIONS
IMMUNIZATIONS AND SCREENING TESTS
Faculty and Students**

NAME		SOCIAL SECURITY
PPD DATE	RESULT	
<i>If PPD is positive, chest radiograph may be needed (Attach Physician=s Evaluation) PPD must be done YEARLY.</i>		
DATE OF RADIOGRAPH	RESULT	SIZE
WAS THERE PROPHYLAXIS? 9 YES 9 NO		
If YES, indicate what the prophylaxis was or is:		

TETANUS VACCINATION DATE (within last 10 years)

**HEPATITIS B SERIES (OPTIONAL)
Attach waiver if no vaccine has been received.**

Date:	Date:	Date:	Date:
1st Vaccine	2nd Vaccine	3rd Vaccine	Titer

MENINGITIS

Advised of Meningitis incidences and availability of immunization at Health Department	
9 YES	9 NO
9 Agrees to get immunization.	9 Does not agree to get immunization.

PREGNANCY

Advised of risks of exposure to high risk diseases during pregnancy (Hepatitis B, Rubella, Cytomegalovirus, etc.)
9 YES 9 NO

RUBELLA

Date of Disease	Titer (if available)	Date of MMR
------------------------	-----------------------------	--------------------

**ARMSTRONG ATLANTIC STATE UNIVERSITY
COLLEGE OF HEALTH PROFESSIONS
IMMUNIZATIONS AND SCREENING TESTS
Faculty and Students**

CHICKENPOX

Has he/she had chickenpox? <input type="checkbox"/> YES (when?) <input type="checkbox"/> NO	Exposure: <input type="checkbox"/> YES (when?) <input type="checkbox"/> NO
-------------------------------------------------------------------------------------------------------	--------------------------------------------------------------------------------------

**** Attach copies of verifications of immunizations.**

Signature: _____

Date: _____

RETURN FORM TO: Armstrong Atlantic State University
Dept. of Health Sciences
11935 Abercorn Street
Savannah, GA 31419-1997

Revised: 5/00

**ARMSTRONG ATLANTIC STATE UNIVERSITY
COLLEGE OF HEALTH PROFESSIONS
HEPATITIS B DECLARATION FORM**

Faculty and Students

DEPARTMENT _____

Name	Major
------	-------

I understand that Hepatitis B is a severe and potentially life threatening illness. Hepatitis B vaccination significantly decreases my risk of being infected by the Hepatitis B virus. Therefore, I agree to take the prescribed series of inoculations and follow-up titer to assess antibody level, and a second series if necessary. I assume responsibility for all arrangements, costs, and complications arising from this vaccination procedure.

Signature	Date
-----------	------

I understand that Hepatitis B is a severe and potentially life threatening illness. Hepatitis B vaccination significantly decreases my risk of being infected by the Hepatitis B virus. I understand also that not taking the vaccination may significantly increase my risk of being infected by the Hepatitis B virus. Nevertheless, I elect NOT to take the prescribed vaccination procedure, and assume responsibility for all arrangements, costs, and complications arising from not taking those vaccinations.

Signature	Date
-----------	------

I have already received the vaccine.

Signature	Date
-----------	------

Doc: Hepatitis-B
Revised: 5/00

Site Supervisor MHSA Practicum Evaluation Form

Student Name: _____

Form Completed by Site Supervisor: _____

Date: _____

Using the scale provided, please circle the appropriate descriptor for each item. Feel free to comment on any evaluation criteria; however, if the evaluation score on any particular item is either *unacceptable* or *weak*, a comment is required. Additionally, I would appreciate your comment on the overall evaluation. Please return this evaluation by student or mail to:

Joey Crosby, Ph.D, R.Ph
Department of Health Sciences
Armstrong Atlantic State University
11935 Abercorn Street
Savannah, GA 31419-1997

I. Promptness/Attendance:

unacceptable weak acceptable good excellent

Comments:

II. Dependability: (i.e. reliability, timeliness, etc.)

unacceptable weak acceptable good excellent

Comments:

III. Motivation:

unacceptable weak acceptable good excellent

Comments:

IV. Quality of Work Produced: (i.e. acceptability of work performed, i.e. writing skills, accuracy, neatness, etc.)

unacceptable weak acceptable good excellent

Comments:

V. Personal Skills: (i.e. communication, appearance, maturity, etc.)

unacceptable weak acceptable good excellent

Comments:

VI. Professional Potential:

(Your estimation of student's future potential within the field of health services administration)

unacceptable

weak

acceptable

good

excellent

Comments:**VII. Overall Performance:**

unacceptable

weak

acceptable

good

excellent

Time spent on practicum responsibilities: Unless otherwise agreed upon, the student should spend approximately 8-10 hours per week, on average, fulfilling his/her practicum responsibilities. In your estimation, did the student meet this requirement?

Yes _____

No _____

Comments:

Is there anything else that you think we should know about this practicum student?