

The School of Public Health (SPH) Practicum Tracking System is used to document and track the University of Pittsburgh's SPH student practicums. Automated emails sent to the student, advisor/program director and preceptor help guide the process.

### **Register for a SPH Practicum Tracking System Account**

**Students** will contact their department representative for an **Access Code** to register via this link: <https://my.sph-prac.pitt.edu/practicumregistration.aspx>

**Advisors and preceptors** will receive an automated email containing the link to register with a pre-filled Access Code following the student's completion of the advisor's and preceptor's contact information, including email address, in the Learning Agreement.



### **SPH Practicum Tracking System Registration**

Portal Registration

#### **Step 1: Enter a valid access code and click button to gain access to registration fields below.**

Before you can complete the Portal Registration, you need to obtain an Access Code. If you do not have an Access Code, please e-mail **SPH Practicum** and one will be sent to you via e-mail. If the Portal Registration system indicates that your Access Code is invalid, please request another. If you believe that you have been previously assigned a Portal account but you do not know your password, use the 'Forgot your password?' option that is available on the Login page or click [here](#).

**Access Code:**

Enter the Access Code and click **Verify Code**. If the code is accepted, you will see

**Access code verified.**

**Step 1: Enter a valid access code and click button to gain access to registration fields below.**

Before you can complete the Portal Registration, you need to obtain an Access Code. If you do not have an Access Code, please e-mail [SPH Practicum](#) and one will be sent to you via e-mail. If the Portal Registration system indicates that your Access Code is invalid, please request another. If you believe that you have been previously assigned a Portal account but you do not know your password, use the 'Forgot your password?' option that is available on the Login page or click [here](#).

**Access Code:** 

Access code verified.

**Step 2: Provide name and email address:**

The Portal Registration form is intended for students who would like to gain access to Portal resources.

**First Name****Last Name:****Email:****Department:****Program:**

\* **For security purposes**, please enter the sum of these numbers:

eight + 9 =

Students will continue registering by entering **First Name**, **Last Name**, and **Email address**. The email address registered should be the @pitt.edu email address. It will be used throughout the SPH Practicum Tracking System as the student's identifier.

Select the appropriate **Department** from the drop-down list and then select the appropriate **Program**.

Enter the sum of the numbers that appear on the screen for security purposes, and click **Submit**, or click **Quit** to abort the registration process.

Upon submission, the student is taken to their user profile form, as seen below. Contact information should be completed and **a password must be entered** for their SPH Practicum Tracking System account.

Please complete the Contact Information below and create a password for your SPH Practicum Tracking System account.

**Contact Information**

First Name:  Middle Name:  Last Name:

**Profile Information**

Title:

Department: Behavioral and Community Health Sciences

Program: BCHS: BCHS MPH/MPIA

Address 1:

Address 2:

Address 3:

City:

State/Province:

Zip Code:

Country:

Phone 1:

Phone 2:

Phone 3:

Phone 4:

Email 1:

Email 2:

Email 3:

**Account Information**

Username:

Password:

Note: Minimum 13 characters. Must contain one capital letter, one number, one special character -- do not use underscore, greater than, or less than (>, or <).

© 2025 SPH Practicum Tracking System All Rights Reserved | University of Pittsburgh | School of Public Health | Web Systems by Epidemiology Data Center

Once the profile form has been submitted, an automated email message containing name, username and email address is sent to the student’s registered email address. A ‘forgot your password’ link and a link to login to the SPH Practicum Tracking System are included in the email.

To sign-in to the system after registering, click the link in the email or the following link may be used: <https://my.sph-prac.pitt.edu/Login.aspx>



## SPH Practicum Tracking System Portal Login

Welcome to the new SPH Practicum Tracking System! - Your resource for School of Public Health Practicums.

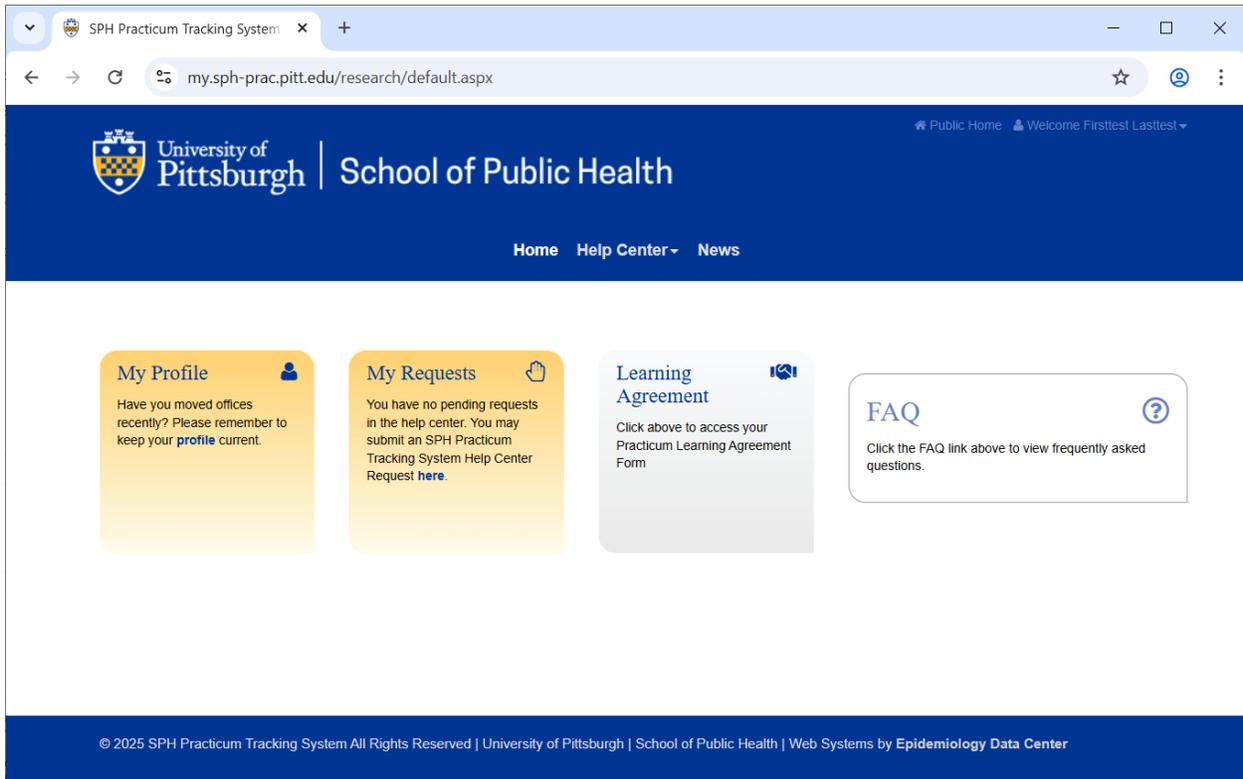
**User Name:**

**Password:**

[Forgot your password?](#)

