

Practicum FAQs

How many hours are required for the Practicum course?

Allocation of Practicum Hours - Total hours: 115.5 hours

Hours spent on-site in assigned practicum setting:

1. **70 hours:** Field Experience in Public Health/Community Agency Practicum

Primary placement in a public/community health site is arranged by the instructor for each student.

Most students will complete all 70 hours of practicum in this site, however, it may be necessary to complete hours in more than one agency. Faculty will notify you in the event the primary agency is unable to accommodate you for all 70 hours. Students may opt to explore other community health roles/sites via elective hours (see below). In the event a student chooses an elective site, **a minimum of 40 hours must be completed at the primary placement site.**

Students choosing to complete elective hours in another community health site:

Students choosing to divide their practicum hours between their primary placement (public health agency) and other community sites/roles are expected to arrange their own elective experiences. Examples of appropriate community health sites/roles include parish, school, college/university health, hospice/home care, occupational, or correctional health settings. Students should notify their faculty early in the semester to ensure their site is appropriate and/or to seek ideas for additional sites.

Some elective agencies will require an affiliation agreement prior to beginning practicum experiences. This process may take weeks to months. Be sure to inform the faculty if this is requested, and forward anything to the instructor that an agency asks you to sign BEFORE signing.

Wisconsin Public Health Orientation Modules - Students may earn up to **4 of the required 70 hours** by viewing each of the 5 modules and posting a summary of these to the appropriate dropbox.

The remaining 45.5 Practicum hours are earned through the following:

- **5 hours: Community Meetings-** In addition to the required 70 practicum hours, students are required to attend two community meetings (e.g., County Board of Health, School Board, or other appropriate public meetings) to observe the political process and its impact on the health of the community. Communicate with your agency mentor for additional ideas/options for meetings.

Hours spent on Projects/Assignments:

- **13.5 hours:** Completion of Primary Prevention Teaching Project
- **13.5 hours:** Public Health Finance Assignment
- **13.5 hours:** Final Photo Assignment

How are documents submitted to CastleBranch?

Submitting documents to myCB can be achieved three ways: via upload, fax, or mail. A guide for submitting documents will be sent to you when you request the Practicum prerequisites.

Who can assist me with uploading my documents to CastleBranch?

The CastleBranch Service Desk is available to assist you via phone, chat and email:

Monday-Thursday 8am-10pm Eastern Time

Friday 8am-6:30pm Eastern Time

Sunday 10am-6:30pm Eastern Time

888.723.4263 x7196 or https://www.castlebranch.com/contact-us/stufacstaff_orderstatus

Once I complete the prerequisites, do I need to upload additional documents?

Students are required to keep their Medical Document Manager (immunization tracker) renewals up-to-date until completion of all 70 Practicum field hours. CastleBranch will send e-mail reminders approximately one month prior to a renewal due date.

Registration – how do I register for N455 CHN Practicum?

Registration for N455 CHN Practicum is slightly different than registration for other nursing courses, as it is dependent upon agency placement. Note: BSN@Home students do not complete a Commitment form for registration. Registration information will be e-mailed to students once their placement is secured.

How do I schedule my Practicum hours?

Students are responsible for contacting their assigned agency mentor at the beginning of the semester to arrange a mutually agreeable Practicum schedule. Agency mentor contact information will be included in a mailed packet you will receive approximately 2 weeks prior to the start of the semester. Practicum experiences may begin the first week of the semester.