PRACTICUM GUIDE 2017-2018

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Table of Contents

1. ABOUT THIS GUIDE ........................................................................................................................................... 3
2. OVERVIEW ....................................................................................................................................................... 3
3. GUIDING PRINCIPLES ........................................................................................................................................ 4
   3A. GOAL OF THE PRACTICUM .......................................................................................................................... 4
   3B. LEARNING OUTCOMES OF THE PRACTICUM ............................................................................................ 4
   3C. EXAMPLES OF PRACTICA ........................................................................................................................... 5
4. REQUIREMENTS .................................................................................................................................................. 7
   4A. PRE-REQUISITE COURSES IN THE MASTER’S PROGRAM ........................................................................ 7
   4B. LENGTH AND SCHEDULE OF THE PRACTICUM PLACEMENT .............................................................. 8
   4C. “PART-TIME” STUDENTS ........................................................................................................................... 8
5. PRACTICUM LOGISTICS .................................................................................................................................... 9
   5A. ADVANCE PREPARATION ........................................................................................................................... 9
   5B. CHANGING THE PRACTICUM OR ITS LOCATION ..................................................................................... 9
   5C. FUNDING, COSTS, AND PREPARATION FOR TRAVEL ............................................................................ 9
6. RESPONSIBILITIES OF DIRECTOR PUBLIC HEALTH PRACTICE; SENIOR SUPERVISOR; PRACTICUM SITE PRECEPTOR; COORDINATOR, PUBLIC HEALTH PRACTICE; FHS ADMINISTRATIVE STAFF; AND STUDENT .......................................................................................................................... 10
   6A. RESPONSIBILITIES OF THE DIRECTOR, PUBLIC HEALTH PRACTICE ................................................ 10
   6B. RESPONSIBILITIES OF THE SENIOR SUPERVISOR ................................................................................. 10
   6C. RESPONSIBILITIES OF THE PRACTICUM SITE PRECEPTOR ................................................................. 11
   6D. RESPONSIBILITIES OF THE COORDINATOR, PUBLIC HEALTH PRACTICE ..................................... 13
   6E. RESPONSIBILITIES OF SFU ADMINISTRATIVE STAFF .......................................................................... 13
   6F. RESPONSIBILITIES OF STUDENT ............................................................................................................ 14
7. PRACTICUM PATHWAY AND DELIVERABLES ..................................................................................................... 15
8. SUMMARY OF REQUIRED PRACTICUM FORMS ............................................................................................ 22
9. FORMS ................................................................................................................................................................ 23
   FORM A: COORDINATES AND CONTACT INFORMATION .............................................................................. 23
   FORM B: PRE-DEPARTURE RISK AND RESPONSIBILITY ............................................................................. 24
   FORM C: PRACTICUM PLAN TEMPLATE .......................................................................................................... 26
   FORM D: ETHICS APPROVAL ........................................................................................................................... 27
   FORM E: PRACTICUM AGREEMENT ................................................................................................................ 28
   FORM F: PRACTICUM STUDENT ASSESSMENT FORM .............................................................................. 31
   PRACTICUM SEMI-MONTHLY PROGRESS REPORT .................................................................................... 35
   FORM H: DATA USE AND AUTHORSHIP AGREEMENT .................................................................................. 36
   FORM I: WORK STUDY PROGRAM AGREEMENT (WORKSAFE COVERAGE FOR UNPAID PRACTICUMS IN BC) .......................................................................................................................... 38
10. CHECKLISTS .................................................................................................................................................... 39
    Checklist 1: PRACTICUM CHECKLIST ............................................................................................................. 39
11. NOTES .............................................................................................................................................................. 40
1. About This Guide

This guide is intended to assist graduate students in the SFU Faculty of Health Sciences’ (FHS) Master of Public Health (MPH) degree programs, field preceptors, and FHS faculty with planning, conducting, and completing the Practicum. Along with the program and Practicum requirements described in the SFU Calendar, this Practicum Guide should be used to plan and carry out the Practicum. The Practicum Guide can be found on the SFU FHS website.

2. Overview

The Practicum is intended to provide Faculty of Health Sciences MPH students with an enriching field experience in a variety of public health practice settings. As an integral component of the MPH, the Practicum is designed to provide students with opportunities to bridge theory and practice in public- and community-health settings. It is a planned, supervised, and evaluated field experience in which students are mentored and supported by qualified public health preceptors and faculty. Upon satisfactory completion of the Practicum, students are better prepared for professional roles. The experience is designed to assist students in acquiring skills as a team player, problem-solver, and effective communicator. Students may also have opportunities to analyze qualitative and/or quantitative data, and/or to deepen knowledge in a particular area of expertise, and/or expand their breadth of knowledge. Organizational and critical thinking skills are sharpened as a result of this experience.

- A “Practicum” is a practice-oriented field experience designed to give students an opportunity to apply academic public health concepts, methods, and theory in public health settings, to learn practical skills, and to develop problem-solving techniques in a supervised experience.
- The “Senior Supervisor” is the student’s faculty advisor in the FHS at SFU.
- The “Preceptor” is the individual in the workplace setting who supervises and mentors the student during the Practicum.
- The student’s “Practicum Committee” consists of the student’s Senior Supervisor and the Preceptor.
- The “Director, Public Health Practice” provides leadership to the Practicum.
- The “Coordinator, Public Health Practice” oversees and manages the Practicum program.
- The “Graduate Programs Assistant” provides administrative support to the Practicum.
- The “Manager, Graduate Programs” oversees and coordinates the Graduate program.
- A “Practice Setting” is any approved venue in which a Practicum takes place, including (but not limited to) policy, educational, or health service settings.
- In this document the term “Public Health” refers to Population and Public Health. It also encompasses the MPH Program concentrations within FHS besides Population Health (Global Health, Environmental and Occupational health, and Social Inequities in Health).
3. GUIDING PRINCIPLES
An acceptable Practicum will demonstrate these principles:

**Applied:** Students have opportunities to apply and use knowledge and skills acquired through coursework and to gain expertise pertinent to their interest in public health.

**Competency-based:** Students have opportunities to strengthen their skills and deepen their expertise in specific core public health competencies through active participation with other professionals in an appropriate public health practice setting.

**Flexible and Appropriate Learning:** Placements may include non-profit, for-profit, public/private sector, government, and other organizations that are local, regional, national, or international in scope.

**Collaborative Learning:** Learning is collaborative between Practicum sites, SFU FHS, and students. Opportunities for knowledge translation and exchange are encouraged.

**Scholarly and Professional Integrity:** All products of the Practicum must demonstrate scholarly and professional integrity, including meeting requirements for ethics clearance from SFU and participating Practicum sites.

**Useful/Job-preparation:** Students explore areas that coincide with academic goals while gaining the required competencies necessary for a career in public health. Students who have more advanced levels of proficiency will have the opportunity to expand these during the Practicum.

**Mutually beneficial:** The work undertaken by the student will be useful to the host site and will enhance the student’s learning.

3a. Goal of the Practicum
The primary goal of the Practicum is to assist FHS MPH students in all concentrations to apply and enhance the knowledge and skills they are acquiring through their academic coursework. A secondary goal is to facilitate students’ acquisition of attributes they need for practice.

3b. Learning Outcomes of the Practicum
In general terms, students who fully prepare for, engage in, and complete the Practicum will advance their professional development in one or more of the following ways:

1. Apply relevant theories, concepts, and skills learned through academic coursework in a practice setting relevant to their interests in public health.

2. Develop confidence in applying specific skills and relevant theory pertinent to their areas of interest, expertise, and practice.

3. Develop an appreciation for public health practice while working in a professional environment, through ongoing personal reflection.
4. Improve planning, organizational, and communication skills.

