UTHealth®

The University of Texas
Health Science Center at Houston

School of Public Health

Salesforce Learning Contract Process

Student Quick-Reference Guide
Fall 2022

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Student Quick-Reference Guide

## Learning Contract Review Process

1. **Student Submission:** Student completes and submits a learning contract
2. **Faculty Mentor Review:** Learning contract is reviewed by the student's faculty mentor
3. **Administrative Review:** Learning contract is reviewed by the Office of Public Health Practice and Engagement
4. **Preceptor Review:** Learning contract is reviewed by the student's preceptor
5. **Approval:** Learning contract is fully approved. The Office of Public Health Practice and Engagement will provide the student with enrollment information.

## Student Submission of Practicum Learning Contract

Submitting your learning contract is the first step in the learning contract approval process. You will use the Salesforce system to create, submit, and track the approval of your practicum learning contract. You will also upload your practicum deliverables (final products) to your contract. All students pursuing a practicum opportunity must have an approved learning contract. Prior to beginning your contract, ensure that you have met with your faculty mentor and preceptor about the details required for the learning contract.
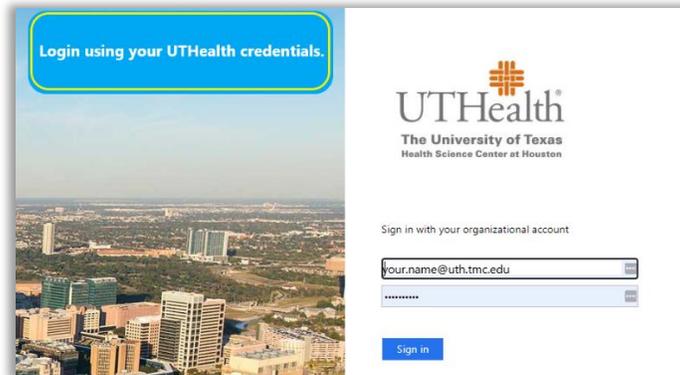
Steps for Drafting and Submitting

1. Log into mySPH/Salesforce

    a. Navigate to the mySPH landing page.
    b. Click the "**Log In**" button in the page's top right corner.
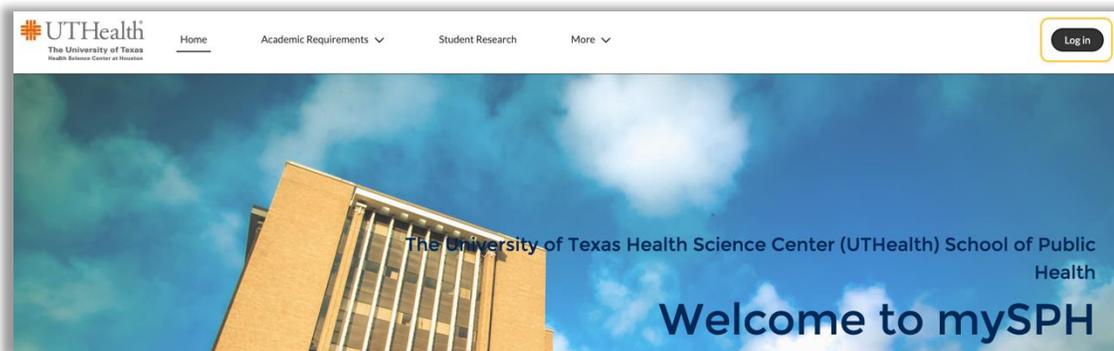
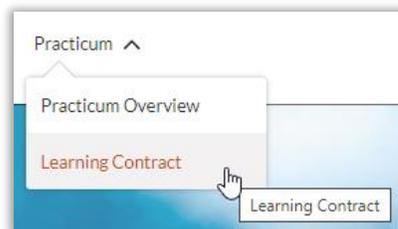c. Select the orange "**UTHealth Login**" button (located below the username and password fields).
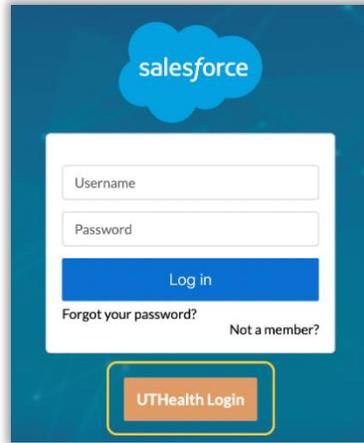
d. Log in using your UTHealth username and password to gain access to the platform.