Login

Once registered and signed-in, the student will see the following screen:



The screenshot shows a web browser window with the URL `my.sph-prac.pitt.edu/research/default.aspx`. The page header features the University of Pittsburgh School of Public Health logo and navigation links for [Public Home](#) and [Welcome Firsttest Lasttest](#). Below the header is a navigation bar with [Home](#), [Help Center](#), and [News](#). The main content area contains four cards: **My Profile** (yellow) with a user icon and text: "Have you moved offices recently? Please remember to keep your [profile](#) current."; **My Requests** (yellow) with a hand icon and text: "You have no pending requests in the help center. You may submit an SPH Practicum Tracking System Help Center Request [here](#)."; **Learning Agreement** (grey) with a document icon and text: "Click above to access your Practicum Learning Agreement Form"; and **FAQ** (white) with a question mark icon and text: "Click the FAQ link above to view frequently asked questions." The footer contains the copyright notice: "© 2025 SPH Practicum Tracking System All Rights Reserved | University of Pittsburgh | School of Public Health | Web Systems by Epidemiology Data Center".

From this Home page, students may access their profile and submit help center requests if needed.

Clicking on the [Learning Agreement](#) box will open the Learning Agreement. The top of the form will be pre-filled with previously entered profile information.

my.sph-prac.pitt.edu/PracticumForms/PLearningAgreement.aspx?UserCode=5ce332b1-a640-436c-9573-1c9301f0872e

University of Pittsburgh | School of Public Health

**MPH/MPIA PRACTICUM LEARNING AGREEMENT Behavioral and Community Health Sciences**

**Student Contact Information**

Student First Name:

Student Last Name:

Department:

Student's Pitt E-mail:

Cell Phone:

**Faculty Advisor or Program Director**

First Name:

Last Name:

The student may then complete the remainder of the form.

**Please note:** It is important to click the **Save** button as the sections are entered as the form is long and may timeout if information is not readily available and entered in a timely manner. Clicking the **Submit** button at the bottom of the form is also required, even when saving throughout.

Fields for completion on the form include:

**Student Contact Information** – verify first name, last name, department, e-mail; enter cell phone number

**Faculty Advisor or Program Director Contact Information** – Enter first name, last name and Pitt email address

**Practicum Host Organization** – Enter host organization name, address, city, state, zip code and country

**Preceptor Contact Information** – Enter first name, last name, title, email address

**Note:** It is very important to enter the correct email addresses for the advisor and preceptor. The advisor's email should be their @pitt.edu email address. The email addresses entered will be used by the advisor and preceptor to access the SPH Practicum Tracking System.

**Enter approximate start and end dates of the practicum** and answer three practicum questions:

- Will completion of practicum take more than one semester?
- Practicum satisfies certificate requirement?
- Practicum involves proprietary/confidential information?

### Enter five **Competencies**

- All competencies may be selected from the [CEPH MPH Foundational Competencies](#) and up to two competencies may be from the departmental advanced competency list
- MMPH students are able to select and enter their own defined competencies

Enter descriptions of **Summary of Proposed Practicum Activities, Contribution, and Public Health Relevance/Importance.**

Identify at least two **Work Products.**

*Note that competencies and work products are CEPH requirements.*

### Signatures and Notes

The student will sign the Learning Agreement by checking the box next to the word **Signed** underneath the heading **Student Signature**, as shown below.

\* Competencies and Work Products are CEPH Requirements

<b>Student Signature</b>	<b>Advisor Approval</b>	<b>Preceptor Signature</b>	<b>Advisor Signature</b>
<b>Signed:</b> <input checked="" type="checkbox"/> not signed	<b>Approved:</b> <input type="checkbox"/> not approved	<b>Signed:</b> <input type="checkbox"/> not signed	<b>Signed:</b> <input type="checkbox"/> not signed

*By checking this box and clicking the Submit button you agree to electronically signing this form and submitting the learning agreement for advisor approval.*

**Add Note:** (When a note is added, an email will be sent to alert the Advisor/Program Director and Preceptor of a new note. Clicking the "Email Note" or the "Submit" button will send the email and add the note to the Note Log below.) Email Note

**Note Log:** (history of notes added)

**Final signed form must be submitted to your department no later than 2 weeks after the start of your practicum experience.**

If at any time the student would like to send a note to the advisor/program director and preceptor, they may enter text in the **Add Note** box. The note is sent via email by clicking either the **Submit** button at the bottom of the form or the **Email Note** button. When notes are entered by the advisor/program director and preceptor, the student is notified via email. A log of the notes that are added is saved in the **Note Log** section of the form.

***Note:** The **Add Note** and **Note Log** boxes are expandable in the browser by placing the cursor in the lower right corner of the box and dragging the box to a larger size.*

**The student must click the Submit button at the bottom of the screen to submit the completed Learning Agreement.** An automated email message is then sent to the advisor/program director notifying them of the submission and providing links for registration and access to the Learning Agreement. It is imperative that all email addresses are entered correctly by the student in the Learning Agreement.

The **advisor/program director** will use the link in the automated email message they receive to register in the SPH Practicum system if they have not previously registered. The Access Code will be pre-filled. Upon submission, the advisor/program director is taken to their user profile form, just as the student was. Contact information should be completed and **a password must be entered** for their SPH Practicum Tracking System account.

Once the profile form has been submitted, an automated email message containing name, username and email address is sent to the advisor/program director's registered email address. A 'forgot your password' link and a link to login to the SPH Practicum Tracking System are included in the email.

Once registered and signed-in, the advisor/program director will see the following screen:

Clicking on the [Practicum Advisor](#) section of the Home screen will take the advisor/program director to their dashboard of registered students.

