

**Ryerson
University**

**TED
ROGERS
SCHOOL**
Health Services
Management

A GUIDE TO THE SCHOOL OF HEALTH SERVICES MANAGEMENT PRACTICUM

**NOTE: THIS GUIDE IS AN
EXAMPLE ONLY AND ALL
CONTENT IS SUBJECT TO
CHANGE. Each Practicum
Cohort will have an updated
guide available to them on
their D2L course shell.**

This Guide was prepared by the Faculty and Staff
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Background Information

The School of Health Services Management

Mission

To be the leading and preferred national provider of innovative, part-time undergraduate education in Health Information Management and AUPHA (Association of University Programs in Health Administration) certified degree-completion education in Health Services Management for working professional students.

Vision

To be the national leader in flexible and innovative management education and applied research for career health professionals.

Program Goals

1. To educate a health practitioner to assume entry or middle-level management responsibilities in the provision of appropriate, cost effective client-centered health services in institutional and community settings.
2. To facilitate the personal and professional development of a manager who will contribute to the evolution of multi-disciplinary, holistic health communities.
3. To build a broad understanding of political, social, economic, ethical, cultural and technological factors which shape health and the health system
4. To provide a basis for entry into advanced or graduate studies.

Practicum

What is Practicum?

The Practicum is the “capstone” of the Health Services Management (HSM) and the Health Information Management (HIM) programs. Prior to the last semester of their studies, students enroll in the final two co-requisite courses, Practicum and Practicum Seminar, which make up the capstone.

During Practicum, students are provided the opportunity to apply management theory and concepts in a working environment. Specifically, they conduct a project that addresses a management issue experienced by an actual healthcare organization, within the context of their understanding of organizational systems. This leads to the production of one of the following:

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- a) A research report (including evaluations), or
- b) A new product and process report

Over the course of the Practicum semester, students spend a pre-arranged number of hours per week (at minimum - 42 hours total over the semester) in a healthcare organization other than their workplace. Facilitation of the project is provided by an onsite Preceptor who works for the organization and grading/supervision is provided by the University's course instructor, referred to as the 'Academic Supervisor. **Students are responsible for finding their own Practicum site and Preceptor.**

Due to Workplace Safety & Insurance Board requirements, students may not complete Practicum at their workplace. However, it is possible for students to complete Practicum at a different work site within their employment organization provided they sign a waiver for the University (i.e. students working for UHN in Toronto may complete their Practicum at a site location other than their home employment location).

More about Practicum and Practicum Seminar

The Practicum Placement Course - CHSM 419 (CHIM 407) and Practicum Seminar Course - CHSM 418 (CHIM 406) are co-requisite courses for HSM and HIM students taken simultaneously in the Practicum semester. Although the courses are coded differently for HSM and HIM students, they are all part of the same course and follow the same requirements.

In the Winter 2018 term, new roles for Faculty supervision will be implemented. Students will be assigned a primary faculty member who they receive guidance and grades from – this individual is referred to as the 'Academic Supervisor'. The other faculty member will provide feedback and evaluation on student presentations and the final report – this individual is referred as the 'Academic Second Reader'. Each student will be assigned their Academic Supervisor at the August 25th, 2017 workshop.

1. **Practicum Placement (CHSM 419/CHIM 407):** is a Pass/Fail course. The decision is determined by the student's Academic Supervisor, based upon consultation with the Second Reader. The Pass/Fail grade is also determined by input from the Student's Preceptor related to the student's participation on site (using the student's journal as a source of assessment) and in the Practicum Seminar.
2. **Practicum Seminar (CHSM 418/ CHIM 406):** is a letter graded course, and includes the following deliverables: the rationale for the Practicum, the Practicum contract/Project Plan, the Practicum proposal, the final report and the final presentation.

