Contents

1 PRACTICUM - WHAT YOU NEED TO KNOW

1.1 Overview

The Practicum project is an opportunity for students to:
- Critically apply public health skills and knowledge to explore and address health problems or answer research questions
- Synthesise and integrate knowledge across a variety of disciplines in public health
- Identify, assess, and critically appraise public health information
- Communicate public health information both orally and writing in a logical, clear, and concise manner

The practicum project must address questions and issues likely to be encountered in public health practice and allow for the application of competencies acquired in the MPH programme. The project must involve systematic analysis and interpretation of information. The project should also be specific enough to be answered within the time and resources that are available to the student.

1.2 Identifying a Practicum Project

Students can identify a practicum project through the following ways:
- **Choose from Faculty Projects:** Select from the list of projects provided by SPH faculty. These projects will be emailed to students, who can then meet with individual faculty members to discuss taking them up.
- **Explore Faculty Interests:** Browse the faculty directory and the research section of the school website to understand faculty interests. Identify a faculty member who may be willing to supervise your project.
- **Develop Own Project:** Create a project with guidance from your supervisor or co-supervisor. For self-identified projects, seek out and obtain approval from other SSHSPH faculty who may be a better fit for your project.
- **Leverage Workplace Projects:** Utilise current projects at your workplace. Part-time students may conduct their practicum at their own workplace but should consult with their academic advisor or practicum supervisor early (before submitting the practicum proposal form) to ensure the research work is suitable for the MPH practicum.

If your study involves human subjects, ethical approval may be required in some cases and should be included in your research plan. For more details, please refer to Section 2.0 below.

Note: Your academic advisor need not be your practicum supervisor.

1.3 Types of Practicum Projects:

Practicum projects can be field-based research or involve the analysis of existing datasets, depending on the study and methods specific to the student. Students may undertake several types of practicum projects, including but not limited to:

- **Epidemiological Study:** This may involve cross-sectional, case-control, cohort studies, or experiments to examine the relationship between various factors and specific health outcomes.

- **Qualitative Study:** Uses methods such as in-depth interviews, focus groups, and community participatory methods to describe, measure, and analyse public health problems and their associated factors.

- **Quantitative Study:** Focuses on statistical or modelling aspects more than an epidemiological study, often involving analysis of existing data and non-routine methods like Markov models, competing risks models, or methods for big data.

- **Mixed Methods Study:** Combines quantitative and qualitative methods to describe, examine, and measure the relationship between factors and outcomes or public health issues and interventions.

- **Programme Evaluation:** Systematically assesses a health program to measure its effectiveness in achieving goals and exploring the underlying factors influencing the program.

- **Economic Evaluation:** Systematically identifies, measures, and values the inputs and outcomes of health products or activities, and compares these to inform better policy, practice, and resource allocation.

- **Policy Analysis:** Involves gathering information from various sources to evaluate and discuss a public health policy issue, including implications for public health and clinical practice.

- **Systematic Review:** Involves the systematic collection, synthesis, and critical appraisal of multiple research studies to provide a comprehensive summary of current literature relevant to a research question.

Please contact the Education Office to view examples of practicum projects.

2 PRACTICUM - WHAT YOU NEED TO DO

2.1 Student's Responsibilities

The Practicum is an 8-unit core course, essential for completing the MPH programme, and will significantly impact the student's final GPA. The purpose of the project is to allow students to independently apply the competencies they have gained throughout the programme.

Students unsure about which practicum project to pursue should consult their academic advisor or A/Prof Jeannette Lee to discuss options aligned with their personal goals and areas of interest.

The research process and outputs of the practicum project should be completed independently by students, with support and guidance from the supervisor, any co-supervisor, or other relevant individuals.

Meeting Coordination:
- Students need to initiate and coordinate meetings with their supervisor, co-supervisor, or other relevant individuals.
- Schedule meetings well in advance, as faculty members have other work obligations.

Work Plan and Timeline:
- Develop a feasible and adaptable work plan and timeline with your supervisor, considering your coursework and other commitments.
- Monitor and adhere to the planned timeline.
- Submit necessary presentations, reports, and forms on time.

Document Submission:
- Submit documents for the supervisor's review promptly to allow sufficient review time.

Handling Deviations:
- Inform your supervisor early about any deviations from the timeline to discuss possible options and solutions.

2.1.1 Attendance of Lessons

Students are expected to actively participate in lessons to fully benefit from the learning opportunities provided. Consistent attendance will ensure that students stay informed about important practicum topics, receive timely feedback, and engage in meaningful discussions with peers and tutors.

2.1.1.1 Didactic Sessions

Students are encouraged to attend a series of didactic sessions scheduled throughout the academic year (Lectures 1 to 9). These sessions will cover:

- A general briefing on the practicum, which will be presented during orientation week

- Library orientation and citation practices

- How to conduct a literature review and meta-analysis

- Basics of writing a strong practicum report

- Effective communication skills

The schedule for these sessions will be made available on Canvas.

2.1.1.2 Small Group Tutorials

In addition to supervisor support, students must attend three small group tutorials to discuss the scope and progress of their practicum projects. Each tutorial will be led by a tutor who will guide the discussion and facilitate peer learning.

These tutorials offer additional support and opportunities to learn about various practicum projects. Session times will be posted on Canvas, and students can enrol on a first-come, first-served basis.

The structure for the three tutorials is as follows:

- **1st Tutorial:** Discuss the practicum proposal and address any challenges, queries, doubts, or concerns.

- **2nd Tutorial:** Provide a progress update, tackle roadblocks, discuss data acquisition and analysis challenges, and prepare for the practicum report.