Learning Agreement-Status	Midpoint Eval	Final Eval	Preceptor Eval	Advisor Eval	Final Practicum Report
Lasttest, Firsttest - Signed by Student (advisor approval pending)	Pending	Pending	Pending	Pending	Pending

Clicking on the student's name will open the [Learning Agreement](#) for review. When ready to approve, the advisor/program director will check the box next to the word **Approved** underneath the heading **Advisor Approval**, and click the **Submit** button to submit the approval.

Student Signature	Advisor Approval	Preceptor Signature	Advisor Signature
Firsttest Lasttest Signed: <input checked="" type="checkbox"/> 3/28/2025 10:52:48 AM	Approved: <input checked="" type="checkbox"/> not approved	Signed: <input type="checkbox"/> not signed	Signed: <input type="checkbox"/> not signed

By checking this box and clicking the Submit button you agree to electronically signing this form and submitting the learning agreement to the preceptor for their signature.

**Add Note:** (When a note is added, an email will be sent to alert the Advisor/Program Director and Preceptor of a new note. Clicking the "Email Note" or the "Submit" button will send the email and add the note to the Note Log below.) Email Note

**Note Log:** (history of notes added)

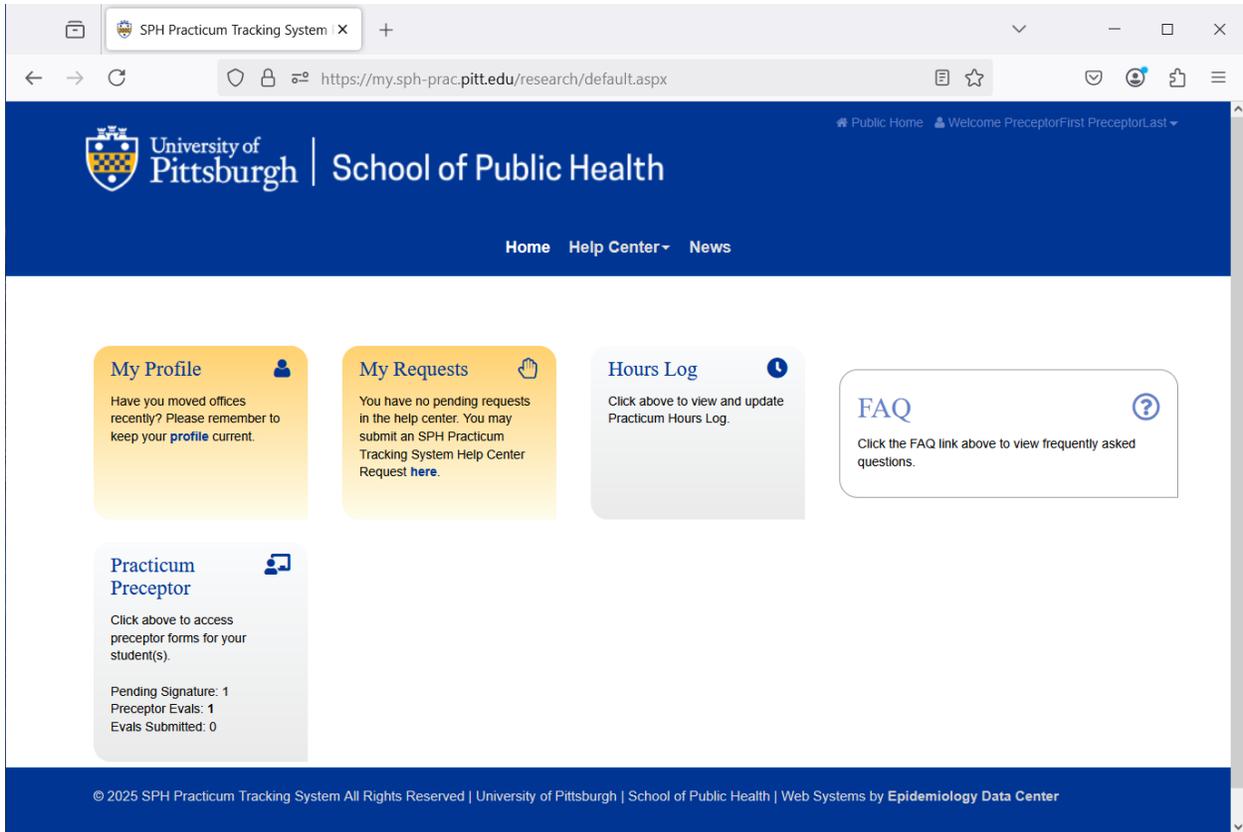
Save Submit Cancel

Upon approval, an automated email message is sent to the preceptor notifying them of the submission and providing links for registration and access to the Learning Agreement

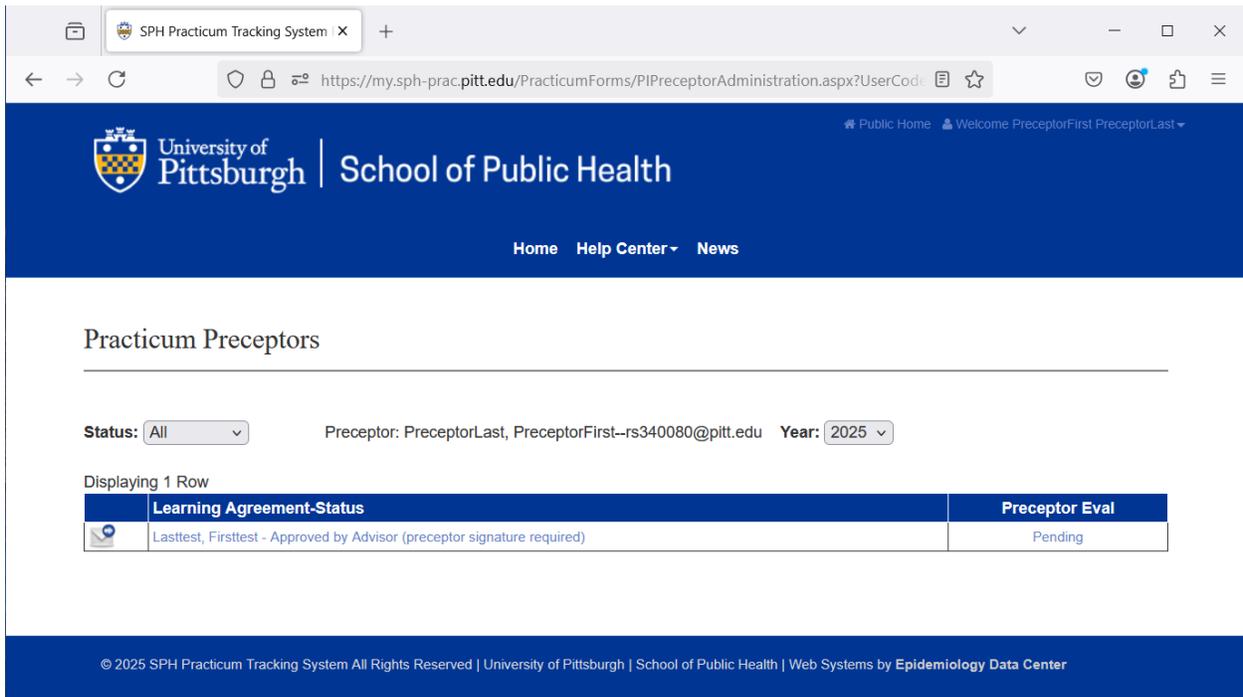
The **preceptor** will use the link in the automated email message they receive to register in the SPH Practicum system if they have not previously registered. The Access Code will be pre-filled. Upon submission, the preceptor is taken to their user profile form. Contact information should be completed and **a password must be entered** for their SPH Practicum Tracking System account.