5. Demonstrate collaborative skills while working with colleagues in a professional practice setting.

3c. Examples of Practica
A few examples are provided below to give students an idea of the range of Practica that fulfills the above principles. Many other examples will be presented at the student Practicum Poster Session held in the early Fall. All MPH students are expected to attend this session.

1. Theme: Epidemiology

Core Competencies:
CC1. Epidemiology: Explain and apply the theories, concepts and methods of descriptive and analytic epidemiologic approaches for improving population and public health and reducing health inequalities from local to global levels.
CC2. Biostatistics: Apply statistical reasoning and methods in addressing, analyzing, and solving problems of population and public health.
CC3. Methods of Population and Public Health Assessment, Diagnosis, and Analysis: Determine population and public health concerns through analysis and diagnosis of communities and populations using a variety of quantitative and qualitative methodologies.

Site: Canadian Institute of Health Information (CIHI).
Description: Examine a public health problem by using new or existing data sets and applying epidemiological and/or statistical methods for analysis and interpretation of the data in relation to a question or problem; establish conclusions about the data; make recommendations for programs or policy based on the evidence and analysis of the data sets; conduct a one-hour workshop with agency staff and faculty to present and discuss results and implications for the larger project.

2. Theme: Environmental Health

Core Competencies:
CC4. Environmental and Occupational Health: Identify the main environmental factors that affect the health of workers and communities, and explain common methods of risk reduction and mitigation.
CC8. Policy and Program Planning, Implementation, and Evaluation: Identify program and policy options relevant to population and public health issues, design and implement population and public health programs, and develop appropriate methods of monitoring and evaluation.
EOHC1. Identify route(s) of and factors that influence exposure of humans to environmental toxicants and apply to formulating appropriate exposure reduction strategies.
EOHC4. Describe the main steps in environmental risk assessment, be able to apply these steps to a number of risk situations, and identify the strengths and weaknesses of current approaches to risk assessment.

Site: Public Health Agency of Canada – National Office, Ottawa
Description: Working within an appropriate organization or agency, examine a federal, provincial, or municipal policy aimed at a particular environmental health topic with the intention of interpreting the impacts of the policy, making recommendations, and identifying possible action steps; conduct a public presentation to agency and industry representatives and submit a poster for publication at a local conference.

3. Theme: Program Evaluation in the area of Health Education for Youth

Core Competencies:

PH2. Develop additional expertise in areas of population and public health applications, including one or more of the following: health promotion, program planning and evaluation, advocacy and communication, and population health policy.

CC5. Social Sciences: Explain the basic theories, concepts and models from a range of social and policy sciences that are used in population and public health research and practice.

CC3. Methods of Population and Public Health Assessment, Diagnosis, and Analysis: Determine population and public health concerns through analysis and diagnosis of communities and populations using a variety of quantitative and qualitative methodologies.

Site: Regional Health Authority

Description: Assess the results of a two-hour health education program aimed at improving the snacking habits of a specific population of youth with a view to exploring whether the program made a difference in participants' behaviours; make recommendations for program improvements or modifications to enhance the impact on the population; participate in a radio and television interview with local media to raise awareness of the impacts of this type of health education and the difference it does or does not make in the youth choices.

4. Theme: Disease Prevention and Surveillance

Core Competencies:

CC1: Epidemiology: Explain and apply the theories, concepts and methods of descriptive and analytic epidemiologic approaches for improving population and public health and reducing health inequalities from local to global levels.

CC6. Partnerships, Professionalism, Collaboration and Advocacy: Identify appropriate partners in addressing population and public health issues; identify and analyze ethical considerations in public health programs; and devise appropriate strategies for mobilizing communities around a public health issue.

Site: British Columbia Centre for Disease Control (BCCDC)

Description: Participate in the development of a surveillance system for adverse events of immunization; observe and study methods of decision-making, communication and reporting of data; present findings in a one-hour meeting with agency staff.

5. Theme: Global Health

Core Competencies:

CC6. Partnerships, Professionalism, Collaboration and Advocacy: Identify appropriate partners in addressing population and public health issues; identify and analyze ethical considerations in public health programs; devise appropriate strategies for mobilizing communities around a public health issue.
CC7. Communication: Demonstrate effective communication with and mobilization of individuals, families, groups, communities, and colleagues to improve population and public health.

GH1: Identify, define, and critically analyze historical, current and emerging issues in global health; identify the major stakeholders and policymakers in global health; the key areas of interest and attributes of the major governmental and nongovernmental organizations involved in global health, and the role that Canada plays in global health.

GH4: Explain theories of development in historical and political-economic context and identify the means by which development policies and programs have affected global health inequities.

Site: Pan American Health Organization

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

In consultation with the Senior Supervisor, 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, Public Health Practice and the Senior Supervisor 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’s file.
Students must negotiate with their Senior Supervisor about any additional prerequisite course(s) that their Senior Supervisor recommends must be taken prior to the Practicum.

### 4b. Length and Schedule of the Practicum Placement

A typical Practicum will take place for the duration of one 13-week academic term, with a minimum of 11 weeks in a designated workplace and 2 weeks allocated to preparing the poster. The Practicum is designed as a full-time experience (i.e. 5 full days a week). Any deviation from the above must receive approval from the Director, Public Health Practice before the Practicum begins.

Students are permitted to take up to one full course equivalent (3-credit hours) during, the regular working hours of the Practicum, or to TA up to one full course equivalent, **but doing so will add 2.6 weeks to the 11 week field experience for a total of 13.6 weeks of field work** in a designated workplace. This calculation accounts for time spent in the classroom and the anticipated corresponding time spent studying for the course or fulfilling TA duties. Part-time jobs during normal working hours are not permitted, as students are expected to engage with the work place, and with their colleagues, on a full-time basis. Part-time jobs outside of normal working hours are permitted, but not encouraged. It is strongly recommended that students do not over-extend themselves and compromise their energy for their practicum.

If changes with respect to the length and schedule of the Practicum placement occur after the Practicum has begun, the student must communicate such changes to the Senior Supervisor and to the Director, Public Health Practice, and receive approval to continue the Practicum. Once the student has received approval of changes to the length of the practicum, an email should be sent to mph_assistant@sfu.ca for record keeping purposes.

Except under exceptional circumstances, students are required to conduct the Practicum outside their current or past workplaces so they have the opportunity to gain additional public health exposure and expand their professional network. The Director, Public Health Practice will consider exceptions to this rule on a case-by-case basis.

### 4c. “Part-Time” Students

Only students who are planning to take more than 2 years to complete the MPH may, with permission from the Director of Public Health Practice, and in consultation with the Coordinator, Public Health Practice, be permitted to undertake an extended part-time Practicum; otherwise, the Practicum should be a full-time 11-week experience for all students. Part-time students who do not undertake the Practicum in the summer following their first year should discuss special arrangements with the Coordinator, Public Health Practice, including hours for the Practicum, frequency of reports, scheduling of the poster presentation, and other deadlines. Part-time students will be expected to follow the Practicum requirements that were in place at the time they entered the program, though they have the option to follow the current requirements.
5. **PRACTICUM LOGISTICS**

5a. **Advance Preparation**
Students are expected to begin well in advance to make all necessary Practicum arrangements, including travel preparations, development of an approved Practicum Plan, completion of Practicum Forms, and meeting other needs such as immunizations, visas, and setting up living arrangements.

All students must be enrolled in HSCI 880 prior to beginning the Practicum. Certain Practicum forms must be submitted to the Graduate Programs Assistant before enrolment in HSCI 880 will be permitted. These forms include the *Coordinates and Contacts Information Form* (Form A); *Pre-Departure Risk and Responsibility Form* (Form B); *Ethics Approval* (Form D); *Practicum Agreement* (Form E); *Data Use and Authorship Agreement* (Form H); and where applicable *Work Study Program Agreement* (Form I). The Practicum Forms are found on the FHS website, and only these web-based versions of the forms should be used. Hand written forms will not be accepted.

