Pitt Public Health

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

☐ Consult "Making Your Practicum Portfolio" document and training videos on the web
publichealth.pitt.edu/e-portfolio

☐ Create your Practicum e-Portfolio from template (give it a unique name & select appropriate program practicum template)

☐ Change information on header slide

☐ Fill out Home & About My Practicum pages

☐ Build Competencies and Deliverables page with available information

☐ Submit midpoint e-Portfolio submission, as appropriate

☐ Update e-Portfolio throughout the practicum experience

☐ Finalize pages with deliverables and information about competency attainment

☐ Submit e-Portfolio to corresponding competency standard assignments

NOTE: You will submit your e-Portfolio a total of 6 times. You will need to submit the final e-Portfolio to each of the five competency assignments from your practicum in addition to the Final e-Portfolio assignment.

For example, this student met MPH Competency #1, #2, #3, #4, and EPIDEM Competency #3. Therefore, the student will submit their final e-Portfolio to each of these five competency assignments (as shown below in the instructor view) and to the final e-Portfolio assignment.