SFU Faculty of Health Sciences

PRACTICUM GUIDE 2020-2021

Key FHS Contacts:

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implementation of public health policies or programs
FC13 Propose strategies to identify stakeholders and build coalitions and partnerships for influencing public health outcomes
FC 14 Advocate for political, social or economic policies and programs that will improve health in diverse populations

Description: Apprentice with a leader working on a program involving technical and development cooperation with developing countries and participate as needed in diverse program components; assist with program tasks as described in the practicum plan; observe, present lessons learned to organization staff.

4. REQUIREMENTS

The practicum should be integral and relevant to an area of professional practice in which the student wishes to develop expertise. The practicum may be conceptualized as:

- A stand-alone project; or
- Part of a larger project conducted at a site over a longer period of time than that in which the student is involved; or
- A team-based project with other practicum students. This format will be considered only under specific circumstances where no more than three students partner together to complete a complex or extensive project.

Whichever type of practicum the student chooses, the student should be sure that his/her plan is feasible and realistic within the time allotted. It is usually best not to set out an overly ambitious scope of activities or to define objectives and related deliverables that may not be attainable.

4a. Pre-requisite Courses in the Master's Program

All students will establish a plan for the courses that must be taken prior to the practicum. These include:

- HSCI 801 Biostatistics
- HSCI 802 Principles of Epidemiology for Public Health
- HSCI 803 Qualitative and Survey Research Methods
- HSCI 900/901 Core Concepts and Practice for Public Health

Under special circumstances, a student may request written permission from the Director, Professional Programs to substitute a different course for one on the list below, or to carry out the practicum prior to completion of all the designated courses. A copy of the permission should be sent to mph_assistant@sfu.ca for inclusion in the student'n 0 Tc 0 y o s t

6. Responsibilities of Director Professional Programs; Practicum Site Preceptor; Coordinator, Public Health Program; FHS Administrative Staff; and Student

The Director of Professional Programs, the site Preceptor, the

students during the practicum, review and respond to the Bi-monthly Reports (using Canvas) and the mid-term and final Practicum Student Assessment Form (Form F and G) completed by the Preceptor.

Post-Practicum

10. Assist the student to define the content of the poster presentation. Review the practicum poster during the poster presentation session following the practicum.
11. Review practicum products (e.g. reports, assignments, frameworks/models, tools) uploaded to Canvas to assess attainment of competencies for each student.
12. Assess the student, in consultation with the Preceptor, assign a final grade (pass/fail).

6b. Responsibilities of the Practicum Site Preceptor

The Preceptor will be the student's source for day-to-day guidance and workplace-related expertise. FHS recognizes Preceptors in practicum work sites as leaders or experts in public health-related domains. They are selected on the basis of their capacity and willingness to provide supervision and mentorship to Master's students who undertake a practicum in their organization. Where appropriate, communication with the Director, Professional Programs and the Coordinator, Public Health Program will help ensure that the student makes good progress in meeting academic and practice expectations. Preceptors are invited to attend the student Poster Presentation.

Preceptors are expected to:

1. Provide guidance during the practicum planning stage.
2. Negotiate details of the practicum plan with the student (via telephone, email, or in person). A pre-practicum meeting should include a discussion of the nature of the practicum site, educational and professional needs of the student, expectations and needs of the preceptor/site, expectations regarding any deliverables requested by the practicum site, and orientation information and procedures for participating in the field experience.
3. Review the practicum plan and sign the Practicum Agreement (Form E) prepared in consultation with the student prior to commencing the practicum.
4. Make necessary arrangements at the site for space, equipment, and supplies.
5. Orient the student to the site, to the organizational structure, and to the nature of his/her responsibilities.
6. Schedule the student's time and supervise the student as needed at the workplace.
7. Have regularly scheduled meetings (at least weekly, or more frequently) with the student about the process/progress of the placement and the student's activities.
8. Participate in two formal site visits (or by telephone) with the student.

to objectives, objectives linked to strategies) in partnership, the site Preceptor. Submit the draft plan to the Coordinator, Public Health Program for review.

6. Submit a final draft of the practicum plan to the Director, Professional Programs

- Consider the costs associated with the proposed practicum site to determine if it is feasible to undertake the practicum.
- Prepare a resume/CV and cover letter suitable for inquiries to prospective practicum sites. SFU Career Services can assist with resume preparation. For more infor

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may be conducted in person or via a telephone conference. All forms (i.e. Forms A, B, C, E, and H) must be completed by the student, signed by the Preceptor and Student and Director, Professional Programs, where noted, and submitted to the FHS Practicum Management Portal **before registering in HSCI 880**. The practicum cannot begin until the forms are submitted and the student is registered in HSCI 880. **If a student commences the practicum before registering in HSCI 880, that time will not count toward the practicum**.