The marking breakdown is as follows:

- Rationale (10%)

- Contract/Project Plan (15%)
- Proposal (25%)
- Final Presentation (10%)
- Final Report (40%)

The Practicum Seminar also comprises three in-class weekend seminar sessions which run Thursday to Saturday in the Winter term, where students present their projects to their instructors and fellow classmates. If the class size for practicum is small, then the Seminars will only run over 1 or 2 days and those days will be Friday and/or Saturday. (Students deliver presentations at the seminars reflecting each stage of project completion. Attendance at all the full Seminar Days is mandatory).

Seminar #1: Students are responsible for presenting their contract and project proposal at the first seminar. This should include a comprehensive introduction to their project and their plan for completion including the proposed research methodology. This seminar is open to students and instructors only.

Seminar #2: Students present a project update to their classmates, including any challenges or changes that they may have experienced since first presenting. At this point, students are usually collecting and analyzing data, and starting to organize the final report. This seminar will be an opportunity for students to work in small groups on key issues related to their project. This seminar is open to students and instructors only.

Seminar #3: The final seminar consists of formal presentations by each student, which are graded by the student's Academic Advisor with input from the Academic Second Reader. Students are responsible for presenting their final project at this presentation, where they cover all aspects of the project including the background and introduction to the project, the research objectives, the method utilized and their findings and the recommendations based upon their research. These presentations are open to the public and fellow students. Many students also invite their Preceptors and others from their Practicum site, as well as colleagues and family.

A general timeline of the Practicum including due dates for deliverables and seminars is referenced in the *Practicum task list* document available on D2L. **Please see the *Task list Practicum document in D2L for ALL official academic due dates.***

The Practicum is a demanding assignment conducted under strong time pressures. Therefore, it is imperative to respect the deadlines as indicated. Late submissions will be graded as FAIL and require the student to re-enroll for a later Practicum course. Only the Academic Supervisor can authorize a late submission, under the conditions that a request is made substantially before the deadline, for a serious and unavoidable cause, and with an adequate plan to catch up with the following deadlines.

To view official course descriptions for Practicum and Practicum Seminar from the Ryerson

Undergraduate Calendar please visit: <https://www.ryerson.ca/calendar/>

Eligibility Criteria

To be eligible for enrollment in Practicum and Practicum Seminar, students must have completed and passed all other required coursework for their program.

In the semester preceding Practicum, students must:

- Complete all program credits for HSM and for HIM, including all electives and liberal studies.
- Have a clear academic standing status.
- Successfully complete and pass the following Practicum deliverables on the DUE DATES before the Practicum term: Rationale, Contract/Project Plan. (see details below in the Entry Requirements section)
 - Students must receive a grade of at least 60% on ALL deliverables to pass
- Attend the appropriate Practicum Workshop in person to formally register
 - Students completing Practicum in Fall term MUST attend the workshop in April
 - Students completing Practicum in Winter term MUST attend the workshop in August
 - Virtual attendance is ONLY available for those who live outside of the GTA and must be approved by the Academic Supervisor

Students at a Distance

Students following the program at a distance are required to connect with the Practicum Academic Supervisor to determine their seminar attendance requirements as soon as possible. Based on their location and circumstance, they may be eligible to virtually attend the first two Practicum Seminars. Virtual attendance and distance presentations are done over Skype, so students will need to be familiar with how to use the program, including volume and mic controls, and screen sharing. However, **all students must attend the final graded Seminar 3 presentation.**

Entry Requirements

The Practicum term takes place during the Fall (September – December) or Winter (January – April) terms. During the practicum term, students are on site working on their project and attending seminars. However, students should be aware that there is significant preparation required **before** the Practicum term officially begins (e.g., project and site determination, completion of project rationale, contract, and project plan - see below for further information). Students completing Practicum in the Fall term prepare and plan their project (includes submission of assignments) in the Spring/Summer semester preceding the fall term. Students completing Practicum in the Winter term prepare and plan their project (includes submission of assignments) in the Fall of the preceding semester.