5b. **Changing the Practicum or its Location**
With proper planning, appropriate Practica can be found for all students. However, occasionally a change in the Practicum may be necessary. *Students who have a problematic placement must consult with the Coordinator, Public Health Practice and their Senior Supervisor to discuss the matter.* If a particular placement proves to be unsatisfactory, it may be possible to arrange a new student placement with the consent of the Senior Supervisor and the Director, Public Health Practice.

5c. **Funding, Costs, and Preparation for Travel**
The Practicum is not defined as, or expected to be, a paid work opportunity. Nonetheless, stipends or salaries are permitted. Students are expected to cover all their travel and living costs, any additional insurance they require, and miscellaneous Practicum-related expenditures. The Faculty of Health Sciences has created a fund, *The Community Health Practice Award*, aimed at assisting Master’s students to fulfill the Practicum requirements. Application criteria for FHS funding is described in the *Graduate Student Handbook*. The Faculty will also seek additional Practicum funding opportunities and bring these to the attention of students.

Some costs to consider are as follows:
1. All students are expected to have a computer or, otherwise assured, daily access to a computer and Internet connection (where possible) throughout their Practicum.

2. Students must consider the costs of their Practicum well in advance, as it is expected that students, whether planning an overseas, local, provincial, or national experience, will be able to pay the travel and other costs associated with this type of learning experience. Students who do a Practicum anywhere outside Canada must have the required travel documentation (e.g. passports, visas, immunizations). Students should also budget any special costs, such as the use of a translator or other technical support costs.
6. Responsibilities of Director Public Health Practice; Senior Supervisor; Practicum Site Preceptor; Coordinator, Public Health Practice; FHS Administrative Staff; and Student

The Director of Public Health Practice, the student’s Senior Supervisor, the site Preceptor, the Coordinator, Public Health Practice and the Graduate Programs Assistant will be the primary sources of support while students prepare for and complete the Practicum.

The Practicum Committee (i.e. student, Senior Supervisor, and Preceptor) must agree to participate in at least one meeting related to the student’s Practicum plans, progress, and accomplishments. However more than one meeting is preferred and we recommend the following schedule: one meeting prior to the beginning of the Practicum, one midway through the project, and one at end of the Practicum placement. Where possible, the meetings should be face-to-face but technology-facilitated communication (e.g. conference call, email, Skype) is permitted.

6a. Responsibilities of the Director, Public Health Practice

The Director, Public Health Practice is responsible for establishing the necessary structures and processes for the Practicum. Specifically, these include:

1. Ensure the academic and public health practice quality of Practicum placements.
2. Assess the suitability of Practicum sites proposed by students, faculty, and public health organizations.
3. Review Practicum Plans as well as Preceptor and Student evaluations of Practica.
4. Provide leadership and oversight.
5. Oversee final grade submission.

6b. Responsibilities of the Senior Supervisor

A student’s Senior Supervisor in the Faculty of Health Sciences has responsibility for overseeing the academic aspects of the student’s Practicum project, and for ensuring that supervision and workplace experience meet the learning goals and academic requirements of the Practicum. The Senior Supervisor is expected to:

Pre-Practicum

1. Ensure that all prerequisites are met prior to commencing the Practicum.
2. Ensure that the Practicum reflects both professional and academic integrity, and is within the student’s competence level.
3. Advise on the development of the Practicum Plan, including conceptualization and review of drafts and final versions.
4. Assist the student, as needed, to clarify goals, objectives, and strategies of the Practicum experience detailed in the Practicum Plan template (Form C).
5. Assess and approve the Practicum Plan, including signing the Practicum Agreement (Form E) form once the student’s final plan is written.
6. Determine whether the proposed activities fit within the course ethics approval parameters. If in doubt, consult first with the Director, Public Health Practice who may suggest referral to the DORE (Director of Research Ethics). Sign Ethics Approval form (Form D).

7. Where applicable, sign Form I for students completing unpaid practicums in BC as per SFU Risk and Safety Services procedures to ensure WCB coverage.

8. Recommend supplementary readings or projects to enhance the field experience if appropriate.

9. Arrange and participate in at least one meeting of the student’s Practicum Committee to discuss and plan the Practicum (via telephone, email, or in person).

**During the Practicum**

10. Arrange and participate in at least two additional meetings of the student’s Practicum Committee (for a total of at least three meetings including the pre-Practicum meeting) about the student’s plans, progress, and accomplishments.

11. Provide periodic consultation, guidance, and opportunity for discussion, both to the student and to the site Preceptor. Beyond the three required meetings, maintain regular contact, as needed, with 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) written by the Preceptor.

**Post-Practicum**

12. Assist the student, in partnership with the site Preceptor, to define the content of the poster presentation. Review the Practicum poster during the poster presentation session following the Practicum.

13. Assess the student, in consultation with the Preceptor, assign a final grade (pass/fail), and provide the final grade to the Director of Public Health Practice, who will submit all grades at once on behalf of the Senior Supervisors.

**6c. Responsibilities of the Practicum Site Preceptor**

The Preceptor will be the student’s source for day-to-day guidance and workplace-related expertise. Communication with FHS Senior Supervisor, where beneficial, beyond the required three meetings, will ensure that the student makes good progress in meeting academic and practice expectations. 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. 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 and FHS Senior Supervisor (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 and Senior Supervisor 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 assessments of the student, at the mid-point and end of the Practicum, each time submitting Practicum Student Assessment (Form F) to the Education Program Assistant, FHS Coordinator, Public Health Practice, and Senior Supervisor for review.

9. Assign supplementary readings or projects as appropriate 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. Establish data ownership and permitted use; determine authorship for any published materials resulting from Practicum, and sign Data Use and Authorship Agreement (Form H).

12. Where applicable, sign Form I for students completing unpaid practicums in BC as per SFU Risk and Safety Services procedures to ensure WCB coverage.

13. Provide information and feedback as needed to the FHS Coordinator, Public Health Practice and/or Senior Supervisor and/or Director of Public Health Practice.

14. Take legal and ethical responsibility for the activities of the student, and for obtaining any ethical clearances from the host institution.

The Preceptor will assist students to:

- Develop skills in those areas identified in the student’s Practicum Plan.
- Find opportunities to participate as a member of a work team, as appropriate.
- Develop an understanding of the organizational context.
- Participate in team meetings if appropriate.
- Identify ways to contribute to everyday life in the work setting.
- Take advantage of opportunities such as: field visits, board meetings, seminars, workshops, public relations, and other related activities identified or approved by the Preceptor.
- Share their learning with colleagues in the work setting.
- Make a contribution that is of mutual benefit to the student and the Practicum site.
- Find additional opportunities to learn about public health practice.
- Define the objectives and content of the poster presentation, and other deliverables.
6d. Responsibilities of the Coordinator, Public Health Practice

The Coordinator, Public Health Practice oversees the planning of Practicum experiences and supports the organization of opportunities available for students. The Coordinator, Public Health Practice will:

1. Assist in the identification of Practicum sites and, where appropriate, assist in creating the formal agreement with the organization that establishes the viability of the site as a Practicum placement for Faculty of Health Sciences graduate students.
2. Ensure the consistency of standards in the Practicum experience by:
   - Assisting in the identification of new Practicum sites;
   - Communicating with Preceptors to establish Practicum sites;
   - Reviewing the practicum experience of students at existing sites.
3. Support the Director, Public Health Practice to deliver HSCI 901 (Public Health Practicum Planning Seminar).
4. Facilitate student preparation for the Practicum placement, and provide consultation and support where needed.
5. Maintain a bank of current Practicum opportunities.
6. Assess the feasibility, appropriateness, structure, and content of the Practicum Plan in collaboration with the Director, Public Health Practice, the Senior Supervisor and, where appropriate, the Preceptor.
7. Along with the Senior Supervisor, serve as a consultant or liaison for students during their Practicum.
8. Ensure that students are aware of required Practicum forms, and, in collaboration with the Graduate Programs Assistant, review submitted Practicum forms for completeness.
9. Coordinate with SFU Risk and Safety Service to arrange relevant workplace insurance coverage for practicum sites in BC and other provinces (where necessary).
10. Troubleshoot logistical situations that may arise and assist with communication as required.