Once the profile form has been submitted, an automated email message containing name, username and email address is sent to the preceptor's registered email address. A 'forgot your password' link and a link to login to the SPH Practicum Tracking System are included in the email.

Once registered and signed-in, the preceptor will see the following screen:



Clicking on the [Practicum Preceptor](#) section of the Home screen will take the preceptor to their dashboard of registered students.



Clicking on the student's name will open the [Learning Agreement](#) for review. When ready to approve, the preceptor will check the box next to the word **Approved** underneath the heading **Advisor Approval**, and click the **Submit** button to submit the approval.

The screenshot shows a web browser window with the URL <https://my.sph-prac.pitt.edu/PracticumForms/PLearningAgreement.aspx?UserCode=5c>. The form contains the following sections:

Student Signature	Advisor Approval	Preceptor Signature	Advisor Signature
Firsttst Lasttst <b>Signed:</b> <input checked="" type="checkbox"/> 3/28/2025 10:52:48 AM	AdvisorFirst AdvisorLast <b>Approved:</b> <input checked="" type="checkbox"/> 3/28/2025 11:46:25 AM	<b>Signed:</b> <input checked="" type="checkbox"/> not signed	<b>Signed:</b> <input type="checkbox"/> not signed

*By checking this box and clicking the Submit button you agree to electronically signing this form and submitting the learning agreement for advisor approval.*

**Add Note:** (When a note is added, an email will be sent to alert the Advisor/Program Director and Preceptor of a new note. Clicking the "Email Note" or the "Submit" button will send the email and add the note to the Note Log below.) Email Note

**Note Log:** (history of notes added)

Buttons: Save, Submit, Cancel

Once the preceptor has signed the Learning Agreement, the advisor/program director will be notified via email. The **advisor/program director** will then sign the form by checking the box next to the word **Signed** underneath the heading **Advisor Signature**, and clicking the **Submit** button to submit the signature.

\* Competencies and Work Products are CEPH Requirements

Student Signature	Advisor Approval	Preceptor Signature	Advisor Signature
Firststest Lasttest <b>Signed:</b> <input checked="" type="checkbox"/> 3/28/2025 10:52:48 AM	AdvisorFirst AdvisorLast <b>Approved:</b> <input checked="" type="checkbox"/> 3/28/2025 11:46:25 AM	PreceptorFirst PreceptorLast <b>Signed:</b> <input type="checkbox"/> 3/28/2025 12:04:40 PM	<b>Signed:</b> <input type="checkbox"/> not signed

By checking this box and clicking the Submit button you agree to electronically signing this form and submitting the learning agreement as approved and fully signed by all parties. The advisor cannot sign the form until the form has been signed by the student and preceptor.

**Add Note:** (When a note is added, an email will be sent to alert the Advisor/Program Director and Preceptor of a new note. Clicking the "Email Note" or the "Submit" button will send the email and add the note to the Note Log below.) Email Note

**Note Log:** (history of notes added)

Save Submit Cancel

Date/time of signatures and approvals will be displayed on the Learning Agreement as each person signs/approves the form.

\* Competencies and Work Products are CEPH Requirements

Student Signature	Advisor Approval	Preceptor Signature	Advisor Signature
Firststest Lasttest <b>Signed:</b> <input checked="" type="checkbox"/> 3/28/2025 10:52:48 AM	AdvisorFirst AdvisorLast <b>Approved:</b> <input checked="" type="checkbox"/> 3/28/2025 11:46:25 AM	PreceptorFirst PreceptorLast <b>Signed:</b> <input checked="" type="checkbox"/> 3/28/2025 12:04:40 PM	AdvisorFirst AdvisorLast <b>Signed:</b> <input checked="" type="checkbox"/> 3/28/2025 12:57:28 PM

By checking this box and clicking the Submit button you agree to electronically signing this form and submitting the learning agreement as approved and fully signed by all parties. The advisor cannot sign the form until the form has been signed by the student and preceptor.

**Add Note:** (When a note is added, an email will be sent to alert the Advisor/Program Director and Preceptor of a new note. Clicking the "Email Note" or the "Submit" button will send the email and add the note to the Note Log below.) Email Note

**Note Log:** (history of notes added)

Save Submit Cancel

After submitting the Learning Agreement, the student will see their Home screen, like the one below.

The screenshot shows a web browser window with the URL [my.sph-prac.pitt.edu/Research/Default.aspx](http://my.sph-prac.pitt.edu/Research/Default.aspx). The page header features the University of Pittsburgh School of Public Health logo and navigation links for Home, Help Center, and News. The main content area contains several interactive cards: 'My Profile' (yellow) with a user icon and text about updating office information; 'My Requests' (yellow) with a hand icon and text about pending requests; 'Learning Agreement' (grey) with a document icon and text about accessing the agreement form; 'FAQ' (white with blue border) with a question mark icon and text about frequently asked questions; 'Student Uploads' (grey) with a cloud icon and text about uploading work products; and 'Student Eval' (grey) with a person icon and text about accessing the evaluation form. The footer contains copyright information for the SPH Practicum Tracking System, University of Pittsburgh, and the Epidemiology Data Center.