Students are only enrolled and able to continue in the Practicum term **if they meet all the entry requirements and maintain a grade of 60% or above on each graded assignment.**

During the term preceding the Practicum term, students are responsible for completing the following steps towards entry:

- Choose a Practicum project within a healthcare organization. This will involve contacting various healthcare organizations or individuals, to find a suitable site, preceptor and potential topic. If a student is unable to secure a placement on their own, they may contact the SHSM faculty for assistance. **Before contacting the SHSM faculty the student must demonstrate that they have devoted significant effort in finding a placement on their own and in a timely manner.**
- Submit a Practicum Site Information Sheet detailing the Practicum location and Preceptor contact information. This form can be found on D2L.
- Prepare a Rationale of the proposed project and submit it to D2L for approval after attending the Practicum workshop and before the published deadline. Students must submit a new Rationale if there is any change to the project thereafter.
- Develop the Practicum Contract and Project Plan in consultation with their Preceptor and Academic Supervisor. Submit the Practicum Contract and Project Plan to D2L for grading (see Course Syllabus for specific due dates).
- Sign two hard copies of the approved Contract/Project Plan, arrange for Preceptor signatures, and bring both copies to hand in at Seminar #1. At the first seminar weekend the student's Academic Supervisor will add a signature to the final copies. One copy is retained by the School while the other is returned to the Preceptor.
- Once students have an approved Contract/Project Plan (and have therefore met all of the above entry requirements), they will be registered into both the Practicum Placement and Practicum Seminar courses on RAMSS by the Department Administrator.

NOTE: Students who do not have a grade of over 60% on the Rationale and Contract/Project Plan WILL NOT be enrolled in the Practicum Seminar or Practicum Placement Courses. They will be required to start the process over at the next Practicum opportunity.

Content and Performance Requirements

Content

The Practicum project must conform to the following:

- The subject matter must provide the experience of a new learning environment and perspective.
- The subject matter must be found in a healthcare setting different from the student's usual work setting.
- The subject matter must be outside the normal scope of practice (i.e. it cannot be

something that is done within normal employment duties, whether assigned or volunteered, whether regular or occasional, and/or whether the employer allocates time for it).

The content should lend itself to the development of either a) a Research Report, or b) a Process Report and Product.

Performance

Upon successful completion of the Practicum courses, students will be able to:

- Evaluate their professional strengths and developmental needs for successful career progression using a process of self-reflection.
- Analyze a managerial issue in a health services organization and design a course of investigation that will lead to an evidence-based and results-oriented outcome.
- Differentiate between opinion and reasoned argument in addressing the dimensions of an issue.
- Organize and express their own thoughts pertaining to issues clearly and coherently, both orally (presentation) and in writing in the form of a Research Report, or a Process Report and the Product of the process. Examples of Products include educational/information booklet (Smoking Cessation Teaching poster or Living in Long-Term Care: A Guide), an evaluation tool and an e-Learning module.

Selecting a Project, Practicum Site and Preceptor

Students find their own Practicum site and Preceptors based on their work connections and areas of interest.

Choosing a Site

- Due to conflict of interest concerns, legal requirements and other potential problems, students **are not permitted** to do their Practicum in their own workplace.
- The site must be willing to work in partnership with Ryerson University and the School of Health Services Management specifically. This involves both parties (site and university) signing an affiliation agreement. It is usually best for the student to work on a project that the Preceptor and their organization is interested in pursuing.
- The site must be a health care (or related) organization.
- The site must be in Ontario (exceptions can be made for out of province students).

Choosing a Preceptor

- The Preceptor must have the appropriate role in the organization to help with entry into the organization and facilitation of the project.
- Preceptors must NOT be a Ryerson student, regardless of the job role. However, the Preceptor MAY be a graduate of the Ryerson program.