- **3rd Tutorial:** Focus on presentation preparation, draft sharing, and feedback. Discuss the strengths, limitations, and public health relevance of the practicum.

2.1.2   Data protection principles

Students who use personal data for their practicum projects must adhere to fundamental data protection principles throughout the data collection and management phases. Personal data includes, but is not limited to, names, contact details, factual information, responses to survey questions, consent forms with participant signatures, audio or written transcripts, and human biological specimens such as blood or tissue.

To ensure data confidentiality, students should implement measures such as anonymising data post-collection and establishing robust security protocols, including encryption, to prevent unauthorised access or accidental loss. It is essential to consult

with your supervisor and seek advice before commencing the data collection phase. For further guidance, please review the Saw Swee Hock School of Public Health (SSHSPH) Research Data Management Policy (RDMP).

2.1.3 Safety and other Risk Assessment

All students must complete the risk assessment and mitigation section of the Practicum proposal form. This section should identify potential risks to both the investigator and the participants/ subjects involved. For practicum projects conducted overseas, include additional considerations related to the sociocultural context, local laws, norms, practices, and any challenges related to access and transportation specific to the practicum setting.

2.2 Student Accessibility Support and Accommodations

- If you require accessibility support or accommodations due to specific needs, such as learning differences (e.g., dyslexia), physical or sensory challenges, or mental and emotional well-being concerns, you may inform your supervisor. This will help ensure that appropriate support is provided.
- All information disclosed will be kept confidential. For any questions or further information regarding accessibility support, please contact the Education Office.

2.3 Financial Support

- The school provides financial support for practicum projects: up to SGD 500 for local projects and up to SGD 1,500 (max SGD 1,000 for airfare and accommodation, and max SGD 500 for fieldwork-related expenses) for projects conducted outside of Singapore.
- The maximum claimable amount for both the Independent Study Course (ISC) and the practicum is SGD 1,000 per student. This should be considered when planning the utilisation of funds.
- Details about claimable items and the claims process are provided in Annex B.

3 PRACTICUM - GOOD TO KNOW AND DO

3.1 What You Should Expect from Your Supervisor

Supervisors are expected to meet with students at least three times during the practicum. These meetings will typically involve:

1. Discussing the practicum project and proposal.
2. Reviewing the presentation.
3. Reviewing the draft practicum report.

Many supervisors may schedule additional meetings based on the project's complexity and the level of guidance required.

Meetings should be complemented by communication such as via email, teleconference, Zoom or MS Teams. If both the student and supervisor agree, these methods can sometimes replace face-to-face meetings.

Since the practicum report is graded, it is expected that the report will be developed independently by the student. Supervisors will provide comments and suggestions but will not make detailed edits to the presentation or report.

Supervisor's Responsibilities:
Included:

- Assisting in identifying a suitable dataset for the student's use.
- Helping to refine the student's practicum research question.
- Guiding the development and refinement of the student's analytical approach, including selecting appropriate methods and software.
- Advising on the practicum project proposal by providing feedback and suggestions for improvement.
- Offering ongoing guidance throughout the practicum project.
- Reviewing and providing feedback on the final draft of the practicum project report.

Excluded:

- Deciding the content of the student's practicum report or presentation.
- Writing commands or code for the student.
- Running analyses on statistical software (e.g., STATA, SPSS, R) or qualitative analysis software (e.g., NVIVO, ATLAS.ti) for the student.
- Rewriting the student's practicum report or presentation.

3.2 Appointment of co-supervisors

In consultation with their academic advisor or practicum supervisor, students may propose appointing a co-supervisor to provide additional expertise, guidance, and support for their project.

Potential co-supervisors may include:

- Faculty members from SSHSPH
- NUS faculty members from other departments or faculties
- Faculty or staff from other universities, public health, healthcare institutions, or related organisations

If the proposed co-supervisor is external to NUS, please include a brief curriculum vitae with your request to facilitate the issuance of an official appointment letter.

3.3   Summary of Key Milestones and Events

The practicum project should represent an effort equivalent to 7 to 8 weeks of full-time work. This workload is typically distributed over a 6 to 12 months period to accommodate concurrent coursework. If an extension of the practicum duration is needed, approval must be obtained.

For detailed information on key milestones and events, please refer to Annex A.

3.4   Useful Resources

This section provides a selection of suggested resources to support students in developing their scientific writing and effective oral presentation skills. While these resources offer comprehensive guidance on writing scientific papers, proper referencing, and delivering impactful presentations, students are encouraged to explore additional materials beyond those listed.

3.4.1   Scientific writing

- Writing scientific papers – a guide by *Nature:*
  http://www.nature.com/scitable/ebooks/english-communication-for-scientists-14053993/writing-scientific-papers-14239285

- A guide to scientific writing by American Scientist magazine

- Vancouver style referencing by National Library of Medicine

3.4.2   Effective oral presentations

- Effective oral presentations – a guide by *Nature:*
  http://www.nature.com/scitable/topicpage/effective-oral-presentations-13906743

- "How to prepare and deliver an effective oral presentation" – by BMJ Careers

- "Ten Simple Rules for Making Good Oral Presentations" by Philip E Bourne, *PLoS Computational Biology* 2007

- Microsoft Office's tips for effective PowerPoint presenting

4   DEVELOPING YOUR PRACTICUM PROPOSAL

This section provides guidance on preparing a comprehensive Practicum Proposal. Students are advised to collaborate closely with their academic advisor or practicum supervisor early in their candidature to identify and plan a feasible and meaningful practicum project. The project should align with the student's interests and be achievable within the given resources and timeframe. A well-prepared proposal will form the foundation for successful completion of the practicum.