Clicking on the [Learning Agreement](#) link will display a dashboard containing all learning agreements for the student along with links to the midpoint and final evaluations, final practicum report and work products.

The screenshot shows a web browser window with the URL `my.sph-prac.pitt.edu/PracticumForms/PIStudentPILAs.aspx?UserCode=5ce332b1-a640-436c-9573-1c9301f0872e`. The page header includes the University of Pittsburgh School of Public Health logo and navigation links for Home, Help Center, and News. The main content area is titled 'Practicum Overview' and displays the following information:

- Student:** Lasttest, Firsttest
- Department:** Behavioral and Community Health Sciences (midpoint eval optional)
- Preceptor:** PreceptorLast, PreceptorFirst--rs340080@pitt.edu
- Year:** 2025
- Advisor:** AdvisorLast, AdvisorFirst--rs340459@pitt.edu
- Status:** All

Below the information, there is a table with 1 row and 5 columns. The columns are: Learning Agreement, Midpoint Eval, Final Eval, Final Practicum Report, and Work Products. The row contains the following data:

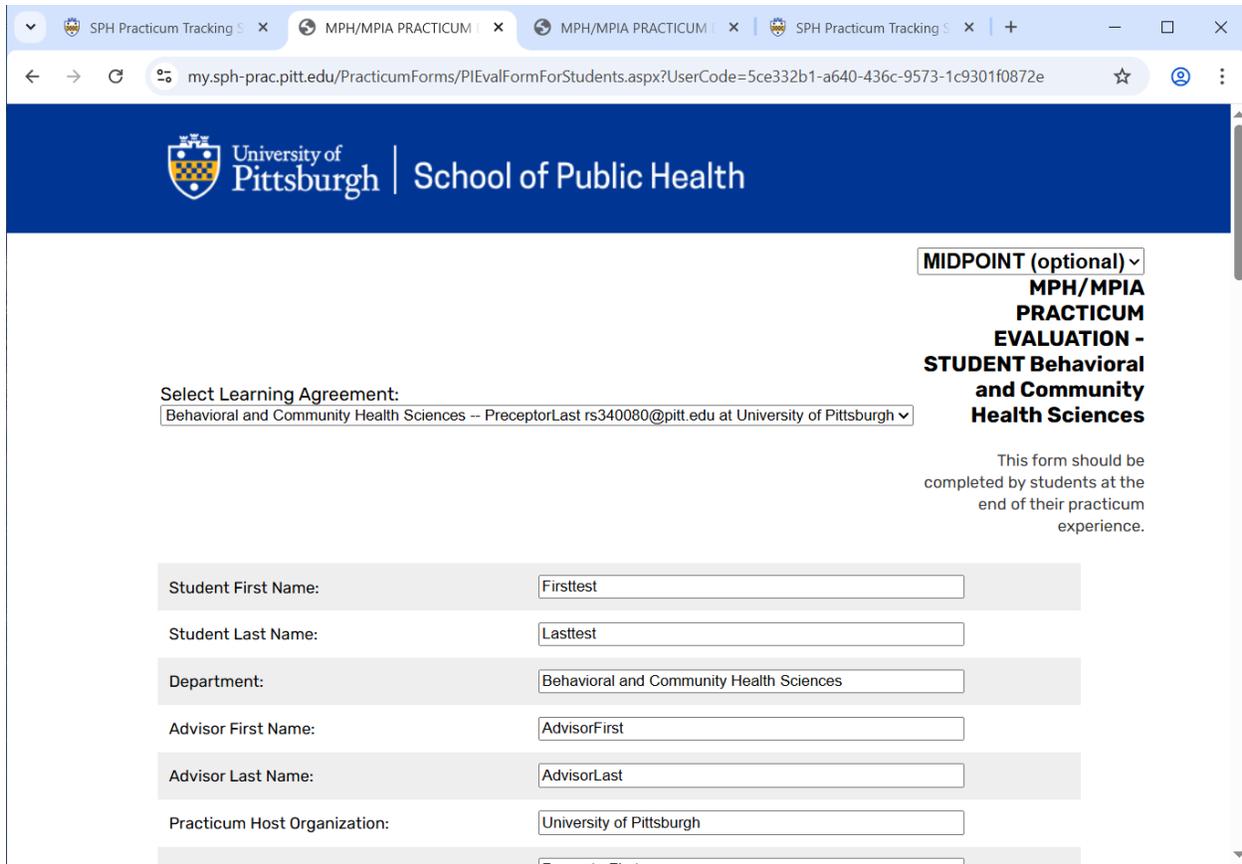
Learning Agreement	Midpoint Eval	Final Eval	Final Practicum Report	Work Products
Lasttest, Firsttest - Approved and Signed by All Parties	Add(Optional)	Add	Student Eval Pending	

Links for 'Add Student Evaluation' and 'Add New Learning Agreement' are visible above the table.

Most students will have one practicum and one Learning Agreement. Multiple Learning Agreements will be listed for a student if more than one has been entered. To enter a second Learning Agreement the student will click the [Add New Learning Agreement](#) link above the top right corner of the grid.

**Student Evaluations**

The student may click [Add Student Evaluation](#) on the screen above to add an evaluation. The form will open with a drop-down in the top right corner where **Midpoint** or **Final** will be selected.



my.sph-prac.pitt.edu/PracticumForms/PIEvalFormForStudents.aspx?UserCode=5ce332b1-a640-436c-9573-1c9301f0872e

University of Pittsburgh | School of Public Health

**MIDPOINT (optional) MPH/MPIA PRACTICUM EVALUATION - STUDENT Behavioral and Community Health Sciences**

Select Learning Agreement:  
Behavioral and Community Health Sciences -- PreceptorLast rs340080@pitt.edu at University of Pittsburgh

This form should be completed by students at the end of their practicum experience.