- The Preceptor must be willing to be a mentor and to be able to facilitate the project on site.
- Project must be approved by preceptor and related to the area of supervision/practice of the preceptor

Choosing a Practicum Project

1. Select a project that meets the FINER criteria:
 - **F**easible. It can be answered within 12 weeks within your practicum environment.
 - **I**nteresting. You have support and interest in this project. Project must be of interest and needed by the preceptor and health care site
 - **N**ovel. The project will make a meaningful contribution to the literature and/or site. Provides new findings or confirming/extending previous studies.
 - **E**thical. You have approval from the Practicum site to conduct the study, and have reviewed [Ryerson's Undergraduate Students as Researchers; Student Bill of Research Rights and Responsibilities: Responsibilities of Undergraduate Students as Researchers for Class Assignments that include Data Collection involving Human Subjects](http://www.ryerson.ca/research/resources/ethics/faq/). <http://www.ryerson.ca/research/resources/ethics/faq/>
NOTE: If Ethics review is not required by the organization, students must include an explanation as to why, in the Practicum Contract/Project Plan.
 - **R**elevant to Healthcare Service Management and to the Host Organization. Project must align with health services management or health information management

Please do NOT include any of the following as a proposed practicum project:

- Literature review only
- Pure needs assessments
- Working as a Research Assistant on someone else's project
- A project that is so secretive that the Academic Supervisor is not aware of the details or that the student is unable to collect relevant on-site data
- A project with a prescribed template
- A project that cannot be completed by the end of the semester

Practicum Site Requirements

To facilitate students at their Practicum site, Ryerson and the Practicum site must have a legal affiliation agreement in place. Some affiliation agreements require the School of Health Services Management to ensure that students have met certain requirements based on the site's policies and procedures. Therefore, students may be required to provide the following documents directly to their Practicum site before starting their placement

1. Personal immunization record, including TB testing, signed by a physician
2. Criminal Reference Check for Vulnerable Persons Sector, from the region in which you reside

3. Respirator or Mask Fit Testing (the hospital will usually provide this service at a cost to the student)

Please note that only some or none of these requirements may apply to you. For more information on site requirements, please contact the Department Administrator.

While the School does not keep any personal medical or police reference checks on file, the School may be responsible for documenting the date the student applied for or submitted these requirements to their site.

Roles of Practicum participants

Responsibilities of the Academic Supervisor

The Academic Supervisor is person to whom the student reports for the Practicum project. He or she provides approval of Practicum sites, projects' objectives and methodology and Preceptors. Students will work with the Academic Supervisor to develop and refine their project. The Academic Advisor is assigned is one of the instructors for the Practicum and Seminar courses.

The Academic Supervisor is responsible for grading all final Practicum Seminar Course (CHSM 418/CHIM406) deliverables, including the Rationale, Contract/Project Plan, Proposal, Final Report and Final Presentation, and for assigning the final grades for Practicum Seminar course and Practicum – Placement Course (CHSM 419/ CHIM 407).

It is expected that the Academic Supervisor will:

- Provide assistance in planning the scope of the Practicum, the conception and design of the project, the acquisition of data, and analysis and/or interpretation of data. This may involve phone calls, emails or face-to-face meetings with the student and/or the Site preceptor.
- Determine with the Preceptor the appropriateness of the project with regards to the course objectives.
- Provide assistance with the preparation of, and grading of all assignments including the Rationale, Contract/Project Plan, and Project Proposal, Seminar # 3 Presentation and Final Report
- Provide assistance with the management and analysis of data
- Provide course related materials needed by the preceptor to understand and fulfill their role.
- Meet with the Preceptor in person on site or on phone if determined necessary by either the preceptor or the Academic Supervisor
- Attend Practicum Seminars and provide feedback on all student presentations.
- Be the first contact for students who may require an extension to Assignment/Deliverable course due dates or may miss practicum seminars. Please see the Practicum Task List for details about due dates and seminars
- Review student journals on final submission (Practicum Seminar # 3).
- Be responsible for grading assignments and deliverables for the Practicum-Seminar Course (CHSM418/CHIM406) and the Practicum-Placement Course (CHSM419/CHIM 407). The Academic Supervisor will consult the Second Reader (see below) and Preceptor

where necessary.