2. Navigate to the Learning Contract System

From the bar menu at the top, select "**Practicum**" and then "**Learning Contract**".

3. To start a new learning contract, select "New" located on the right-hand side of the dashboard

This dashboard will house all of your previously drafted or submitted learning contracts.
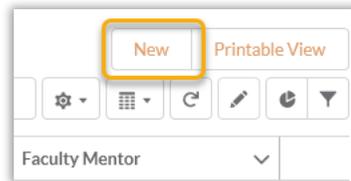
Learning contract review and approval, as well as practicum progress, including submission of final products and completing the experience, is represented in the flow path at the top of the screen when viewing a learning contract. You may refer to this at any time to monitor the contract status
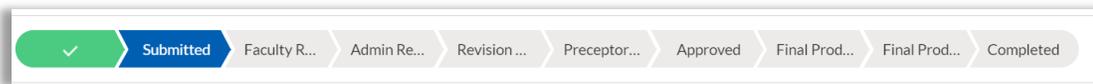

4. Complete each section of your learning contract

For additional details and guidance, reference the program-specific practicum guides on the Practicum Overview section of mySPH.

The learning contract system provides guidance for success statements and helpful hints to guide students, faculty mentors, and preceptors as they review and approve learning contracts.
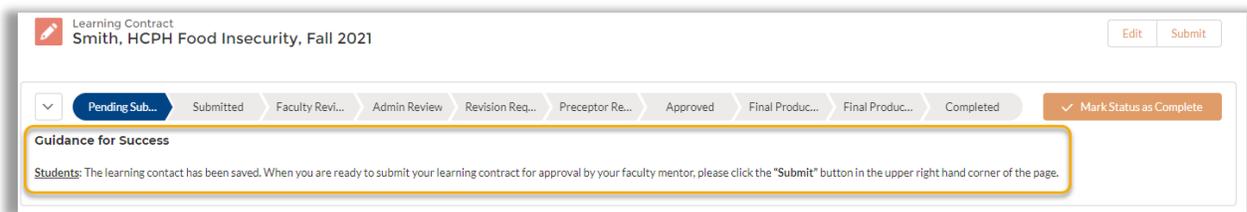
An example statement above
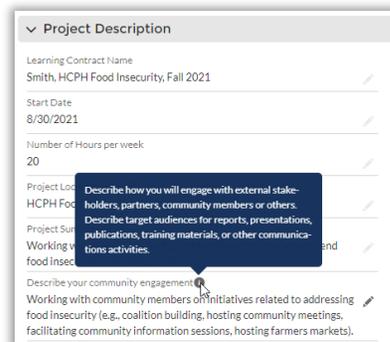
An example helpful hint above

Learning Contract Sections & Required Information

Project Description

1. Learning Contract Name: Please format your learning contract name with the following – your last name, the title of your project, the term, and the year. *Example: "Smith, Food Insecurity, Fall 2025"*
2. Start Date
3. End Date
4. Number of Hours per week: The learning contract system will generate a total number of hours considering the start and end date and the number of hours you enter per week. A minimum of 180 contact hours is required for the full three credit hours (60 contact hours per credit hour).
5. Project Location Name *(WHERE you will be doing the practicum)*
6. Is your practicum at UTHealth SPH? *(dropdown – select Yes or No)*
7. Project Location Type *(13 dropdown categories provided as well as "other")*
8. Project Summary *(WHAT public health problem will be addressed, activities, goals, etc.)*
9. Description of Community Engagement *(WHO is being served, external stakeholders, clients, partners, etc.)*

Registration Information

1. Semester *(dropdown – select Fall, Spring. Summer Full, Summer 1, Summer 2)*
2. Year
3. Number of Credits *(dropdown)*
4. Describe Special Circumstances (if any) *(Use this area to describe split enrollments, special programs, fellowships, or other circumstances requiring the attention of the faculty mentor, OPHPE, or preceptor)*

Faculty Mentor Information

Indicate who your UTHealth Houston School of Public Health faculty mentor for your practicum experience will be. Type their name into the field and select the individual from the autogenerated list.