Student First Name: Firsttest

Student Last Name: Lasttest

Department: Behavioral and Community Health Sciences

Advisor First Name: AdvisorFirst

Advisor Last Name: AdvisorLast

Practicum Host Organization: University of Pittsburgh

**Midpoint evaluations** are **required** for some programs within a department and not others. Students and preceptors whose programs do not require a midpoint evaluation may still complete an **optional** midpoint evaluation.

Upon entering ratings and comments and submitting the Midpoint, the student will see a **View** link under the **Midpoint Eval** header. The same is true for the **Final Eval** header when final evaluations are submitted. If an evaluation has not yet been submitted there will be an **Add** link rather than **View**.

The screenshot shows a web browser window with the URL `my.sph-prac.pitt.edu/PracticumForms/PIStudentPILAs.aspx?UserCode=5ce332b1-a640-436c-9573-1c9301f0872e`. The page header includes the University of Pittsburgh School of Public Health logo and navigation links for Home, Help Center, and News. The main content area is titled "Practicum Overview" and displays student and preceptor information, a department dropdown, and a status dropdown. Below this is a table with 1 row and 5 columns: Learning Agreement, Midpoint Eval, Final Eval, Final Practicum Report, and Work Products. The table shows a single entry for "Lasttest, Firsttest - Approved and Signed by All Parties" with "View" and "Add" links in the Midpoint and Final Eval columns, and "Student Eval Pending" in the Final Practicum Report column.

Student: Lasttest, Firsttest      Department: Behavioral and Community Health Sciences (midpoint eval optional)  
 Preceptor: PreceptorLast, PreceptorFirst--rs340080@pitt.edu      Year: 2025  
 Advisor: AdvisorLast, AdvisorFirst--rs340459@pitt.edu      Status: All

1 Rows Add Student Evaluation      Add New Learning Agreement

	Learning Agreement	Midpoint Eval	Final Eval	Final Practicum Report	Work Products
	Lasttest, Firsttest - Approved and Signed by All Parties	View	Add	Student Eval Pending	

© 2025 SPH Practicum Tracking System All Rights Reserved | University of Pittsburgh | School of Public Health | Web Systems by Epidemiology Data Center

Students may also click on the Student Eval link on their Home screen to access their evaluations.

**Student Eval**

Click above to access your Student Evaluation Form

After the student enters their **Final Evaluation**, the **Practicum Final Report** is added to their Home screen.

**Practicum Final Report**

Due at end of practicum.

The student will complete the **Final Practicum Report** at the end of the practicum. The form is preloaded with information previously entered. Changes to competencies can be made and reflections on each competency can be added. Once the report has been submitted, the advisor will review it.

### **Work Product Uploads**

Work products are uploaded via the [Student Uploads](#) link on the main screen.



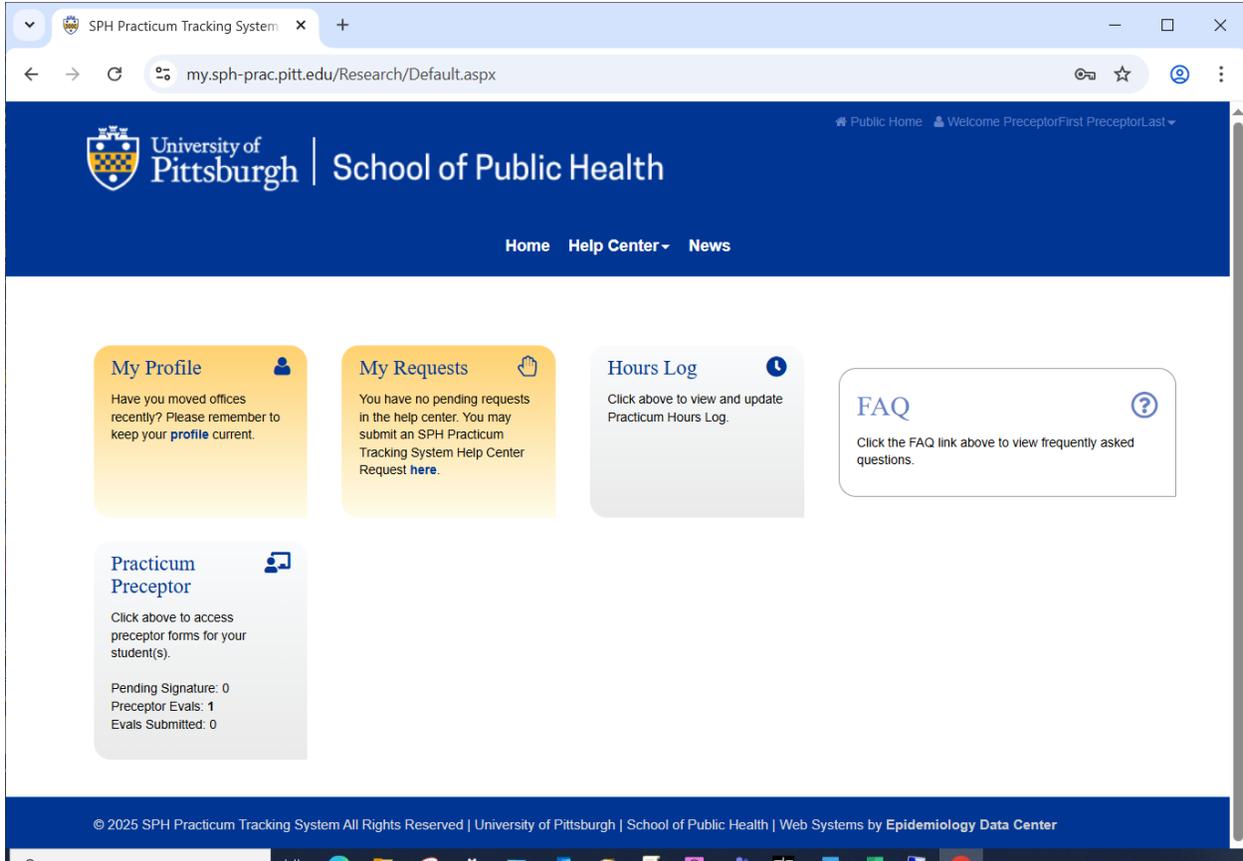
If more than one Learning Agreement is entered for the student, they will select the relevant one in the drop-down box as seen above.