4.1   What You Need to Know

Proposal Submission Requirements:

- **Practicum Proposal Form:** Required for enrolment in SPH5005.

- **Project Outline:** A 2 to 3 page summary of the proposed project, endorsed by your academic advisor or practicum supervisor.

4.2   What You Need to Do

4.2.1   Prepare Your Proposal

- **Background/Introduction and Public Health Significance:** Review relevant literature, provide background information for readers unfamiliar with your topic, and clearly state the public health significance of the project.

- **Specific Aims/Hypotheses/Objectives/Research Question:** Define the aims, objectives, or research question in a clear and focused manner.

- **Methodology:** Describe the methods to achieve your aims or answer your research questions. Include details on study design, setting, subjects, sample size, data collection and analysis, and any ethical or safety considerations.

- **Relevant References:** List all sources cited in your proposal.

- **Feasibility and Conditions:** Comment on any conditions required before conducting the project (e.g., ethics approval, risk management).

- **Timeline and Work Plan:** Outline the schedule from proposal submission to practicum report submission.

- **Budget:** Include a budget summary, referring to available financial support.

4.2.2 Health Screenings/Vaccinations

- o If your project involves patient contact or specimens, complete the required health screenings and vaccinations. Submit photocopies of your health reports to the Education Office.

4.2.3 Good to Know and Do

- **Risk Assessment and Management:** Address potential risks to yourself and participants, and outline how these will be managed.

- **Approval Requirements:** Ensure all necessary approvals are obtained before starting your project.

4.2.4 Review and Approval

After submission to the Education Office, your practicum proposal will be reviewed and approved by the Practicum Course Coordinator. In some cases, you may be asked to provide further justification, clarification, or additional details about your proposed project. This process is aimed at ensuring the successful completion of your project and is conducted in your best interest.

Please refer to Annex A for submission due dates.

4.3 Ethics Approval

Ethics review and approval are essential for ensuring that research projects adhere to ethical standards and protect the rights and welfare of participants. This section outlines the criteria and process for obtaining ethics approval for your practicum project.

4.3.1 What You Need to Know

Ethics approval is a critical component of conducting responsible and ethical research. This section provides essential information on when and how to obtain ethics approval for your practicum project. Understanding the requirements and processes for ethics review ensures that your research adheres to ethical standards and protects the rights and well-being of all participants. Follow these guidelines to ensure your project complies with relevant ethical regulations and obtain the necessary approvals before commencing your research.

4.3.1.1 When Ethics Approval is Required

- **Human Subjects/Tissues:** Any research involving human subjects or tissues.

- **Vulnerable Groups:** Research involving minors, pregnant women, prisoners, or other vulnerable populations.

- **Funding Requirements:** Projects funded by NUS or other agencies once in-principle funding approval is received.

- **External Requirements:** Projects with requirements from external funding agencies, collaborators, or journals.

4.3.1.2 Ethics Review Bodies

Ethics review and approval for practicum projects are generally obtained from one of the following bodies: the Domain Specific Review Boards (DSRB), the NUS Institutional Review Board (NUS-IRB), or the SSHSPH Departmental Ethics Review Committee (DERC). Securing approval from any one of these entities is sufficient to proceed with your practicum project.

4.3.2 What You Need to Do

4.3.2.1 Determine the research category

Before preparing your ethics application, it is essential to determine the appropriate research category for your project. The two primary categories are:

- **Human Biomedical Research (HBR):** This category includes research involving biomedical aspects and human subjects.

- **Social, Behavioural, and Educational Research (SBER):** This category covers research focused on social, behavioral, and educational aspects.

4.3.2.2 Identify the Review Body

Based on your research category, ascertain which ethics review board is responsible for approving your project based on the criteria listed below:

NUS Institutional Review Board (NUS-IRB), while

SSHSPH Departmental Ethics Review Committee (DERC).

Criteria	SSHSPH Departmental Ethics Review Committee (DERC)	NUS Institutional Review Board (NUS-IRB)
Scope	Social, Behavioural, and Educational Research (SBER)	Human Biomedical Research (HBR)

	Research that is minimal risk and focuses on social, behavioral, and educational aspects.	Research involving biomedical aspects and human subjects.
Type of Research	Research that is minimal risk and focuses on social, behavioral, and educational aspects.	Research involving biomedical aspects and human subjects.
Approval Authority	Approves SBER projects only.	Approves HBR projects.
Applicable Regulations	Human Biomedical Research Act (HBRA) does not apply.	Research is subject to the Human Biomedical Research Act (HBRA).
Application Process	Submit ethics application to DERC for review.	Submit ethics application to NUS-IRB for review.
Examples of Research	Surveys, interviews, educational interventions.	Clinical trials, biomedical studies involving human subjects.
Documentation Required	Detailed project description, risk assessment, and mitigation strategies.	Detailed project description, informed consent forms, risk assessment.
Contact for Queries	sshsphderc@nus.edu.sg	DERC is able to forward the study documents approved by DERC to the NUS-IRB for final endorsement on behalf of the researchers.

