

## PRACTICUM PREPARATION CHECKLIST

The following checklist is designed to assist you in preparing to secure a practicum opportunity. Complete the checklist items in a timely manner. **Some of these to-do items may not be completed in the order listed.** Be sure to note all deadlines early in your planning to prevent any delays.

Practicum To-do List	Deadlines	Status/Notes
1. Read the ENTIRE Practicum Manual		
2. Attend Practicum 101 Workshops by OPHP		
3. Pre-practicum meeting with your Department Practicum Coordinator. Request information on deadlines for completing practicum preparation steps (e.g., due date to submit work plan)		
4. Search and apply for practicum opportunity		
5. Coordinate interview		
6. Complete interview		
7. Send Thank You card to interview site		
8. When an offer is received, communicate back to the site your acceptance or declining of the offer. Request any next steps required by the site. Copy your Department Practicum Coordinator on the email.		
9. Request access to practicum training modules from your Department Practicum Coordinator or Department Admin		
10. Follow email instructions from Office of Public Health Practice to access training		
11. Once training modules complete, alert Office of Public Health Practice to obtain the Work Plan Template		
12. Follow site specific instructions if additional requirements need to be met (drug screen, background check, etc.)		
13. Build your work plan on the Work Plan Template and solicit feedback from both your Practicum Preceptor and Department Practicum Coordinator		
14. Once your draft Work Plan is approved and all required signatures obtained, upload draft work plan to the Practicum Portal <a href="http://tx.ag/practicumportal">tx.ag/practicumportal</a>		
15. Complete any other department specific requirements and register prior to beginning your practicum		
16. Complete required assignments/ deliverables during practicum		
17. Develop ePortfolio (follow instructions from trainings) using required template. Share with Practicum Coordinator and Director of OPHP.		