The Director, Professional Programs will review all plans to ensure that they comply with research ethics. HSCI 880 has course ethics approval from the SFU Research Ethics Board, and that approval should cover most work with which students assist during the practicum. A copy of the course ethics approval is in the CANVAS container for reference. In the majority of cases, therefore, individual review by the SFU Research Ethics Board (REB) will not be required, but that decision must be made by the

To complete practicum deliverables students will:

- Submit a practicum plan (and if necessary a revised version once on site).
- Submit bi-monthly reports
- Complete the practicum experience on site as agreed.
- Ensure that both Practicum Student Assessment Forms (Form F and G) (i.e. mid-term and final) are completed in a timely manner and submitted, as directed, by the Preceptor.
- Upload practicum products (e.g. reports, assignments, frameworks/models, tools) that demonstrate attainment of competencies to Canvas
- Prepare and present a practicum poster.

a. Bi-monthly Reports

Students are required to complete 4 assignments throughout their practicum. Guiding questions related to specific topics are used for each of these reports. The goal is that these facilitate a progressive reflection on the practicum that supports the learning experience. The final assignment is a summative report, which will require an assessment of the full learning experience as well as a description and submission of at least 2 deliverables that demonstrate alignment to the competencies the student identified for their practicum.

Students are expected to journal while on practicum to capture data for their assignments and posters. Students will learn more about this journaling activity in HSCI 901. It is intended to support independent, reflective inquiry of the practice experience in the context of undertaking an eleven-week practicum in a public health setting/context/domain.

The 4 Practicum Assignments are posted in HSCI 880 Canvas in the 'Assignments' folder. While on practicum, students are required to access and submit completed assignments via Canvas using the instruction provided.

The first four Assignments are due every two weeks while students are on practicum but Assignment 4 is due one week after the completion of the practicum. As practicums begin at different times, submission deadlines will vary and may not be the same as the 'due date' stipulated in Canvas. Students are required to note their own due dates on Form A based on their starting date and make record or these dates in their own schedules to ensure the assignments are submitted on time.

b. Practicum Student Assessment Form

Preceptors are asked to complete a mid-practicum and post-practicum Practicum Student Assessment Form (Form F and G). It is the student's responsibility to ensure that these forms are distributed to the Preceptor, and that all assessments are delivered to the Graduate Programs Assistant, and Coordinator, Public Health Program, and uploaded to the FHS Practicum Management Portal. The Graduate Programs Assistant will place them in the student files.

c. Evidence of competency achievement
Students are required to submit practice-based products (e.g. reports, assignments, frameworks/models, tools) that demonstrate achievement of their selected competencies to Canvas.

d. Poster Presentation
The final requirement for completion of the p

All students are required to attend a debrief session following the practicum that will include a review of experiences and future learning needs highlighted during the practicum.

8. SUMMARY OF REQUIRED PRACTICUM FORMS

The following is a summary of the practicum forms to be completed by the student and uploaded to the FHS Practicum Management portal for inclusion in the student's official record.

FORMS	DUE DATE	SIGNATURES	SUBMITTED TO
Form A: Practicum Coordinates and Contacts Information Form	Before practicum begins and before registering for HSCI 880.	Completed by Student, no signature required	FHS Practicum Management Portal

9. FORMS

Form A: Coordinates and Contact Information

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Form B: Pre-

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Form C: Practicum Plan template

1.

Ethics Approval

The Director, Professional Programs will review the practicum plan to determine if the strategies are consistent with the ethics approval in place for HSCI 880 and record the approval in the FHS Practicum Management Portal as noted below:

I have read this student's practicum plan and agree (r)-6.3 -0.00262 (h)-12 3 ((d.169 E -125 a)cgf8.02yc 0 Ts 0)H0aP454

Form

9. Assign necessary supplementary readings or projects to enhance the field experience.
10. Facilitate access to any data or permission that will enable the student to prepare a practicum poster that is rich in detail and information.
11. Provide information and feedback as needed to the Coordinator, Public Health Program

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Form E, Part 2: Practicum Agreement Form

As a practicum Preceptor who has agreed to supervise a graduate student from the Simon Fraser University, Faculty of Health Sciences, MPH Program:

