

## Practicum e-Portfolio Checklist for MPH Students

*After you have found a practicum/ internship, use this checklist to guide you through the Practicum e-Portfolio process*

- Fill out Learning Agreement with advisor and preceptor
- Log into Digication account via [pitt.digication.com](http://pitt.digication.com)
- Consult “Making Your Practicum Portfolio” document and training videos on the web [publichealth.pitt.edu/e-portfolio](http://publichealth.pitt.edu/e-portfolio)
- Create Practicum e-Portfolio from template (give it a unique name)
- Add your name to header slide
- Fill out About My Practicum page
- Start First – Fifth Competency pages with available information
- Submit midpoint e-Portfolio submission, as appropriate
- Update e-Portfolio throughout the practicum experience
- Finalize pages with deliverables and reflections
- Submit First Competency page to the corresponding competency standard  
*First Competency should correspond to competency number listed on your End of Competency Evaluation Form(s)*
- Submit the Second Competency page
- Submit Third Competency page
- Submit Fourth Competency page
- Submit Fifth Competency page
- Submit entire e-Portfolio