The screenshot shows a web browser window with the URL <https://my.sph-prac.pitt.edu/PracticumForms/StudentDocumentUploads.aspx?UserCode=5c>. The page header features the University of Pittsburgh School of Public Health logo and navigation links for Home, Help Center, and News. The main content area is titled "Practicum Student Uploads" and includes an agreement notice for the period ending 05/14/2025. Below the notice are three sections for "Work Product 1", "Work Product 2", and "Work Product 3". Each section contains a text input field and a "Select File" button. A red note below each field states: "(Firefox users, click in the textbox if 'Select File' is not clickable)". The footer contains copyright information for the SPH Practicum Tracking System and the University of Pittsburgh.

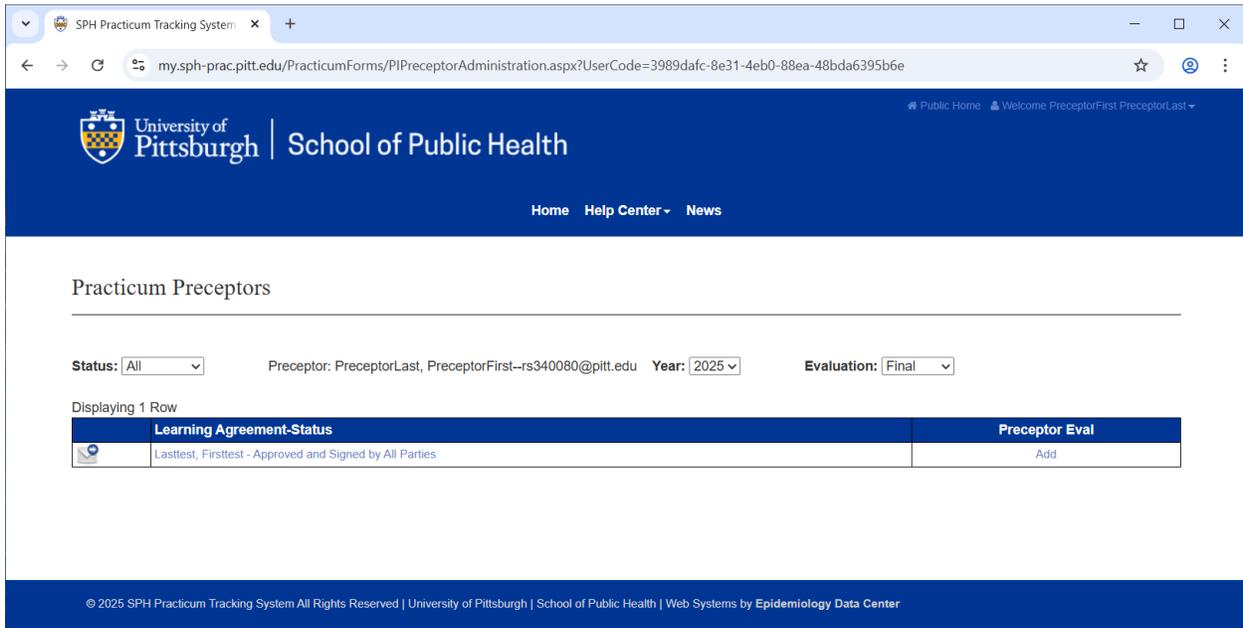
One or more files may be uploaded at the same time. Clicking the **Select File** box for each upload permits the student to browse for and choose the appropriate file. Click the **Submit** button when file selections are complete.

### **Preceptors**

Preceptors will see a page similar to the one below when they sign in to the SPH Practicum portal.



Clicking the [Practicum Preceptor](#) link will show the preceptor a list of students and their Learning Agreement status.



The view can be customized by choosing All, Pending or Submitted in the **Status** box; by choosing the relevant **Year**; and by choosing **Midpoint** or **Final Evaluation**.

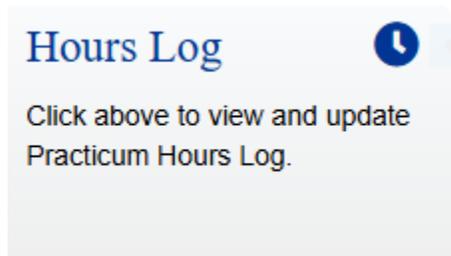
The **Learning Agreement-Status** column has links to each student’s Learning Agreement and lists its status. Here it will be indicated if the Learning Agreement is waiting for the advisor to approve it, the preceptor to sign it, and/or the advisor to sign it. Clicking the Learning Agreement will open it and permit the preceptor to sign the agreement.

Under the **Preceptor Eval** heading there are links to either **Add** a preceptor evaluation or **View** an existing evaluation. This view is customized by choosing **Midpoint** or **Final Evaluation** in the drop-down box above the grid.

### Hours Log

The Hours Log is specific to the department of Environmental and Occupational Health.

Students will click [Hours Log](#) on their main screen to access the dashboard of the weekly Hours Logs entered.



Practicum Hours Log

Click the number of hours listed in the **Week** column to view hours entered.

Agreement: All Agreements | Student: Testing, Kim -- beringer@edc.pitt.edu | Year: 2025  
 Status: All | Preceptor: All Preceptors

Displaying 4 Rows [+ Add Hours](#)

Learning Agreement	Week	Description of Activities	Hours	Verified	Status
Testing--Secondprector--05/01/2025	1	abdcaytaagsf pws spaige apitejwte. I htaotej pasj gat neatea.	14	No	Pending
Testing--Preceptor--05/01/2025	1	worked with...	20	No	Pending
Testing--Preceptor--05/01/2025	2	I worked on both deliverables.	7	No	Pending
Testing--Preceptor--05/01/2025	3	Worked on two work products	13	No	Pending

Total Hours: 54

© 2025 SPH Practicum Tracking System. All Rights Reserved | University of Pittsburgh | School of Public Health | Web Systems | Epidemiology Data Center

Students will choose the appropriate **Learning Agreement** if there is more than one, and may customize the view by choosing All, Pending or Submitted in the **Status** box, and by choosing the appropriate **Preceptor**.

Hours may be entered by clicking the **+Add Hours** box. The screen below shows the entry screen. Choose the appropriate Learning Agreement. Enter the week number, to and from dates, days worked this week, description of activities, and hours worked this week; then click **Submit**.