Responsibilities of the Academic Second Reader

As mentioned earlier, each student will be assigned one of the two course instructors as Academic Supervisor. The other instructor will take on the role of an Academic Second Reader. The role of the Academic Second Reader is to provide an external outlook on the Practicum performed by the student under the close supervision of the Academic Supervisor, and to validate its academic quality.

The Academic Second Reader's input will be utilized by the Academic Supervisor in determining the grade for the Proposal and the Final Report.

Preceptor

The Practicum Preceptor is responsible for identifying the Practicum project, facilitating the on-site project's execution and validating the output. Students will identify potential Preceptors (e.g. health services executives) and determine their willingness to participate in the Practicum as early on as possible. Students are encouraged to start their search way in advance of the workshop. The Practicum Academic Supervisor reserves the right to approve all selected Preceptors.

Choosing the right preceptor is perhaps, according to research literature¹, the most important factor to consider. When choosing a Preceptor, students should ask this basic question, **“Is this someone I think I can work with and who would be interested in helping me learn?”** In answering this question, consider the supervisor's personality, qualifications, and areas of interest, as well as the likelihood that this person will give you sufficient supervision time and instruction over the course of your Practicum placement.

Responsibilities of the Preceptor

It is expected that the Preceptor will:

- Accept the student into the workplace setting.
- Make a substantial contribution to the design of the Practicum project, facilitate acquisition of data, and assist with analysis and/or interpretation of data.
- Sign off on the student's Practicum Contract.
- Establish with the student, an environment which will meet the general Practicum objectives as well as specific learning objectives identified by the student.
- Provide ongoing support to the student's activities.
- Meet with the student on a regular basis to assess progress and subsequent activities as per the contract.
- Facilitate the student's participation in the central activities of the organization, especially those at the management level, but not ignoring operational activities.
- Provide opportunities for the student to meet and discuss appropriate issues with key personnel.
- Notify the School via the student or direct any special requirements such as letters to

¹ Baird, B. N. (2008). Placement Handbook.

administration.

- Participate in reviewing the Practicum report for important intellectual content.
- Ensure that students have not included any confidential or proprietary information.
- Approve the final report.
- Prepare an evaluation of the student's experiences at the placement setting and communicate to the Academic Supervisor whether the student met the placement criteria to receive credit for the Practicum (while understanding that the Academic Supervisor retains final decision over whether the student has met the academic criteria for a Practicum credit).

NOTE: For additional information on the Role of the Preceptor, please email the Department Administrator for a copy of the Preceptor Handbook.

The Site Visit

A site visit by the Academic Supervisor will take place as needed throughout the term as determined by the Academic Supervisor and the Preceptor. Students may be expected to be present at the site visit, to make initial introductions, and to meet with the Academic Supervisor individually, immediately following the meeting with the Preceptor.

Exchanging information for review and grading

All Practicum students will be enrolled in the Ryerson D2L Practicum Organization site and is accessible by both Course Instructors and Department Administrator. All assignments/deliverables must be submitted to D2L Academic Supervisor for grading. If students post material after the published deadlines they must seek permission from their Academic Supervisor as normally, late submissions are not allowed and an automatic grade of 'ZERO' or 'Fail' will be assigned.

Practicum Kick-Off Workshop

The purpose of the Practicum Workshop is to prepare students in the School of Health Services Management for the successful completion of the Practicum experience in their HSM or HIM program. Practicum Workshops are held twice during the academic year: once at the end of April (for students intending to complete Practicum in the Fall semester) and once at the end of August (for students intending to complete Practicum in the Winter semester). The Workshop is a pre-requisite for the Practicum, hence attendance is **mandatory**.

Who Should Attend?

The Practicum Kick-Off Workshop is suited for students who meet the eligibility requirements for

Practicum within the coming semester. All students will be sent an email invitation to attend the workshops a few months in advance and must RSVP attendance to the appropriate workshop. Students who plan to pursue the Practicum in the Fall semester must attend the April workshop. Students who plan to pursue the Practicum in the Winter semester must attend the August workshop.