6e. Responsibilities of SFU Administrative Staff

Manager, Graduate Programs

The Manager, Graduate Programs provides support to students and is expected to:

1. Maintain final files of students’ Practicum forms including Coordinates and Contacts Information (Form A); Pre-Departure Risk and Responsibility (Form B); the Practicum Plan (Form C); Ethics Approval (Form D); Practicum Agreement (Form E); mid-term and final Practicum Student Assessment Form (Form F); and Data Use and Authorship Agreement (Form H) and final grade.
2. Follow-up to ensure that grades are submitted and final paperwork is complete.

Graduate Programs Assistant

1. Provide consultation, along with the Coordinator, Public Health Practice, to students about administrative issues relating to the practicum.
2. Receive and track all Practicum forms, ensuring that all forms are complete and on file prior to students registering in HSCI 880.
3. Ensure pre-departure forms are complete, accurate, and signed prior to notifying the student to register in the Practicum course (HSCI 880).
4. Organize and carry out administrative tasks for the poster presentation sessions.

6f. Responsibilities of Student
The success of the Practicum ultimately rests with the student. The student can help to ensure success in the following ways:

1. Select a compatible Senior Supervisor. Ensure that the Approval of Supervisory Committee form has been submitted to FHS Graduate Programs for submission to the Dean of Graduate Studies office.
2. Ensure that there are no financial or academic holds on the student account.
3. Meet with the Coordinator, Public Health Practice to discuss your Public Health interests and desired outcomes for the practicum.
4. Consult with Senior Supervisor about prerequisites for the Practicum.
5. Investigate and select a Practicum site and Preceptor that are compatible with the student’s learning objectives.
6. Develop a comprehensive Practicum Plan, per the format specified in the Practicum Guide, by seeking support from Senior Supervisor, Coordinator, Public Health Practice, and site Preceptor.
7. Arrange and participate in at least 1 meeting between the Senior Supervisor, Preceptor, and student to discuss the student’s plans, progress, and accomplishments.
8. Complete and hand in all forms as indicated in “Section 9. Summary of Required Practicum Forms”. The Practicum cannot be considered complete, and no grade will be assigned, until all forms have been submitted (Forms A-H). Advise the Coordinator, Public Health Practice and Graduate Programs Assistant of any changes to information provided on forms, including changes to dates of the Practicum or to contact information.
9. Register for and attend HSCI 900/901 (Core Concepts and Practice for Public Health), and HSCI 880 (Practicum).
10. Respond to correspondence from the Graduate Programs Assistant in a timely manner.
11. Maintain a positive attitude and professional comportment while at the Practicum worksite.
12. Be a team player as well as an independent worker.
13. Adhere to the agreed upon deliverables, schedules, and work hours.
14. Establish, in writing, clear ownership and permitted use of all data obtained from Practicum Site, and authorship of any published materials resulting from Practicum by completing Data Use and Authorship Agreement (Form H).
15. Communicate regularly with Preceptor before and during Practicum.
16. Communicate regularly with Faculty through submission of informative and reflective Bi-monthly Reports via Canvas and Email.
17. Be honest about challenges that arise, and ask for assistance when needed.
18. Maintain confidentiality of data and other information as appropriate.
19. Produce a professional poster and obtain Preceptor approval for presentation of data.

7. PRACTICUM PATHWAY AND DELIVERABLES
The following steps should be completed by the student for a successful Practicum:

1. Prepare for the Practicum by attending Practicum Poster Session on Oct 19, 2017 and attending all classes of HSCI 900/901.
2. Complete Getting Started and Self-Assessment of Core Competencies for Public Health Professionals.
3. Schedule a meeting with the Coordinator, Public Health Practice to discuss your Public Health interests and desired outcomes for the practicum.
4. Explore options for Practicum placement; negotiate and commit to a Practicum placement.
5. Select Senior Supervisor.
6. Ensure that Practicum Committee (student, Senior Supervisor, Preceptor) meets in the early planning stage to discuss Practicum Plan (may “meet” in person, on phone, by Skype, or by email).
7. Develop Practicum Plan according to format outlined in HSCI 900/901 and in Practicum Guide (i.e. including core competencies linked to goals, goals linked to objectives, objectives linked to strategies) in partnership with Senior Supervisor, Coordinator, Public Health Practice, and site Preceptor.
8. Submit Draft and Final Practicum Plan to Director, Public Health Practice by deadline announced in HSCI 901.
10. Obtain signatures on all other forms before registering in HSCI 880 and before beginning Practicum (Form A: Coordinates and Contact Information; Form B: Practicum Pre-Departure Risk and Responsibility; Form C: Practicum Plan format; Form D: Ethics Approval; Form E: Practicum Agreement; Form H: Data Use and Authorship Agreement; and Form I Work Study Program Agreement (if applicable). The format for naming PDF files of the forms for electronic submission is as follows: Student’s Last Name, Student’s First Name – Form eg. Smith, Jane – Form A.
11. Conduct Practicum.
12. Submit bi-monthly reports in Canvas to facilitate a progressive reflection on the practicum that supports the learning experience.
13. Ensure that Preceptor evaluates Practicum experience mid-way and at end of Practicum (Form F: Practicum Student Assessment).
14. Prepare and submit a poster based on the Practicum experience for presentation at the Practicum Poster Session.
Steps 1, 2: Assess Core Competencies
- Register for HSCI 900/901 in both the Fall and Spring semesters.
- Complete “Getting Started” and “Self-Assessment of Core Competencies”.
You will assess your understanding of each of the FHS core competencies that comprise the knowledge, skills, and abilities for public health professionals. It is a commitment to developing certain of these core competencies that ideally drives the selection of the Practicum site and Practicum Plan.

Steps 3, 4, 5 6: Select a Practicum Placement
The creation of an enriching practice experience for students and Preceptors requires advanced planning and careful attention to all stages of the Practicum process. Preparation should begin immediately upon entering the program in HSCI 900/901. During the first semester of the Program students are advised to:
- Complete all prerequisites (see Section 4).
- Meet with the pre-assigned Interim Faculty Advisor, who may become the Senior Supervisor or who may assist in directing the student to another more suitable faculty Senior Supervisor. It is the student’s responsibility to identify a Senior Supervisor as soon as possible before the end of the Fall semester. The Graduate Program Coordinator will prompt the student at some point in the Fall semester to submit the name of the Senior Supervisor on the official Approval of Supervisory Committee Form.
- Meet with both the Coordinator, Public Health Practice and Senior or Interim Supervisor to discuss the Practicum. Identify areas of interest and explore possible Practicum sites by reviewing the FHS list of potential Practicum sites in WebCT. If none of these sites offers a learning experience in keeping with the student’s interests, the student must search for a Practicum site through the Internet, through personal contacts, through the collective knowledge of FHS faculty, and by conducting interviews with individuals in the workplace. Students are expected to demonstrate initiative in selecting a Practicum site, and to be focused and realistic in their aspirations. The Senior Supervisor and the Coordinator, Public Health Practice are available for guidance and referral to established and potential sites. The Practicum must reflect the focus of a student’s degree program or concentration. For example, students in the Global Health stream must undertake a Practicum that is rooted in Global Health, usually outside of Canada. Those in the Social Inequities in Health stream must similarly select a Practicum that is similarly rooted. The Practicum should also be consistent with the student’s unique learning interests. Students are reminded to consult with their Senior Supervisor, their Preceptor, and the Coordinator, Public Health Practice to ensure that a reasonable alignment of interests and expectations is achieved.
- 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 Student Services can assist with resume preparation. For more information about preparing resumes, cover letters, and for interviews visit the SFU Our Learning Community at http://www.sfu.ca/olc/applicationgallery.
**Step 7, 8: Develop a Practicum Plan**