4.3.2.3 Submit Your Application

The process of obtaining ethics approval is a critical step in your practicum project, and planning ahead is essential. **The review and approval timeline can vary significantly depending on the nature of your project and may take at least one month but possibly (more likely) up to several months. Please note that NO applications will be permitted after 1 February for practicum projects due in July of the same year since this will leave insufficient time to complete the practicum.**

To facilitate a smooth approval process, consider the following key steps:

- **Prepare and Submit Your Application:**
  - Prepare a comprehensive and well-documented ethics application.
  - Submit your application to the relevant review body.
- **Consider Approval Time:**
  - Ethics review and approval may take several weeks to months, depending on the project's complexity.
  - Projects involving vulnerable groups or intervention studies may require a full IRB board review, potentially extending the approval timeline.
- **Ensure Thorough Documentation:**
  - Provide complete and detailed documentation to minimise the need for revisions and resubmissions.

- Well-documented applications help prevent delays and streamline the approval process.

- **Plan Ahead:**
  - Integrate sufficient time for ethics approval into your practicum project work plan.
  - Avoid last-minute submissions to manage your project timeline effectively and prevent unnecessary delays.

By preparing early and ensuring all documentation is in order, you can facilitate a smoother and more efficient ethics review process.

Good to Know and Do:

- **SSHSPH DERC Approval:** SSHSPH DERC can only approve SBER projects of minimal risk and cannot approve HBR projects falling under Section 3 of the Human Biomedical Research Act (HBRA).

Please refer to Annex A for additional information on ethics approval procedures and deadlines.

4.3.2.4 Training and Certification for Ethical Research Practice

To ensure adherence to ethical standards in your practicum project, all students are required to complete the following training and certification courses:

(i) **NUS IRB001 Course for NUS Researchers**

Refer to the IRB001 Course for instructions on self-enrolment.

(ii) **Research Ethics Lecture**

Refer to OTH186 SSHSPH Ethics Application Course.

(iii) **Collaborative Institutional Training Initiative (CITI) Programme Certification**

    a. Access the CITI Programme at www.citiprogram.org

    b. Complete the following CITI courses:

        I. **Responsible Conduct of Research**

        II. **Biomedical Research Investigators** or **Social & Behavioural Research Investigators** (choose the relevant course based on your research focus).

Please submit screenshots of your completed courses along with your practicum proposal as proof of completion.

5   PRACTICUM PROGESS REPORTS

Students enrolled in the practicum course are required to submit a brief one-page progress report for each semester they are enrolled.

Submission Requirements:

- **Purpose:** The report will be reviewed by your supervisor and the practicum course coordinator to assess your progress and identify any issues.

- **Feedback:** Do highlight any problems or challenges to enable timely intervention and assistance from faculty.

Submission Process:

- **Notification:** You will be notified via email when it's time to submit your report.

- **Action:** Upon receiving the notification, submit your practicum progress report promptly. Delays in submission could result in a delay in your project, as this will allow sufficient time for review and feedback from your supervisor and course coordinator.

For submission deadlines, please refer to Annex A.

6   PRACTICUM LOG

The practicum log is a critical tool for documenting and reflecting on your meetings with your supervisor or other relevant individuals, whether conducted face-to-face or online. It helps you prepare for, reflect on, and act upon discussions, while also serving as a record of supervision.

6.1   Structure and Content

The log should be organised as a table and include the following details:

- **Date/Time:** When the meeting occurred.

- **Duration:** Length of the meeting.

- **Issues Discussed:** Key topics and issues addressed.

- **Action Plan:** Steps or actions agreed upon.

- **Comments/ Reflections:** Personal reflections or additional notes.

6.2   Formatting and Submission

- **Length:** The log should be concise, with a maximum of 2 to 3 pages.

- **Review:** Your supervisor will review the log, which will also be used as a reference for assessing your practicum effort mark.

- **Template:** A template for the practicum log is provided to facilitate easy reference and guide your documentation. You are encouraged to use this template to ensure consistency and completeness.

6.3   Mandatory Submission

You must include the practicum log when submitting your Practicum Final Report. Failure to submit the log may result in delays or issues with the evaluation of your practicum effort.

7 PRACTICUM SYMPOSIUM

7.1 Overview

The Practicum Symposium is a key event held over a 2 to 3 day period, as detailed in Annex A. Participation is **mandatory** for all students, who are required to:

- Prepare and present a summary of their practicum project.

- Attend and engage with presentations from their peers.

7.2 What You Need to Do

7.2.1 Prepare and Submit Abstract

- Submit a 100-word abstract summarising your practicum project, including the rationale, methods, key findings, and implications.

- Send your abstract to the Education Office at least two weeks before the symposium.

7.2.2 Prepare and Deliver Presentation

- Create a presentation suitable for a general public health audience, lasting about 10 minutes, with a 5-minute Q&A session.

- Submit a draft of your slides to your supervisor (and co-supervisor, if applicable) 2 to 3 weeks before the presentation for feedback.

- Practice your presentation with peers, colleagues, or mentors, and aim to present with minimal reliance on notes.

7.2.3 Attend and Participate

- Attend the symposium and actively engage with presentations from your peers.

7.3 What You Need to Know

7.3.1 Symposium Duration

The Practicum Symposium is held over a 2 to 3 day period. Refer to Annex A for specific dates and schedule.

7.3.2 Abstract Requirements

Abstracts should be no more than 100 words and must cover the project's rationale, methods, findings, and implications.

7.3.3 Presentation Outline

Include the background and study design, findings and interpretation, discussion of methodological or practical issues, and public health relevance and potential future directions.

7.3.4 Submission Deadlines

Submit your abstract and presentation materials as outlined in Annex A to ensure that evaluators have sufficient time to review them.

7.4 Good to Know and Do

7.4.1 Preparation and Practice

Using a standard software package (e.g., PowerPoint) is recommended. Limit your presentation to a maximum of 15 slides to keep within the time constraints.

You can present in Presenter View. For the best experience, use slides with a 16:9 aspect ratio.