Workshop Goals and Objectives

- To review the Practicum Guidelines and Course descriptions
- To provide information related to finding a suitable Practicum site and Preceptor
- To provide assistance in preparing for the initial contact with proposed Practicum sites
- To provide suggestions on how to work and communicate with their Preceptor and Academic Supervisor
- To discuss the technical requirements of the Practicum
- To provide help and practical tips for pursuing the Practicum requirements
- To address concerns and answer questions regarding Practicum

Assignments and Deliverables for Practicum Seminar Course (CHSM 418/CHIM407)

1. Rationale

The purpose of this assignment is for students to describe their practicum site and project.

Generally the requirements for this assignment include the following sections:

- Proposed healthcare site (Brief description of type of organization and location)
- Name of Preceptor and job role (Include relationship with preceptor and organization)
- Type of project (research, including evaluations, or new process/product development).
- Proposed Topic – Answer the following questions in this section:
 - What is the project? <a research project, an evaluation, etc.> (give a brief explanation of the project)
 - Why this project? (why is it relevant e.g. gap in knowledge; current issue in health care; need solution to an identified problem at the site)
 - Project Goals/Objectives of the project
 - How this project relates to course objectives and field of health services management;
 - Why is this project important to the organization and preceptor?

Approval

The student's Academic Supervisor is responsible for Final Approval and Grading of the Rationale (project idea, project site and Preceptor) and may reject the Rationale outright or ask for revisions

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and a re-submission. Late submissions are **NOT ACCEPTED**. If the Rationale is submitted after the deadline, the student cannot continue in the Practicum/Seminar courses and must take it the next time it is offered. **Approval of a Rationale is good only for that topic, site and Preceptor. Any changes to the topic, site or Preceptor requires submission of a new Rationale and approval from the student's Academic Supervisor.**

See the D2L shell for the template that must be utilized for this assignment.

2. Practicum Contract/Project Plan

Contract and Project Plan

- The Practicum Contract is a legally committing document and must be written as such. Students must use the template provided on the D2L shell for both the Practicum Contract and Program Plan Template
- Preparation of the Contract and Project Plan is the responsibility of the student with input from the Academic Supervisor and site Preceptor. All assignments must be written at an acceptable academic standard and follow the template structure. Signatures need only be added once the Contract and Project Plan have been graded.
- Students are expected to address all sections on the contract including, the project introduction, title, background information, site, topic selection, FINER criteria, schedules, planned supervisory activities, practicum goals and learning activities, deliverables, dissemination, conflicts of interest and signatures.

Grading

See the D2L shell for the template for the Contract and Project Plan that must be utilized

3. Proposal

As part of the Practicum-Seminar course all students must complete a Project Proposal and receive ethics approval, if required before data collection begins. A project proposal template is available on the Practicum webpage and can be used for a Process or Research Report.

See the D2L shell for the template that must be utilized for this assignment.

4. The Seminars

There are three seminars during the Practicum term, each with a different focus.
Seminar #1 – Introduction of Practicum Project (present the contract and proposal)
Seminar #2 – Peer Support

Seminar #3 - Final Presentation (report and product presentation)

Duration

The seminars are usually scheduled from 9:00 AM to 5:00 PM, Friday to Saturday. To meet attendance requirements, students must be present for all days of each seminar session.

PLEASE NOTE: If there is a small class size for Practicum, the seminar will run over one day (typically Friday).

Presentation Schedule

The presentation schedule for each seminar will be constructed as follows:

Seminar #1: Alphabetical order by students' last names

Seminar #2: No presentation

Seminar #3: Based on Preceptor availability to attend

Each student is given a 30-45-minute time slot to present and participate in class discussion for seminar #1 and #3. In Seminar #2 work will be presented and discussed in small groups.