The Practicum Plan is a brief proposal that describes, in a very specific format, what the student wants to learn, and how he/she proposes to learn it. This written document should not exceed 10 pages double-spaced. It should be formatted for easy reading (12-point font; sufficient white space; use of bullets) and should have a professional look. The Practicum plan documents the student’s learning goal for the practicum and describes related goals, objectives, and strategies. The Practicum Plan must contain information in the following sections, in the following order:

1. **Core Competencies**

2. **Introduction**
   - Describe the area of public health or public health related practice that you have selected for your Practicum and your site of learning, the population and public health issue(s) of interest prioritized by this area of practice, and the population(s) targeted by this area of practice.
   - Describe the scope of practice within the organizational setting you have selected for your Practicum and your site of learning and describe the strategies, program(s) and intervention(s) of the organization to address the population(s) and public health issue(s) of interest.

3. **Practicum Activities**
   - **Goal(s)** (a goal statement summarizes the ultimate direction or desired achievement)
   - **Objectives** (SMART, with at least one objective for each goal).
   - **Strategies** (approaches/methods for achieving your goals and objectives)
   - **Tasks** (specific actions you take to implement the strategies within a certain time period. This may be completed and included in the first semi-monthly report due after commencing the Practicum, rather than in the body of the Practicum Plan)

4. **Learning Plan**
   - What do I intend to learn in relation to the practicum activities?
   - How can I best learn this?
   - What resources are available to me?
   - How can I assess my learning (supported by my preceptor, supervisor, co-workers and interaction with my peers)?

5. **Ethical Considerations**
   - Determine whether the strategies are consistent with the ethics approval in place for HSCI 880, and consult with Director, Public Health Practice if necessary.

6. **Deliverables (Semi-monthly reports, poster, products of practicum activities**
   - Describe how you will demonstrate that you achieved your measurable objectives. Your deliverable is a restatement of your objectives; you “deliver”
your objective. (e.g. prepare a report or presentation describing, or analyzing, whatever you stated in your objective).

7. Other Considerations (e.g. feasibility, logistics, international travel issues including health, safety, risks, and visas).

In some cases, due to circumstances beyond the student’s control, the details of the Practicum Plan may be modified once the student is on site. In such cases, these changes should be discussed with the Senior Supervisor. Flexibility on the part of the student with regard to expectations, particularly in international placements, is an asset.

Developing the Practicum Plan should be a joint process between the student, the Senior Supervisor, and the Preceptor. The Senior Supervisor, Preceptor, and student ultimately sign the Practicum Agreement (Form E) acknowledging consensus on the Practicum Plan, and on their respective obligations. The Coordinator, Public Health Practice reviews the Plan, ensuring, along with the Senior Supervisor, that the Practicum Plan contains all sections noted above. Generally speaking, the more time the student spends in discussion with the Preceptor developing the Practicum Plan (particularly the “Strategies”), the better the Practicum experience will be.

The Senior Supervisor and Preceptor should receive a preliminary “rough” draft copy of the Practicum Plan before the deadline for “draft” submission specified in the Spring semester of HSCI 901. They will comment on the draft Practicum Plan, suggesting revisions where necessary. The Director, Public Health Practice will then receive a “polished” draft for review and comment. The deadline for sending the revised “final” Practicum Plan to the Director, Public Health Practice will be set in the Spring semester of HSCI 901.

**Step 9, 10: Obtain Approvals from Senior Supervisor; Preceptor; and Director, Public Health Practice, and register for HSCI 880**

Approvals and agreements to fulfill the Practicum are required before students conduct the Practicum. Students are expected to schedule at least one preliminary planning meeting with the Senior Supervisor and the Preceptor (i.e., the Student’s Practicum Committee) in advance of the beginning of the Practicum. This meeting may be conducted in person or via a telephone conference. All forms (i.e. Forms A, B, D, E, and H) must be completed by the student, signed by the Preceptor and/or Senior Supervisor and/or Student and/or Director, Public Health Practice, where noted, and submitted to the Graduate Programs Assistant 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 Senior Supervisor and the Director, Public Health Practice 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
Faculty of Health Sciences

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 both the Senior Supervisor and Director, Public Health Practice since responsibility for compliance with the course ethics approval rests with them.

As students are expected to “assist” the Preceptor with the proposed work, rather than work completely independently, any additional non-SFU ethics approval required by any ethical committees overseeing the Practicum site itself must be obtained by the Preceptor well in advance of the student’s arrival. *It is not the student’s responsibility to seek ethics approval from any outside REBs, as the student’s role is officially to “assist” the Preceptor with the agreed upon work, rather than to serve as an independent Principal Investigator.* The Director, Public Health Practice should be consulted if questions arise about ethics review.

**Step 11: Conducting the Practicum**

In general the Practicum takes place under the direction and guidance of the Preceptor and the Senior Supervisor in accordance with the expectations of the Practicum Plan. Students are required to schedule a **minimum of three meetings** with the Senior Supervisor and the Preceptor, including one meeting prior to the beginning of the Practicum, one mid-way through the Practicum, and the other towards the end. These meetings can be in person, by telephone, or by electronic communication. During the Practicum, any students who become uncertain of any aspect of their Practicum work should contact their Senior Supervisor and /or the Coordinator, Public Health Practice to discuss their concerns.

It is expected that students will:

- Stay in contact with Senior Supervisor and Preceptor.
- Be organized, disciplined, and professional in all efforts.
- Remain flexible in expectations, and be open to participating in serendipitous learning opportunities that may present themselves in the field.
- Organize and participate in Practicum progress review meetings: 1) with their Senior Supervisor and 2) with the Preceptor.

**Steps 12, 13, 14: Completing Practicum deliverables and reporting requirements**

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.
- Prepare and submit a Practicum poster.
- Ensure that both *Practicum Student Assessment Forms (Form F)* (i.e. mid-term and final) are completed in a timely manner and submitted, as directed, by the Preceptor.
a. Bi-monthly Reports

Students are required to complete five bi-monthly reports 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 fifth report is a summative report, which will require an assessment of the full learning experience and what aspect(s) of this can be taken into the capstone project.

Students are expected to journal while on practicum to capture data for their bi-monthly reports 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 a twelve-week practicum in a public health setting/context/domain.

The five Bi-Monthly Assignments are posted in 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 5 is due one week after the completion of your 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 of 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). 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, Coordinator, Public Health Practice, and Senior Supervisor. The Graduate Programs Assistant will place them in the student files.

c. Poster Presentation

The final requirement for completion of the Practicum is the submission of a poster suitable for presentation in a professional venue. Early in the Fall semester, students will present their posters to the Faculty of Health Sciences community. Students may prepare the poster in the final 2 weeks (weeks 12 and 13) of their 13-week Practicum semester.

It is an art to design a visually interesting poster. The format and content of the poster should reflect the nature of the student’s Practicum. Each student should consult her/his Senior Supervisor while planning the poster, and should submit a draft for input prior to the final version.
The poster should be 107cmX107cm (42”X42”) in size. Students should all use the same format for their posters. The format closely follows your Practicum plan:

**Title:** Name of the Practicum Project

**Site:** Name and location of the Practicum agency and name of the Preceptor

**Rationale:** What was the purpose of the practicum work? Why was this work important? What was the problem on which you worked?

**Objectives:** What objectives did you meet/accomplish?

**Strategies:** How did you go about your work? What strategies/methods/processes did you use to achieve your objectives?