Prepare to answer questions from the audience and ensure your presentation remains within the allotted time. Presentations that exceed the time limit will be halted to respect other students' time and ensure a smooth flow of the symposium.

7.4.2 Feedback and Evaluation

Your presentation will be reviewed by a faculty member with relevant expertise, who will as questions and provide feedback.

7.5 Consequences of Absence

FAILURE TO ATTEND THE PRACTICUM SYMPOSIUM WITHOUT VALID REASONS WILL RESULT IN A LOWER GRADE.

8   PRACTICUM FINAL REPORT

The Practicum Final Report, approximately 4,000 to 6,000 words, summarises your project and must be endorsed by your supervisor. Submit a draft for feedback and make necessary revisions before finalising. Ensure the report is updated from the initial proposal and check for plagiarism using Turnitin before submitting it to the Education Office by the deadline in Annex A.

8.1   What You Need to Do

8.1.1   Prepare the Report

- Write a final report of approximately 4,000 to 6,000 words, excluding figures, tables, references, acknowledgements, and author disclosures.

- The structure of the report should align with the nature of your project and will be guided by your supervisor's preferences.

8.1.2   Submit Draft for Review

Submit a draft of your final report to your supervisor for review and feedback. Allow approximately one month for this review and any necessary revisions.

8.1.3   Submit Endorsed Final Report

Once your supervisor has endorsed the final version of your report, submit it to the Education Office by the deadline specified in Annex A.

8.1.4   Update Proposal Content

- Update the background section to reflect new developments in the field.

- Expand or revise the methods section to accurately describe the procedures used.

- Write the sections not included in the initial proposal, such as results and discussion.

- Ensure all references are updated.

8.1.5   Check for Plagiarism

Use Turnitin to check your report for plagiarism before submission. Refer to the Academic Integrity Essentials for guidelines.

8.2 What You Need to Know

8.2.1 Report Specifications

The report should be between 4,000 and 6,000 words, excluding non-content elements like figures and references. The final structure will be endorsed by your supervisor.

8.2.2 Review Process

A draft should be submitted to your supervisor with sufficient time for their review and comments. Typically, about a month is needed for review and revisions.

8.2.3 Submission Requirements

The final report must be submitted to the Education Office by the deadline listed in Annex A to fulfil course requirements.

8.3 Good to Know and Do

8.3.1 Content Updates

Your final report should build on your initial proposal by updating the background, refining the methods, and including new sections like results and discussion.

8.3.2 Plagiarism Check

It is crucial to use Turnitin to ensure the originality of your report. This step is essential to meet academic integrity standards. Refer to the Academic Integrity Essentials.

8.4 Academic Integrity Essentials

Ignorance of academic standards or policies is not an acceptable excuse for non-compliance. All students are expected to uphold the highest standards of academic integrity and to be fully aware of and adhere to the university's guidelines.

Students are expected to familiarise themselves with the Academic Integrity Essentials and ensure their work meets the required standards. It is the responsibility of each student to seek clarification if needed.

ACADEMIC INTEGRITY
ESSENTIALS

Plagiarism   Library E-Resources Usage   Copyright and Open Content   AI Tools: General Message to Students

AI Tools: Guidelines on Use in Academic Works

- [Plagiarism](#)
- [Library E-Resources Usage](#)
- [Copyright and Open Content](#)
- [AI Tools: General Message to Students](#)
- [AI Tools: Guidelines on Use in Academic Works](#)

8.5   Use of AI tools for academic work

Keep in mind that even though AI tools are not authors and thus cannot be harmed by someone stealing an idea from them, it is still wrong of students to represent yourselves as having produced something when you did not produce it.

ANYONE FOUND TO HAVE COMMITTED IMPROPER USE OF AI TOOLS WILL BE DEALT WITH IN ACCORDANCE WITH NUS POLICIES ON ACADEMIC HONESTY.

Students should acknowledge the use of AI tools through a note or "methods section" at the end of the assignment. If an AI tool was used to generate a more extensive set of intermediate outputs that were then developed into a final product, you should preserve a full transcript of the relevant interactions with the AI as an appendix for submission with your assignment.

9   Other Matters

9.1   Publishing and Presenting Practicum Projects

Impact of Your Practicum Projects

Publishing your practicum report in a journal or presenting it via a poster or oral presentation at a conference is encouraged. While many public health practicum projects can be impactful without leading to publications, sharing your work can significantly contribute to the field.

Publications or Presentation of Practicum Projects Outside of the MPH Programme

- To publish or present your practicum project, you need the support of your supervisors, collaborators (both institutional and individual), the Vice Dean of Education, and in some cases, the Dean. Ensure you obtain ethical approval from the NUS IRB or an equivalent IRB from the outset if you intend to publish.
- Publication or presentation should take place after your practicum report has been marked. This process usually involves further analysis and editing to meet specific requirements, requiring additional effort even after completing the MPH program. Discuss and resolve authorship with your supervisor and any collaborators.

Media Interest in Practicum Projects

If the media shows interest in your practicum project, direct them to your supervisors. They will coordinate with collaborators, the MPH programme director, and the SSHSPH External Relations Office. **Be aware that practicum projects might not be publishable after media coverage of the results.**

Usage of your Practicum Data

In some cases, your supervisors or their research team may wish to publish data you collected. This may be permissible if you have agreed, or if a reasonable time has elapsed, giving you the opportunity to publish but you have not done so.

9.2   Research Data Archival

Archival of your research data

You research data is to be retained by the school for 10 years for archival, accessibility and reproducibility. You can upload the research data you have collected, in a folder with your full name, to OneDrive and grant co-ownership of the folder to ephbox4@nus.edu.sg.