Attendance

Full attendance is required to pass Practicum. It is recognized that personal emergencies may take place, but the Academic Supervisor reserves the right to determine whether an individual will continue with the cohort or be deferred to another Practicum opportunity. The decision will be made depending on time missed (whether site time or seminar time), nature of the missed time, the learning foregone and the stage at which the emergency occurred.

Attendance at all seminars is mandatory for all HIM/HSM students regardless of home location. **Exceptions may be made for out-of-province HSM/HIM students on a situational basis** – please consult with your Academic Supervisor.

Code of Conduct during Seminar Days

- Seminar #1 and Seminar #2 are intended for Practicum students and faculty only. Please do not invite anyone.
- Participants will arrive on time for the duration of the seminars.
- Full and undivided attention will be required.
- Matters discussed in the seminars will remain confidential.
- Students will adhere to the schedule of presentations provided by the school and respect the time allotted to them.
- Students will prepare sufficient material to meet the time frame requirements.
- Presentation will be done in a professional manner (AV required, using PowerPoint format provided).
- For Seminar # 3, students will dress in a professional manner (business attire) for the full duration, not only for the day of their own presentation.
- For all seminars, students must submit their power point via D2L prior to the first day of presentations. This version is considered final and will be loaded onto a department USB. Students will access their presentation from this USB. However, in case there are

technical difficulties, students are still advised to bring a personal USB with their final power point to the seminars as a backup.

Practicum Seminar # 1 - Project Introduction

Purpose

Introduction of Practicum Project (based on the completed Practicum Contract and drafting of the Project Proposal). Seminar #1 is restricted to Practicum participants and faculty of the School of Health Services Management.

Presentation Structure

Presentations should cover the following:

- Introduction
 - Personal Introduction (3-5 minutes)
- Presenting Contract Information
 - Project Name, Site, Preceptor, Academic Supervisor
 - Background Information (regarding Site and Topic).
 - Feasibility of study.
 - Interesting.
 - Novel.
 - Ethical.
 - Relevant to Healthcare Service Management and to the Practicum Site
- Presenting Proposal (Proposed Study)
 - Introduction
 - Objectives
 - Methods including design, sample, instruments and procedure
 - Data Analysis Plan
 - Plan for dissemination and utilization of results
 - Timeline
 - Resources

Student presentation should be 15-20 minutes, excluding the personal introduction; the remaining time (15 – 30 minutes) will be used for discussion, teaching and further learning.

Evaluation

Seminar #1 is not graded

Practicum Seminar # 2 - Peer Support

Purpose

To provide an opportunity for students to discuss and address key questions/challenges that have arisen through the implementation of their proposal (project). Students will work with a group of

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peers assigned by instructors. Seminar 2 is restricted to Practicum students and instructors.

Seminar 2 Structure:

1. About one week prior to the seminar (see *Practicum Task List* in D2L), students will upload a **project overview** aimed at introducing the project to peers. It will NOT be formally graded by the Academic Supervisor, and there is no prescribed format. It is suggested, for the sake of clarity, to include the following components:
 - a. The proposal document, updated with any progress made, notably on the later sections of methodology, procedure, data collection, analysis....
 - b. Key questions/concerns/challenges/next steps that the student would like to discuss and work on during the seminar.
2. Students will be assigned to workgroups of 3 or 4 people, and the Academic Supervisors will publish group composition and all **project overviews** on the Seminar #2 D2L discussion board.
3. Prior to the seminar, students will read the project overviews from their group members and prepare constructive feedback, relating to the key questions identified by the student presenter but not limited to them. It may include any concerns, questions or suggestions that the student reviewer may have after reading the project overview.