**Results or Deliverables:** What were the outcomes of your practicum? What contributions did you make to the project, and/or to the work of the practicum site, and/or to a population, and/or the broader public health community?

**Discussion or Reflection or Lessons Learned:** What key insights did you gain from this practicum?

**Capstone Statement:**

**Senior Supervisor:** Name of Senior Supervisor

**Acknowledgements:** Who contributed to your success in the Practicum?

The student is responsible for the costs of producing the Poster Presentation; a bulk rate for printing costs may be available. Details about the timelines and printing costs for the poster will be provided during the summer semester.

d. **Grading and Assessment**

The Practicum (HSCI 880) is a degree requirement that will be graded as CO for complete or S or U for satisfactory and unsatisfactory respectively as determined by the student’s Senior Supervisor.

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 submitted electronically for inclusion in the student’s official record.

<table>
<thead>
<tr>
<th>FORMS</th>
<th>DUE DATE</th>
<th>SIGNATURES</th>
<th>SUBMITTED TO</th>
</tr>
</thead>
<tbody>
<tr>
<td>Form A: Practicum Coordinates and Contacts</td>
<td>Before Practicum begins and before registering for HSCI 880.</td>
<td>Completed by Student, no signature required</td>
<td>Graduate Programs Assistant <a href="mailto:mph_assistant@sfu.ca">mph_assistant@sfu.ca</a></td>
</tr>
<tr>
<td>Information</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Form B: Pre-Departure Risk and Responsibility</td>
<td>Before Practicum begins and before registering for HSCI 880.</td>
<td>Completed by Student, no signature required</td>
<td>Graduate Programs Assistant <a href="mailto:mph_assistant@sfu.ca">mph_assistant@sfu.ca</a></td>
</tr>
<tr>
<td>Form C: Practicum Plan</td>
<td>Before Practicum begins and before registering for HSCI 880.</td>
<td>Read by Coordinator, Public Health Practice, Senior Supervisor, Preceptor, and approved by Director, Office of Public Health Practice</td>
<td>Senior Supervisor, Coordinator, Public Health Practice, Preceptor</td>
</tr>
<tr>
<td>Form D: Ethics Approval</td>
<td>Before Practicum begins and before registering for HSCI 880.</td>
<td>Signed by Senior Supervisor and Graduate Program Director</td>
<td>Graduate Programs Assistant <a href="mailto:mph_assistant@sfu.ca">mph_assistant@sfu.ca</a></td>
</tr>
<tr>
<td>Form E: Practicum Agreement</td>
<td>Before Practicum begins and before registering for HSCI 880.</td>
<td>Signed by Senior Supervisor, Preceptor, and Student</td>
<td>Graduate Programs Assistant <a href="mailto:mph_assistant@sfu.ca">mph_assistant@sfu.ca</a></td>
</tr>
<tr>
<td>Form F: Practicum Student Assessment</td>
<td>Mid-Practicum &amp; End of Practicum</td>
<td>Signed by Preceptor</td>
<td>Graduate Programs Assistant <a href="mailto:mph_assistant@sfu.ca">mph_assistant@sfu.ca</a></td>
</tr>
<tr>
<td>Semi-monthly Reports</td>
<td>Every two weeks</td>
<td>Submitted by Student via Canvas</td>
<td>Senior Supervisor, Coordinator, Public Health Practice</td>
</tr>
<tr>
<td>Form H: Data Use and Authorship Agreement</td>
<td>Before Practicum begins and before registering for HSCI 880.</td>
<td>Signed by Preceptor and Student</td>
<td>Graduate Programs Assistant <a href="mailto:mph_assistant@sfu.ca">mph_assistant@sfu.ca</a></td>
</tr>
<tr>
<td>Form I: Work Study Program Agreement</td>
<td>Before Practicum begins and before registering for HSCI 880</td>
<td>Signed by Senior Supervisor, Preceptor and Student</td>
<td>Coordinator, Public Health Practice</td>
</tr>
</tbody>
</table>
9. FORMS

Form A: Coordinates and Contact Information

Student Name: __________________________   Student Number: ____________________

Practicum start date: ________________________ Practicum completion date: ________________________

Travel Dates: ____________________________________________________________________________

Practicum site name: _________________________________________________________________________

Practicum site full physical address: __________________________________________________________

Practicum site phone numbers: _____________________________________________________________

Practicum email and website: ________________________________________________________________

Preceptor Name: _________________________________________________________________________

Preceptor Position: _______________________________________________________________________

Preceptor Telephone: ______________________________________________________________________

Preceptor Email: _________________________________________________________________________

Insurance Coverage: I confirm that I am enrolled in the Graduate Student Benefits program: yes no

I am not enrolled in the Graduate Student Benefits program, but I have other travel health insurance (named below) that covers emergency medical care and medical repatriation if necessary: yes no

Plan Name: ______________________________________________________________________________

Policy Holder: ____________________________________________________________________________

Policy Number: ___________________________________________________________________________

Living Arrangements: Have you made living arrangements for the Practicum? yes no

Address of the residence that you are living in while on Practicum:

_______________________________________________________________________________________

_______________________________________________________________________________________

Emergency Contact in Canada, Name, Phone Number, Email, and relationship to you:

_______________________________________________________________________________________

I confirm that my personal data information is current and on file with the Graduate Program Office and that the named emergency contact person will be available during my Practicum: yes no
Form B: Pre-Departure Risk and Responsibility

Student’s First and Last Name: ____________________________________________

Student Number: ______________________________________________________

Reporting Semester: ______________________________________________________

I am aware that during my participation in the Practicum placement leading to the MPH degree within the Faculty of Health Sciences at Simon Fraser University, certain risks and dangers may occur, including, but not limited to, the hazards of travelling, accidents, natural disasters, or illness. I understand that the University is not able to ensure my safety from such risks and dangers.

I acknowledge that I have health insurance coverage for international travel under the SFU Graduate Student Benefits program that will provide for Out-of-Country Emergency Care. However, if I have opted out of the GSB program, it is my responsibility to obtain Out-of-Country Emergency Insurance Coverage. Equally, life and/or disability insurance is not covered in the SFU Graduate Student Benefits Program and if I wish to obtain such coverage, it will be my own responsibility.

I acknowledge that I have done some research into the location I am going to and affirm that I understand what is required concerning medical, health, wellness, safety, legal and cross-cultural considerations for preparing for a trip to that location. For my personal security I acknowledge I should:

- Respect the laws and the customs of the host country if outside Canada;
- Refrain from operating a motor vehicle, boat or any other conveyance without proper licensing and appropriate insurance;
- Avoid participating in activities in opposition to the government of the host country if outside of Canada;
- Follow any directive issued by the Canadian Embassy/Consulate, the host Practicum site authorities, or SFU;
- Take all reasonable precautions to ensure my personal welfare; and
- If abroad, register at a Canadian Government Office abroad (Registration of Canadians Abroad)

Further, I acknowledge and understand that I am expected to abide by the policies, procedures, and practices of my Practicum site; and that I am solely responsible for all expenses (e.g. accommodation, phone, fax/e-mail, travel, translation) related to my stay, unless otherwise arranged.

I have fully informed a close relative (e.g. partner, parent, sibling) or other trusted individual about all aspects of this Practicum placement including the nature of possible risks.
Risk Assessment:
Analysis of Risk

Source of Information for analysis of risk

Strategies to Reduce Risk

Signature: -

Name Printed:

Date:
Form C: Practicum Plan template

1. Core Competencies

2. Introduction
   - Describe the area of public health or public health related practice that you have selected for your Practicum and your site of learning, the population and public health issue(s) of interest prioritized by this area of practice, and the population(s) targeted by this area of practice.
   - Describe the scope of practice within the organizational setting you have selected for your Practicum and your site of learning and describe the strategies, program(s) and intervention(s) of the organization to address the population(s) and public health issue(s) of interest.