9.3   Overseas Trips related to Studies

This checklist is designed to help students plan for international travel related to their MPH program. Please review and complete the following actions before your departure.

Overseas Travel Checklist

☐   **Health and Insurance**
- Ensure all necessary vaccinations are up to date.
- Purchase additional personal travel insurance [#]

- **Travel Documentation**
  - Verify if a VISA is required for your destination.
  - Ensure your passport is valid for the entire duration of your trip.
  - Obtain an exit permit (for Singaporean male students only).

- **Registration and Alerts**
  - Register your personal particulars at the Diplomatic Mission of your nationality. For Singaporeans, this can be done at the Singapore Diplomatic Mission in the destination's capital city or online at MFA Registration.
  - Check the Ministry of Foreign Affairs (MFA) and World Health Organization (WHO) websites for the latest travel updates, especially a few days before departure.
  - Read the useful information provided by the NUS Global Relations Office.

- **Academic and Professional**
  - Bring any necessary academic or professional materials.
  - Prepare for remote access to necessary academic or work resources.

- **Pre-Departure**
  - Attend any pre-departure briefings or orientations offered by NUS or your host institution.
  - Double-check all travel arrangements and reservations.

- **Useful Information**
  - Review the NUS Global Relations Office for more travel tips and resources.

Release of Liability Letter

Students participating in overseas field trips as part of their MPH must complete and submit the Release of Liability letter to the Education Office before departure. This ensures all necessary precautions and formalities are addressed prior to travel.

The form may be downloaded here:

https://sph.nus.edu.sg/wp-content/uploads/2023/06/Release-of-Liability-Form_Overseas-Travel-Form.docx

NUS Travel Insurance and International Assistance

NUS provides travel insurance coverage for all students traveling overseas for activities or purposes approved, endorsed, organised, sponsored, or authorised by the university. For more details, visit NUS Student Insurance.

International Travel Assistance NUS has engaged International SOS to offer comprehensive medical and security assistance services globally for NUS travellers. To use this service, students must download the following application on their mobile device as well as enter their information prior to departure. For more information, visit NUS International Travel Assistance.

Annex A: Key Milestones and Events

Activity	Approximate Duration/Timeline
Lecture 1: General Briefing about Practicum	Orientation Week (SPH5001) – Thu, 01 Aug 2024 (10.30AM – 11.30AM) MD1, Seminar Room 1 (#08-01E)
Lecture 2: Research Ethics	Semester 1 Recorded lectures NUS Canvas – OTH186
Lecture 3: Library Orientation & Endnote Training	Semester 1 Tue, 27 Aug 2024 (2.00PM to 3.30PM) MD1, Learning Room 1 (#08-01A)
Selection of project	Semester 1
Preparation of proposal - Draft proposal - Review of proposal by supervisor/co-supervisor	Semester 1 1 month
Tutorial 1	Semester 1: before submission of practicum proposal Week 4 - 5 02 Sep – 13 Sep 2024
Lecture 4: Database searching skills using PubMed	Semester 1 Tue, 03 Sep 2024 (2.00PM to 4.00PM) MD1, Learning Room 1 (#08-01A)
Lecture 5: Overview of Literature Review	Semester 1 Tue, 10 Sep 2024 (2.00PM to 4.00PM) MD1, Learning Room 1 (#08-01A)

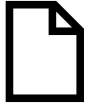|	
Lecture 6: Searching in Context of Systematic Reviews	Semester 1 Tue, 17 Sep 2024 (2.00PM to 4.30PM) MD1, Learning Room 1 (#08-01A)
Submit practicum proposal, CITI and NUSIRB001 course certificates to Education Office	Mid-Semester 1 Wed, 18 Sep 2024
Obtain institutional approvals if required	Mid to late Semester 1 (1-2mths)*
Conduct project	Mid-Semester 1 up to Special Term II (2-10mths)
Lecture 7: Introduction to Systematic Reviews and Meta-Analysis	Semester 1 Tue, 01 Oct 2024 (2.00PM to 4.00PM) MD1, Learning Room 1 (#08-01A)
Tutorial 2	Semester 2: before submission of progress report Week 3 & 4 27 Jan – 07 Feb 2025 (Note: Dates may change based on tutors' availabilities)
Submit progress report to Education Office	Early Semester 2 Week 5 Wed, 12 Feb 2025
Lecture 8: Writing Good Public Health Reports	Semester 2 Week 5 Fri, 14 Feb 2025 (3.00PM to 5.00PM)
Lecture 9: Effective Communication in Public Health	Semester 2 Fri, 09 May 2025 Recorded Lecture NUS CANVAS – SPH5005

Preparation of Oral Presentation	Special Term I & II (1-2mths)

Preparation of the Final Report
 	
   • Draft report
 	
   • Review by supervisor/co-supervisor
	Special Term I & II
	
	(1-2mths)

Tutorial 3	Special Term I: 19 May – 30 May 2025 (Note: Dates may change based on tutors' availabilities)
Submit Abstract & Presentation Slides to Canvas	Special Term I & II Sun, 23 Jun 2025
Practicum Symposium	Special Term II: 03 & 04 Jul 2025 *(Tentative)* MD1, Seminar Room 1/2 (#08-01E / #08-03E)
Submit Final report and Practicum log to Education Office	Special Term II: Mon, 07 Jul 2025

*Education Office will e-mail students on exact submission dates.

**Please note that in general, if your practicum involves vulnerable groups (e.g. minors, pregnant women and prisoners etc.) or is an intervention study, this would be subjected to a full IRB board review and approval could be longer than expected.