1. I have read and I agree to the practicum guidelines (Form E, Part 1).
2. I have reviewed the student's practicum plan and agree to support the student's learning
3. I agree to provide practicum supervision consistent with the Guidelines on behalf of:

Student's Name:_____ for the period bounded by the dates:_____ to _____

Practicum Form F Student Assessment Midterm Report Due Date: _____

Title of Practicum Plan:

- I understand the student's practicum work addresses the goals, objectives, and strategies described in the student's practicum plan.
- I understand that the **objectives** of the student's practicum, as specified in the practicum plan are as follows:

- I understand that the **proposed deliverables**, as noted in the practicum plan, are as follows:

4. I agree to communicate with the Director, Professional Programs during the practicum planning phase, at the mid-term review, and at the final evaluation. I agree to provide a formal written assessment of this student's progress at mid-term and at the end of the practicum experience and to submit this evaluation in a timely manner to the Practicum Program Assistant, Faculty of Health Sciences, Simon Fraser University.

5. I agree to regularly meet with the student to discuss progress and activities, and to provide supervision of the student.

Site Name

_____

Preceptor Name and Signature (Electronic or Handwritten) and Date

_____

Director of Professional Programs Name and Signature (Electronic or Handwritten) and Date

_____

Student's Name and Signature (Electronic or Handwritten) and Date

_____

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Q.1b) In the box provided below, please describe aspects of the Core Competencies identified above that could benefit from additional attention by the student during the remainder of the MPH program.

Q.2 Please note the degree to which the student met your expectations in the following areas:

	Strongly Agree	Agree	Neither agree nor disagree	Disagree	Strongly Disagree
Interpersonal Communication	☐	☐	☐	☐	☐
Professional Conduct	☐	☐	☐	☐	☐
Interprofessional Practice	☐	☐	☐	☐	☐
Independent practice	☐	☐	☐	☐	☐
Teamwork	☐	☐	☐	☐	☐
Efficiency at Work	☐	☐	☐	☐	☐
Taking Initiative	☐	☐	☐	☐	☐

Q.3 Practicum activities were defined in the practicum plan and reviewed at the start of the practicum. Please indicate the progress of the student towards completing these practicum activities.

Completed activities beyond my expectation	Completed activities	Experienced difficulties	Very challenged by the activities

Please elaborate, with examples.

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Form G: Practicum Student Assessment Form - Final

Student's Name:	
Student Number:	
Preceptor Name:	
Date:	
Site/Organization	

Thank you for providing this practicum opportunity and taking on the preceptor role. We hope that you can complete the following practicum assessment exercise that asks you to rate the student's overall performance while undertaking the practicum at your agency. Please submit the completed form electronically to:

a) Practicum Program Assistant (mph_assistant@sfu.ca)

b) Director, Professional Programs (malcolm_steinberg@sfu.ca)

c) Coordinator, Public Health Program (kate_carty@sfu.ca)

Students prepare a practicum plan and pi-monthly reports to guide their practicum activities and learning. The priority competencies identified for this practicum are:

STUDENTS TO INSERT COMPETENCY NUMBERS AND TITLES FROM THE IN THE TEXT BOXES BELOW

1.

2.

3.

4.

5.

6.

7.

8.

Q.1b) In the box provided below, please describe aspects of the Core Competencies identified above that could benefit from additional attention by the student during the remainder of the MPH program.

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Interpersonal Communication	☐	☐	☐	☐	☐
Professional Conduct	☐	☐	☐	☐	☐
Interprofessional Practice	☐	☐	☐	☐	☐
Independent practice	☐	☐	☐	☐	☐
Teamwork	☐	☐	☐	☐	☐

Form H: Data Use and Authorship Agreement

Agreement between SFU Practicum Student and Practicum Site Preceptor (as representative of Practicum site) relating to:

1) The use of primary data (collected by the student under the auspices of the practicum site);
2) The use of secondary data (owned by the practicum site and not in the public domain, but made available to the student);
3) Order of Authorship

I. Relating to the use of Primary data:

Ia. The practicum site **agrees** to allow the student full use of any **primary data** collected by the student under the auspices of the practicum site during the practicum period. “Full use” means the right to analyze and publish the data. Publication may include, but is not limited to, a public defense of the master’s project or of the master’s thesis, submission to the SFU library of a bound copy of the master’s project or master’s thesis, presentation of the data at a public scientific poster session, and/or journal articles.

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Agree:

11. NOTES