3. Practicum Activities
   - Goal(s) (a goal statement summarizes the ultimate direction or desired achievement)
   - Objectives (SMART, with at least one objective for each goal).
   - Strategies (approaches/methods for achieving your goals and objectives)
   - Tasks (specific actions you take to implement the strategies within a certain time period. This may be completed and included in the first semi-monthly report due after commencing the Practicum, rather than in the body of the Practicum Plan)

4. Learning Plan
   - What do I intend to learn in relation to the practicum activities?
   - How can I best learn this?
   - What resources are available to me?
   - How can I assess my learning (supported by my preceptor, supervisor, co-workers and interaction with my peers)?

5. Ethical Considerations
   - Determine whether the strategies are consistent with the ethics approval in place for HSCI 880, and consult with Director, Public Health Practice if necessary.

6. Deliverables (Semi-monthly reports, poster, products of practicum activities)
   - Describe how you will demonstrate that you achieved your measurable objectives. Your deliverable is a restatement of your objectives; you “deliver” your objective. (e.g. prepare a report or presentation describing, or analyzing, whatever you stated in your objective).

7. Other Considerations (e.g. feasibility, logistics, international travel issues including health, safety, risks, and visas).
Form D: Ethics Approval

First name __________________________ Last name __________________________

Student Number ______________________

We confirm the above named student is a graduate student in the Faculty of Health Sciences. This student will be doing his/her Practicum in the ________________ Semester 20_____. Her/his Practicum Plan has been reviewed by the Faculty of Health Sciences as follows:

☐ I have read this student’s Practicum Plan and agree that it falls within the ethics guidelines as approved by the SFU Research Ethics Board for the Practicum course HSCI 880 and that it does not require further review.

☐ I have read this student’s Practicum Plan and recommend review by the Office of Research Ethics.

FHS Senior Supervisor Signature (Electronic or Handwritten) __________________________ Date ________________

Faculty of Health Sciences

☐ I have read this student’s Practicum Plan and agree that it falls within the ethics guidelines as approved by the SFU Research Ethics Board for the Practicum course HSCI 880 and that it does not require further review.

☐ I have read this student’s Practicum Plan and recommend review by the Office of Research Ethics.

MPH Program Director Signature __________________________ Date ________________

Faculty of Health Sciences
Form E: Practicum Agreement

Part 1: Practicum Guidelines

The Public Health Practicum is a supervised workplace experience that links academic preparation to a variety of public health practice opportunities. The Practicum is arranged prior to its onset between a Faculty of Health Sciences Master’s student, a Preceptor employed at the Practicum site, and the student’s Senior Supervisor. Students may not register for a Practicum until satisfactory completion of required program pre-requisites.

The Practicum is a structured learning experience, thus supervision is a core feature to ensure students integrate knowledge and refine their skills. Students registered in a Practicum are typically required to work full-time in a designated workplace under the supervision and guidance of an arranged Preceptor. Payment for services is not required but permitted. A typical Practicum consists of full-time work for 11 weeks.

a. The Practicum Plan: The Practicum Plan guides the Practicum experience. It is developed in a collaborative process between the student, the Preceptor, and Senior Supervisor, with assistance from the Coordinator, Public Health Practice during HSCI 901. The Practicum Plan defines specific goals, objectives, strategies, and tasks that the student will be involved in, and outlines the criteria used to assess the student’s accomplishments. The Practicum Plan must reflect a “match” between the student’s goals and the needs of the organization.

b. The Site Preceptor’s Responsibilities: Preceptors provide supervision and mentorship to the student. The Preceptor is the student’s source for day-to-day guidance and workplace-related expertise. Preceptors are expected to:

1. Provide guidance during the Practicum planning stage, before the student arrives on site.
2. Negotiate details of the Practicum Plan with the student and FHS Senior Supervisor (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 about 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 and Senior Supervisor.
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. Supervise the student as needed at the workplace. Schedule regular meetings with the student about the process/progress of the placement and the student’s activities.
7. Have regularly scheduled meetings with the student about the process/progress of the placement and the student’s activities.
8. Once the Practicum begins, communicate at least two additional times (midway and at the end) with the student and the Senior Supervisor about the student’s plans, progress,
and accomplishments by submitting the Practicum Student Assessment Form (Form F) to the FHS Coordinator, Public Health Practice and Senior Supervisor.

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 FHS Coordinator, Public Health Practice and/or Senior Supervisor and/or Director of Public Health Practice.

The Preceptor will also assist students to:
- Develop skills in those areas identified in the student’s Practicum Plan.
- Find opportunities to participate as a member of a work team as appropriate.
- Develop an understanding of the organizational context.
- Participate in team meetings if appropriate.
- Identify ways to contribute to everyday life in the work setting.
- Take advantage of opportunities such as: field visits, board meetings, seminars, workshops, public relations, and other related activities identified or approved by the Preceptor.
- Share their learning with colleagues in the work setting.
- Make a contribution that is of mutual benefit to the student and the Practicum site.
- Find additional opportunities to teach about public health practice.
- Define the objectives and content of the poster presentation, and, if required by the Practicum site, other deliverables.
- Allow the student time during the Practicum to prepare any agreed upon deliverables.

c. Supervision in Practica
Supervision by the Preceptor is required during a Practicum. The supervision is intended to support student learning and reflection, and to encourage conversation about the student’s progress.

The Preceptor supervision requirements are to:
1. Meet regularly with the student to discuss the process/progress of the placement and the student’s planned activities as outlined in the Practicum Plan.
2. Communicate at least three (3) times with the student and Senior Supervisor about the student’s plans, progress, and accomplishments.

The Preceptor takes legal and ethical responsibility for the topic, methods, activities, and any ethics committee clearances from the host institution, and thus provides a training framework that goes beyond occasional consultation. The amount of time devoted to supervision will in part be based, on the student’s previous professional or practice experience.

d. Assessment of the Student’s Practicum Work
The Practicum Preceptor is expected to participate in the formal assessment of the student’s Practicum work. Preceptors are asked to:
1. Prepare a brief written mid-term and final assessment of the student’s performance using the Practicum Student Assessment (Form F) provided by the student and submit it the Faculty
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 Mid term 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 Senior Supervisor 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

____________________________________________________________________________________

Senior Supervisor Name and Signature (Electronic or Handwritten) and Date

____________________________________________________________________________________

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

____________________________________________________________________________________
Form F: Practicum Student Assessment Form

<table>
<thead>
<tr>
<th>Field</th>
<th>Information</th>
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<tbody>
<tr>
<td>Student's Name:</td>
<td></td>
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<tr>
<td>Student Number:</td>
<td></td>
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<tr>
<td>Preceptor Name:</td>
<td></td>
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<tr>
<td>Date:</td>
<td></td>
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<td>Site/Organization:</td>
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</table>

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) Senior Supervisor
c) Practicum Coordinator (kate_carty@sfu.ca)

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

<table>
<thead>
<tr>
<th>Competency Numbers and Titles</th>
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<tbody>
<tr>
<td>1.</td>
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<td>2.</td>
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<td>3.</td>
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<td>4.</td>
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<td>5.</td>
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<td>6.</td>
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<td>7.</td>
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<td>8.</td>
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</table>
Q.1 For **each** competency, please indicate to what extent the student has met the competency for **entry level** or **TIER 1** public health practice, to the extent that you feel was possible during this practicum. Entry level or Tier 1 public health professionals are typically individuals who carry out the day-to-day tasks of public health organizations and are not in management positions.