Annex B: Forms Related to Practicum

Forms related to the MPH Practicum project

Practicum Proposal Form	
Practicum Progress Report	
Practicum Log Template	
Practicum Final Report: Supervisor's Endorsement Form	

Information and Forms for Practicum Fund

Guidelines on Claim for Practicum Expenses • It is set up to support students regarding expenses that occur during the Practicum project. • It is not the purpose of the Fund to support students regarding general expenses that occur during their research and education.	
Claim Form for Practicum Expenses • Use this form to apply for Practicum expenses claim. • Do seek your Practicum supervisor's endorsement before submission.	
Template for Practicum Expenses Claim • Refer to this template for details required for token disbursement claims • Use this template to itemise your claims	

Annex 1: Format for Practicum Final Report

Overview

The structure of the final report will depend on the nature of your project. This guide outlines the recommended format to ensure comprehensive and coherent documentation of your work.

What You Need to Do

- **Follow the Structure**: Use the following outline as a guide for your final report.

- **Prepare Thoroughly**: Include all relevant sections and ensure they are well-documented and structured.

What You Need to Know

- **Customisation**: The exact structure may vary depending on your specific project.

- **Documentation**: Each section should be comprehensive and reflective of the work done during the practicum.

Suggested Report Format

1. **Table of Contents**

2. **Abstract (max. 300 words)**

3. **Introduction**

   o **Background and Context**: Provide an overview of the context, such as the Singaporean context if applicable.

   o **Literature Review**: Summarise existing research related to your practicum topic, area of interest, or research question.

   o **Significance of the Project/Programme**: Describe the significance based on gaps identified in the current literature, as previously outlined in your practicum proposal.

4. **Objectives / Aims of the Study / Goals of the Programme**

   o Detail the objectives, aims, or goals as previously described in your practicum proposal.

5. **Methods / Programme Description**

   o Provide a detailed description of the methods or programme, as previously described in your practicum proposal.

6. **Results**

   o Clearly and logically describe your findings and accomplishments without commentary or discussion. Present findings in tables, figures, and text as appropriate.

7. **Discussion and Conclusion**

   o **Summary of Key Findings and Relevance**: Summarise the key findings and their relevance in relation to the literature.

   o **Recommendations**: Provide recommendations based on your findings.

   o **Implications for Public Health or Area of Work**: Discuss the implications for public health or your specific area of work.

   o **Strengths and Limitations**: Highlight the strengths and limitations of your study and discuss their effects on the study findings.

8. **Acknowledgements**

   o Acknowledge any development, technical, funding, or writing support received from individuals or organisations.

9. **References**

10. **Appendices (if any)**

Note: Do insert page numbers for easy referencing

Good to Do

- **Review and Feedback**: Submit a draft version to your supervisors for review and feedback in a timely manner.

- **TurnItIn Check**: Use Turnitin to check for plagiarism before submitting your report.

- **Submission Deadline**: Refer to Annex A for the final report submission deadline.

Annex 2:   Practicum Grading Criteria

The practicum final grade will be determined by various components that assess your participation, presentation, report quality, and overall effort in the project.

What is Expected from You

- **Attend Tutorials**: Participate actively in all required sessions.

- **Prepare for Presentation**: Ensure your practicum presentation is clear and within the allotted time.

- **Complete the Report**: Submit a well-documented and thorough practicum report.

- **Show Effort**: Demonstrate initiative and independence in developing and completing your practicum project.

Grading Breakdown

Component	Weightage
Attendance and Participation in 3 Practicum Tutorial Sessions	5%
Practicum Presentation [1]	25%
Practicum Report [2]	60%
Effort in Independently Developing and Completing the Practicum Project [3]	10%
Total	**100%**

[1] Practicum Presentation

The symposium presentation, which accounts for 25% of the final grade, will be jointly graded by two SSHSPH faculty members who are not your supervisors. The evaluation will be based on the following criteria:

Evaluation Criteria	Weightage
Overall Clarity of Presentation and Adherence to Time	30%
Rationale for Choice of Topic and Related Approaches and Methods	20%
Discussion of Findings Related to Methodological or Practical Issues and Connection of Findings with Public Health Relevance	30%
Total	**100%**