The screenshot shows a web browser window with the URL <https://my.sph-prac.pitt.edu/PracticumForms/PIHoursLogEntry.aspx?action=add>. The page header includes the University of Pittsburgh School of Public Health logo and navigation links for Home, Help Center, and News. The main content area is titled "Practicum Hours Log" and contains the following form fields:

- Agreement:** A dropdown menu with the text "Please Select an Agreement".
- Student:** A text input field for the week number, followed by "of the practicum."
- Preceptor:** A text input field for the preceptor's name.
- Advisor:** A text input field for the advisor's name.
- Dates:** Two date pickers, one for the start date and one for the end date, with a "to" label between them. The end date field has a red "(mm/dd/yyyy)" label.
- Days worked this week:** A text input field.
- Description of Activities:** A large text area for describing the activities.
- Hours worked this week:** A text input field.
- Preceptor check here to verify hours:** A checkbox.
- Preceptor Verified On:** A text input field with the value "Not Verified".

At the bottom of the form are two buttons: "Submit" and "Return to Home". The footer of the page contains the copyright notice: "© 2025 SPH Practicum Tracking System All Rights Reserved | University of Pittsburgh | School of Public Health | Web Systems by Epidemiology Data Center".

Preceptors will see the screen below and will click the appropriate **Week** number to access the **Hours Log** and approve it by checking the box at the bottom of the screen. Concerns may be added by choosing Yes in the drop-down box next to "Are there any concerns?"

Public Home | Welcome Patty Preceptor
University of Pittsburgh | School of Public Health

[Home](#) | [Help Center](#) | [News](#)

---

### Practicum Hours Log

Click the number of hours listed in the **Week** column to access and approve the Hours Log.  
Click the name of the **Student/Intern** to access the Learning Agreement.

**Agreement:**

**Status:**

**Student:**

**Preceptor:**

**Year:**

**Sort:**

Displaying 5 Rows

Learning Agreement	Student/Intern	Week	Description of Activities	Hours	Verified	Concerns	Status
Testing--Secondprector--05/01/2025	Testing, Kim	1	abdcaytaagsf pws spajge apjtejwte. I htaotej pasj gat neatea.	14	No		Pending
Baker--Preceptor--05/01/2025	Baker, Kate				No		Pending
Testing--Preceptor--05/01/2025	Testing, Kim	1	worked with...	20	No		Pending
Testing--Preceptor--05/01/2025	Testing, Kim	2	I worked on both deliverables.	7	No		Pending
Testing--Preceptor--05/01/2025	Testing, Kim	3	Worked on two work products	13	No		Pending

Total Hours: 0

© 2025 SPH Practicum Tracking System All Rights Reserved | University of Pittsburgh | School of Public Health | Web Systems by **Epidemiology Data Center**

SPH Practicum Tracking System

my.sph-prac.pitt.edu/PracticumForms/PIHoursLogEntry.aspx?UserCode=1f9e4e74-a3e1-48f8-a231-a0ac75527fdc&week=3&PIL...

Home Help Center News

### Practicum Hours Log

You are required to submit a completed log every Friday unless you have made special arrangements with your practicum advisor.

**Agreement:** Testing--Preceptor--05/01/2025

**Student:** Kim Testing  
beringer@edc.pitt.edu

**Preceptor:** Patty Preceptor  
edcfax@pitt.edu

**Advisor:** Anne Advisor  
edcteamportal@edc.pitt.edu

**This is week** 3 of the practicum. **Dates** 04/21/2025 to 04/25/2025 (mm/dd/yyyy)

Days worked this week: 4

**Description of Activities:**

Worked on two work products

Hours worked this week: 13

\*\*\*\*\* Question: Are concerns viewable by student or only preceptor level and above? Are there any concerns? Yes

**Description of Concerns:** (only visible when Yes selected)

Please provide more detail.

Preceptor check here to verify hours:  Preceptor Verified On:

Submit Return to Home

© 2025 SPH Practicum Tracking System All Rights Reserved | University of Pittsburgh | School of Public Health | Web Systems by Epidemiology Data Center

### Advisor/Program Director

Advisors will see a page similar to the one below when they sign in to the SPH Practicum portal.

Clicking the [Practicum Advisor](#) link will show the advisor a list of students and their Learning Agreement status.

Learning Agreement-Status	Midpoint Eval	Final Eval	Preceptor Eval	Final Practicum Report
Lasttest, Firsttest - Approved and Signed by All Parties	<a href="#">View</a>	<a href="#">View</a>	<a href="#">Add</a>	<a href="#">Add FPR</a>

The view can be customized by choosing All, Pending or Submitted in the **Status** box; by choosing the relevant **Year**; and by choosing **Midpoint** or **Final Evaluations**. If a student has more than one Learning Agreement, each will be listed on a separate line.

The **Learning Agreement-Status** column has links to each student's Learning Agreement and lists its status. Here it will be indicated if the Learning Agreement is waiting for the advisor to approve it, the preceptor to sign it, and/or the advisor to sign it. Clicking the Learning Agreement will open it and permit the advisor to approve and sign the agreement.

The **Midpoint Eval** and **Final Eval** columns have links to **View** the students' midpoint and final evaluations, and the **Preceptor Eval** column has a link to **View** the preceptors' evaluations.

In the **Final Practicum Report** column there is a link to **Add FPR**, as shown above. This link opens the student's Final Practicum Report and allows the advisor to review it, confirm each competency was met by checking a **Competency Met** box next to each competency, and add additional comments.

The advisor will sign the Final Practicum Report by checking the box next to the words **Advisor Name Signed**.

Reflection of how you met the competency during your practicum and how you applied this competency to your work product(s):

Strategies for engaging communities and systems...

Competency Met

**Competency #5:** BCHS 2. Synthesize and apply established and novel social and behavioral science methods and tools to e v

Reflection of how you met the competency during your practicum and how you applied this competency to your work product(s):

Synthesizing and applying established methods...

Competency Met

**Advisor Additional Comments:**

Great job by the intern.

Advisor Name **Signed:**  3/28/2025 12:00:00 AM

**Note:** *Many of the columns throughout the system contain **tooltips** that provide more information and details concerning the contents of the columns.*

Questions or issues? If so, please send an email to [SPHPracticum@edc.pitt.edu](mailto:SPHPracticum@edc.pitt.edu)