<table>
<thead>
<tr>
<th>Competency:</th>
<th>Fully met beyond my expectations</th>
<th>Fully met</th>
<th>Partially met</th>
<th>Not met</th>
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</table>
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:

<table>
<thead>
<tr>
<th></th>
<th>Strongly Agree</th>
<th>Agree</th>
<th>Neither agree nor disagree</th>
<th>Disagree</th>
<th>Strongly Disagree</th>
</tr>
</thead>
<tbody>
<tr>
<td>Interpersonal Communication</td>
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<tr>
<td>Professional Conduct</td>
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<td>Hours of Work</td>
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<td>Efficiency at Work</td>
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<td>Team work (where appropriate)</td>
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</table>

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.

<table>
<thead>
<tr>
<th>Completed activities beyond my expectation</th>
<th>Completed activities</th>
<th>Experienced difficulties</th>
<th>Very challenged by the activities</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</table>

Please elaborate, with examples.
Q.4 Please provide any further recommendations to enhance this student’s life-long learning in the areas highlighted by this practicum.


Q.5 Do you think the student could have been better prepare by our program for this practicum? Yes No

If yes, please elaborate.

Thank you for your time and assistance with the Faculty of Health Sciences MPH student practicum assessment process.

Preceptor Signature

Date:
Practicum Semi-Monthly Progress Report

Submitted in Canvas every two weeks to 1) Senior Supervisor, and 2) Coordinator, Public Health Practice.
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.

If the site agrees to this clause then the student cannot be required to sign a confidentiality agreement relating to the use of primary data collected by the student under the auspices of the Practicum site during the Practicum period.

If the site disagrees with this clause, then the student can be required to sign a confidentiality agreement outlining the permitted use of primary data collected by the student under the auspices of the Practicum site during the Practicum period.

Agree: ☐ Disagree: ☐

II. Relating to the use of Secondary data:

Ila. The Practicum site agrees to allow the student full use of any secondary data owned by the Practicum site (and not, therefore, in the public domain) but made available to the student during the Practicum period. “Full use” means the right to analyze and to publish the results with proper attribution to the source of the secondary 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.

If the site agrees to this clause then the student cannot be required to sign a confidentiality agreement relating to the use of secondary data owned by the Practicum site (and not, therefore, in the public domain) but made available to the student during the Practicum period.

If the site disagrees with this clause, then the student can be required to sign a confidentiality agreement outlining the permitted use of secondary data owned by the Practicum site (and not, therefore, in the public domain) but made available to the student during the Practicum period.
III. Relating to order of authorship:

Illa. The Practicum site agrees that the student will be first author on any publications written by the student and arising directly from primary data collected by the student under the auspices of the Practicum site during the Practicum period.

If the Practicum site disagrees with the student’s first authorship of published works based on primary data, then the order of authorship for any future publications involving primary data collected by the student under the auspices of the Practicum site during the Practicum period must be specified in an addendum attached to this agreement.

Agree: □ Disagree: □

Illb. The Practicum site agrees that the student will be first author on any publications written by the student and arising directly from secondary data owned by the Practicum site (and not, therefore, in the public domain) but made available to the student during the Practicum period.

If the Practicum site disagrees with the student’s first authorship of works based on secondary data, then the order of authorship for any future publications involving secondary data owned by the Practicum site (and not, therefore, in the public domain) but made available to the student during the Practicum period must be specified in an addendum attached to this agreement.

Agree: □ Disagree: □

Practicum Site Name

Preceptor Name, Signature, and Date

Student Name, Signature, and Date
Form I: Work Study Program Agreement (Worksafe Coverage for unpaid practicums in BC)

Contact Public Health Program Coordinator for a copy of this form. This form is required if you will be doing an unpaid Practicum in BC.
## Checklist 1: Practicum Checklist

<table>
<thead>
<tr>
<th>Task</th>
<th>Dates</th>
<th>Details</th>
<th>Check</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Prepare for the Practicum by attending HSCI 901 and by completing all prerequisites.</td>
<td>September to April*</td>
<td>Course runs for 2 hours, every other week, in both Fall and Spring semesters</td>
<td>☐</td>
</tr>
<tr>
<td>2. Complete “Getting Started” and “Self-Assessment of Core Competencies for Public Health Professionals”.</td>
<td>September*</td>
<td>Distribute in HSCI 901 class (“Getting Started”) and online (“Self-Assessment of Core Competencies”).</td>
<td>☐</td>
</tr>
<tr>
<td>3. Explore options for Practicum placement; negotiate and commit to a Practicum placement.</td>
<td>September to February*</td>
<td>Soft deadline for securing a Practicum placement is end of February.</td>
<td>☐</td>
</tr>
<tr>
<td>4. Select Senior Supervisor</td>
<td>September to January*</td>
<td>Student must ask Senior Supervisor to sign Supervisory Committee Form and give to Graduate Programs Assistant by end of January.</td>
<td>☐</td>
</tr>
<tr>
<td>5. Practicum Committee meeting (Student, Senior Supervisor, Preceptor)</td>
<td>January to Mid-February*</td>
<td>Ensure that the whole committee meets at least once in the early planning stage to discuss Practicum Plan and responsibilities of each member of committee (may “meet” in person, on phone, by Skype, or by email). A total minimum of 3 meetings is required over course of Practicum.</td>
<td>☐</td>
</tr>
<tr>
<td>6. Develop draft Practicum Plan according to specific format outlined in HSCI 901 and in Practicum Guide</td>
<td>January to End of February (hard deadline TBA)*</td>
<td>Develop the plan in partnership with Senior Supervisor. Consult with Coordinator, Public Health Practice and site Preceptor. Each student will have a unique working relationship with Senior Supervisor and Preceptor, so timeline on this task will look different for each student. Submit “rough” draft plan to Preceptor and Senior Supervisor by Mid-February. Ensure enough time to re-work before submitting “polished” draft to Coordinator, Public Health Practice. Submit “polished” draft plan to Coordinator, Public Health Practice by end of February deadline TBA in class.</td>
<td>☐</td>
</tr>
<tr>
<td>7. Submit Final Practicum Plan</td>
<td>Mid-March (hard deadline TBA)*</td>
<td>Incorporate Coordinator, Public Health Practice’s suggestions on “polished” draft plan and submit final plan by mid-March deadline.</td>
<td>☐</td>
</tr>
<tr>
<td>8. Obtain signatures for approved Practicum Plan</td>
<td>Mid-March to End March*</td>
<td>Signatures are from the FHS Senior Supervisor and site Preceptor.</td>
<td>☐</td>
</tr>
<tr>
<td>9. Obtain signatures on all other forms and submit forms to Graduate Programs Assistant before registering in HSCI 880 and before beginning Practicum</td>
<td>Mid-March to End-March*</td>
<td></td>
<td>☐</td>
</tr>
<tr>
<td>10. Conduct Practicum</td>
<td>April to August*</td>
<td>11 weeks in the field, 2 weeks preparing poster upon return = 13 weeks total</td>
<td>☐</td>
</tr>
<tr>
<td>11. Submit bi-weekly reports on Canvas</td>
<td>Every two weeks for reports 1-4. The 5th summative report is due one-week after the practicum is complete.</td>
<td>These are to assess progress towards achievement of core competencies, goals and objectives, and to reflect on issues, concerns, struggles, successes, and/or personal insights.</td>
<td>☐</td>
</tr>
<tr>
<td>12. Ensure that Preceptor evaluates Practicum experience</td>
<td>Mid-way and end of practicum</td>
<td></td>
<td>☐</td>
</tr>
<tr>
<td>13. Prepare and submit a poster</td>
<td>September (Prepare poster)*</td>
<td>Poster preparation workshops will be held in late August or early September</td>
<td>☐</td>
</tr>
<tr>
<td>14. Poster Presentation</td>
<td>First week of October*</td>
<td>Ensure poster is printed and ready for display</td>
<td>☐</td>
</tr>
</tbody>
</table>

*Dates would be modified for students not doing a Practicum in the summer semester.*
11. NOTES