Evaluation Rubric for Practicum Presentation

Area 1: Overall clarity of presentation and keeping to time (30 %)					
	Band 1	**Band 2**	**Band 3**	**Band 4**	**Band selected**
Clarity of presentation and key concepts derived from the research project (20%)	Unable to follow. Key concepts not presented or done so in a confusing or incorrect manner with minimal alignment with overall research question and findings.	Can follow but with effort. A few of the key concepts are presented well but may not be in alignment with overall research question and findings.	Most of the presentation is clear but a few points are confusing. Most of the key concepts are clearly presented with some alignment with overall research question and findings	Audience can follow easily. Key concepts are clearly presented and aligned with overall research question and findings	1A:
	Band 1	**Band 2**	**Band 3**	**Band 4**	
Time keeping (10%)	Finishes far too quick	Overruns	Rushes some parts to finish on time	Completes on time	1B:
Area 2: Rationale for choice of topic and related approaches and methods (20%)					
Rationale for project (7%)	**Band 1**	**Band 2**	**Band 3**	**Band 4**	2A:
	None presented	Poor rationale	Satisfactory	Strong or compelling	
Relevant background and literature (6%)	**Band 1**	**Band 2**	**Band 3**	**Band 4**	2B:
	Not discussed. No theoretical reasons, empirical support or practical reasons to justify the project	Discussed, but inadequately. Few theoretical or practical reasons and little empirical support to justify the project	Adequately discussed, including some theoretical or practical reasons, or empirical support, to justify the project	Thoroughly discussed, with strong justification for the project	
Explanation of methods (7%)	**Band 1**	**Band 2**	**Band 3**	**Band 4**	2C:
	Missing	Disorganised	Reasonably clear	Clear. and systematic	
Area 3: (30%) • Discussion of findings related to methodological or practical issues • Connection of findings with public health relevance					
Discussion and Conclusion (30%)	**Band 1**	**Band 2**	**Band 3**	**Band 4**	3:
	No discussion of methodological or practical issues related to findings and connection of findings to public health relevance.	Some general discussion of methodological or practical issues related to findings and connection of findings to public health relevance.	Good but still general discussion of methodological or practical issues related to findings and connection of findings to public health relevance.	Strong and robust discussion of methodological or practical issues related to findings and connection of findings to public health relevance.	
Area 4: Ability to sustain interest of audience, to answer questions (20%)					
Delivery (10%)	**Band 1**	**Band 2**	**Band 3**	**Band 4**	4A:
	The information is read with limited or no eye contact with the audience.	Much of the information is read.	Some reference to slides as aide de memoire	Presentation is paced for audience understanding.	
Questions (10%)	**Band 1**	**Band 2**	**Band 3**	**Band 4**	4B:
	Presenter answered questions from audience inadequately.	Presenter can answer questions from audience somewhat adequately.	Presenter can answer questions from audience adequately.	Presenter can answer questions from audience very adequately.	

² Practicum Report

The practicum final report, constituting 60% of your final grade, will be rigorously assessed to ensure it meets high academic standards. The report will be graded by both your supervisor and another faculty member, with the programme director stepping in if there is a significant discrepancy between their marks.

Evaluation Rubric of Practicum Final Report

Category	Weightage
Integrated Analysis & Writing • Originality of research • Independent thought and work • Coherence of whole study: does it follow from the research question? • Demonstration of capabilities in multiple PH sub-disciplines • Appropriate and up-to-date references • Clear and logical reporting structure and formatting • Good grammar and spelling • Attention to sentence structure, e.g. no run-on sentences • Succinct and concise language • Appropriate use of terminology, e.g. technical terms, avoidance of unnecessarily complex words	20
Background/Objectives/Research question • Relevant and thoughtful research question, informed by thorough literature review	10
Methods • Selection of optimal study design for research question • Clear description of methods employed • Appropriate and coherent use of theoretical/conceptual framework, if any	20
Results • Clear presentation of findings • Appropriate use of tables and figures	20
Discussion and conclusion • Results correctly interpreted and placed in context of broader literature • Critically evaluate and synthesise findings with current knowledge • Strengths and limitations elaborated on • Limitations adequately addressed • Discussion of public health/healthcare/clinical/policy impact/future research	30

As a general guide, quality of reports will fall into one of the five categories below based on their key features:

Quality	Key features
Excellent	Detailed, clear and systematic description of the background, aims, methods and findings Compelling discussion of the relevance and implications of the project to PH Insightful discussion of the strengths and limitations of the project
Very good	Good description of the background, aims, methods and findings. Relevant and fair discussion of the relevance and implications of the project to PH Good discussion of the strengths and limitations of the project
Good	Limited description of the background, aims, methods and findings Relevant but limited discussion of the relevance and implications of the project to PH Fair discussion of the strengths and limitations of the project
Poor	Incomplete description of the background, aims, methods and findings Incomplete and limited discussion of the relevance and implications of the project to PH Little discussion of the strengths and limitations of the project
Fail	Not submitted, or: Substantial evidence of plagiarism Major components of report missing or incomplete

[3] Effort in Independently Developing and Completing the Practicum Project

Demonstrating initiative and independence in developing and completing your practicum project is an essential part of your academic journey.

Evaluation Rubric used by Supervisor

Band	Student has demonstrated
1	• Very limited ability to carry out practicum project without prompting • Very limited ability to see the big-picture relevance of their project • The need for constant supervisor guidance and assistance throughout the planning, organisation, and execution of the practicum project • Low proactivity and independence – does not ask questions, expects instructions • Very limited ability to consider facts, theories and recommendations for project improvement • Very limited ability to construct and evaluate reasons to support decisions and choices made throughout the project, even with much prompting and guidance
2	• Ability to carry out practicum project with some prompting • Ability to see the big-picture relevance of their project, but with much guidance • The need to be guided heavily throughout the planning, organisation, and execution of the practicum project • Ability to ask questions, but with few to no inputs to facilitate discussion • Limited consideration of facts, theories and recommendations for project improvement • Limited ability to construct and evaluate reasons to support decisions and choices made throughout the project
3	• Ability to carry out practicum project with only minor prompting • Ability to see the big-picture relevance of their practicum project, but with some guidance • Ability to plan, organise, and execute most work with some guidance • Ability to seek assistance and ask questions, with some inputs to facilitate discussion • Some consideration of facts, theories and recommendations for project improvement • Ability to construct and evaluate reasons to support decisions and choices made throughout the project, with some guidance
4	• Ability to carry out practicum project without prompting • Ability to independently see the big-picture relevance of their practicum project • Ability to plan, organise, and execute work independently • Ability to complete the practicum within discussed timeline • Ability to thoughtfully discuss project-related issues and suggest constructive, practical options, proposals, and potential solutions • Careful deliberation of facts, theories, and recommendations for project improvement • Ability to construct or evaluate reasons to support decisions and choices made throughout the project