Detailed Site Preceptor Information

Search for your preceptor in the system before entering the contact information required. Some preceptors have supervised other students, and their contact information may already be in the system.

1. Preceptor First Name
2. Preceptor Last Name
3. Preceptor Email Address
4. Preceptor Phone Number
5. Preceptor'sr's Organization Name *(dropdown provided of frequent sites; if yours is not there, select "Other")*
6. If other, Organization's Legal Name *(if the organization you will be working with is not provided above)*

Travel Information

International Travel? *(check the box if applicable)*

Project Location Address

Unless your experience is entirely virtual, please provide the administrative address of the practicum or the location of most activities/meetings/etc.

1. Is your practicum virtual? *(check the box if applicable)*
2. Street
3. City
4. *State (dropdown)*
5. Country
6. Zip Code
7. *Website (provide the organization's website)*

Competencies and Deliverables

1. *Degree (dropdown)*
2. Core Competencies: A menu of program-specific competencies is available for you to choose from.
3. Major *(dropdown)*
4. Major Competencies: A menu of major-specific competencies is available for you to choose from.
5. *Proposed Final Products:* A menu of commonly-produced product categories is provided. If your deliverable is not on this list, select "Other." If you choose "Other", you will be prompted to enter a deliverable description.

Select "Save" once completed or at any time as you editing plan and edit your contract.

Submit the Contract

When you are ready to submit your learning contract for approval by your faculty mentor, click "**Submit**" in the upper right-hand corner of the page.
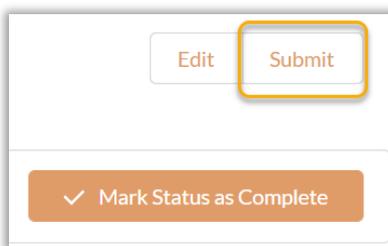
Following submission, your learning contract will be reviewed by the following parties (in order)

1. Faculty Mentor
2. Office of Public Health Practice and Engagement (Administrative Review)
3. Preceptor

Once preceptor approval is obtained, the Office of Public Health Practice and Engagement will provide a permission code in an email to enroll in PH 9997 under your identified faculty mentor.

After consulting with your preceptor and faculty mentor, you may modify your contract during practicum. Contact the Practicum Services Team at practicum@uth.tmc.edu if you have questions.

Complete Your Practicum & Submit Your Deliverables

Towards the end or upon completion of the practicum experience, you will upload and submit the required final products for review by your faculty mentor. Please ensure that two final products have been submitted.

Submit Practicum Deliverables

1. Log into mySPH/Salesforce

   Log into the Learning Contract System via mySPH (login steps are outlined in "Log into mySPH/Salesforce" under *Steps for Drafting and Submitting* above).

2. Select the learning contract for which you are uploading the final products

   Click the title of the learning contract in the dashboard to access that learning contract.

3. Select the "New" button in the "Final Products" box on the upper right screen

4. Complete the form provided with a product name, deliverable type, and description

   Select "Save," then upload the deliverable item. A form and upload will need to be performed separately for each deliverable.
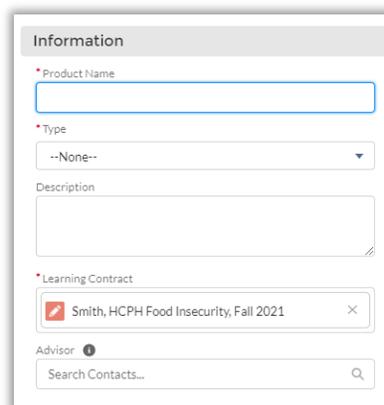
5. Select the product name of the deliverable item you would like to upload

6. Select "Upload Files" in the right-most corner of the page to upload your deliverable file

After you have completed uploading the final products, you may want to let your faculty mentor know with an email. This is where the faculty mentor will review your deliverables in consideration of your practicum grade.

The Office of Public Health Practice and Engagement welcomes your questions and values your feedback. We are available to assist as needed. Please get in touch with us at practicum@uth.tmc.edu.