

Appendix R

School of Public Health

University of North Texas Health Science Center at Fort Worth

Practice Experience in Public Health – 5397

Practice Experience in Public Health Poster Session Guidelines

1. All students enrolled in Practice Experience in Public Health 5397 are required to present a poster at the end of the semester during which they complete the experience.
2. E-mail abstract to the Public Health Practice Experience Coordinator by the stated deadline before the poster session. Include the name of your academic advisor, agency and your site supervisor in your abstract. Attached are the abstract guidelines.
3. The poster must be set up by **announced time** on the day of the session unless you have made prior arrangements with the Public Health Practice Experience Director.
4. Once set up and during the Poster Session, each student is expected to be standing by his/her poster and be able to provide a brief (3-5 minute) overview of his/her experience to Dr. Coggin, academic advisor, students, faculty, staff, site supervisors and other guests. Please bring any brochures, pamphlets, etc. related to the experience that you would like to distribute to guests.
5. The **required notebook** is to be shown with the poster and turned in to the Public Health Practice Experience Coordinator. The notebook should be a three-ring binder. A soft side type notebook rather than hard side type of notebook is suggested. These must be kept in a file for accreditation.

Note Book

- The **Practice Experience in Public Health notebook**: The Title page includes the student name, semester, name of the experience project, name and location of site and name of site supervisor.

Begin tabs after the title page and place the name on each tab as illustrated in the photo. There should be a tabbed section for each item listed below. The names of tabs are bolded below.

- a. **Abstract** (used for the poster –see Appendix S for Guidelines)
- b. **Forms**
 - Appendix C
 - Appendix G
 - Appendix H
 - Appendix I
 - Appendix J
- c. **Reflection Paper** (see Appendix M for Guidelines)
- d. **Progress Reports** Copies of the required progress reports (see Appendix K for Guidelines)



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- e. **Site Analysis** of Practice Experience in Public Health (see Appendix N for Guidelines)
- f. **Work Log** of work hours (200 minimum) signed by the Practice Experience in Public Health site supervisor (see Appendix L for form). Hours should be totaled on the last page of the work log.
- g. **Materials** (Agency materials and/or pamphlets)
- h. **Résumé** (see Appendix T for Guidelines)
- i. **Presentation** (Copy of information presented on the poster, e.g. PowerPoint slide handout)
- j. **Student Evaluation** of Practice Experience in Public Health Site (see Appendix P for form).

The Public Health Practice Experience Coordinator will add the previously submitted forms.

- 1. Intent to Register form
- 2. Copy of the (CITI) IRB Training Certificate
- 3. Copy of the HIPAA Training Certificate
- 4. Confidentiality Agreement
- 5. Photographic Consent and Release Form
- 6. Copy of the Online Professional Behavior Training Certificate

The required format for the table-top poster presentation is as follows:

- Use a three-panel, tri-fold poster board. These are available for purchase through the Public Health Student Association or local Office Supply stores.
- Poster must be neat, well-organized and professional in appearance and must include the following:
 - a. the name of the organization
 - b. the address and telephone number of the organization
 - c. your name
 - d. the name of your site supervisor
 - e. traditional posters have an Introduction section, Methods section, Results/Conclusions section, but this type of poster may have other sections as listed in the next items of this list depending on your experience and/or site
 - f. you may include a brief general description of the organization (include, photos, general information, flyers, logo, etc if necessary)
 - g. a listing of your experience objectives
 - h. methods of completing objectives
 - i. a listing of your experience outcomes or accomplishments
 - j. samples and/or examples from your site/project on which you worked during the experience (e.g. flyers, brochures, photos of activities, etc)
 - k. you should consult with your academic advisor regarding specific content of the poster. This may include statistical analysis. Input from the advisor is encouraged especially with regards to potential publications arising from the project.

Below are a list of web sites for additional information and helpful hints.

<http://lorien.ncl.ac.uk/ming/dept/tips/present/posters.htm>

<http://www.kumc.edu/SAH/OTEd/jradel/effective.html>

<http://www.eas.slu.edu/People/DJCrossley/scomm/posters.html>

<http://www.aspb.org/education/poster.cfm>

*****WE DO NOT HAVE FREE STANDING BOARDS ON WHICH TO DISPLAY WIDE FORMAT POSTERS. Posters should be a foldable tri-panel board approximately 36 x 48 inches in size.**