The seminar is made of 3 or 4 rounds of 75 to 90 minutes (to be adjusted based on class size). Each round focuses on one project per group. In each group, for each round, there is a different *project owner* (whose Practicum project is discussed), *reviewers* (the other students in the group) and a *debriefeer* (one of the reviewers who is also in charge of debriefing the group work orally and in writing). Each round is organized in the following way:

1. During the first 45 minutes, groups work separately. They organize their time as they want but should cover the following activities:
 - The project owner ensures that reviewers understand the project, its status and its challenges
 - The reviewers share their feedback
 - Reviewers and owner discuss and work out challenges and solutions to help move the project forward
 - The debriefer prepares for the class a 5 minutes debrief of the project status and of the issues discussed.
2. In the following 30 to 45 minutes, the class gets together to debrief the round. 10 minutes are allocated per project and used as such:
 - During the first 5 minutes (maximum), the debriefer presents the debrief.
 - 5 minutes (maximum) are allocated for questions from the class and the Academic Advisor. The project owner may answer to the questions.
3. After the seminar, by the end of the Sunday following the seminar, the debriefer submits the debriefing to the discussion board, as a reply to the post containing the original project overview. Debriefers may use the *Seminar #2 project debriefing template* to prepare the debriefing.

Evaluation

Seminar #2 is not graded

Practicum Seminar # 3 - Final Presentation

Purpose

For the student to present their final Report/Product to the class. This is a formal presentation which will include fellow classmates, Preceptors and other interested parties. Students are able to invite guests, as the Seminar is open to the public. Students should inform their Academic Supervisor if they plan to invite individuals other than current students, faculty or preceptors.

Presentation Structure

Presentations should cover the following:

Students will present their entire project. The presentation will include the following

- Introductions
 - of self
 - Preceptor and guests
 - project
- Presentation of Deliverable Report/Product (formal presentation of Practicum Deliverable Report/Product)
 - Follow the subheadings of the report as a presentation order
- Acknowledgements
- Audience input (questions/comments)

Student presentation should be a minimum of 20 minutes; the remaining time (10-15 minutes) will be used for discussion and Preceptor input. Students are expected to dress in a professional manner for the full duration of the final Practicum seminar (i.e. business attire) – not only on your day of presentation.

Grading

Students are evaluated on the final presentation by their Academic Supervisor (with input from the Academic Second Reader)

What needs to be submitted?

- PowerPoint Presentation to Academic Supervisor before seminar # 3 (see due dates on Course Syllabus)
- Final Product (Research Report OR Process Report with Product). **This is to be submitted AFTER the final presentation** and incorporating feedback received during the presentation.

5. The Final Report

The final report is your capstone achievement in the Program. Both types of reports (research or process) have similar parameters and should be written up in broadly similar ways. However, due

to the difference in objectives the final format is somewhat different. It must be stressed that both types of reports are to be based on the principles of evidence-based management.

Note on Publishable Outcomes

In the event that the Practicum project outcome is deemed to be publishable, there is a protocol for authorship and it is as follows:

The lead author will be the person who prepares the article (not the Practicum project report). Co-authors will be individuals who play a significant role in the development of the article. Other contributors including the Practicum site may be given credit in the acknowledgements.

Parameters (for all project types)

- A maximum of 10,000 words including everything.
- Use the Practicum Final Report template and respect the format

**** Students must utilize the ‘Final Report Template’ posted in D2L shell**

Process for evaluation of Final Report

1. Reviewed by Site Preceptor.
2. Final grading by the Academic Supervisor. The paper is worth 40 marks of the course grade (for Practicum Seminar CHSM 418/CHIM 406). A failure of the report is a failure of the Practicum and would need to repeat the full Practicum experience.
3. Students have the option of meeting with the Academic Supervisor.

Grading requirements

- The Student’s Academic Supervisor may require students to re-submit (i.e.: Second Submission) with corrections.
- The Academic Supervisor will submit the grade to Records and Registration.
- Final reports/products may be shared with the Practicum site once the student’s Academic Supervisor returns the report and assigns a grade to it.

Assignments and Deliverables for Practicum Placement Course CHSM419/CHIM408)

1. Journal

(Submission at same date as Seminar # 2 and Seminar # 3)

All students are required to keep a Journal and submit it to the Academic Supervisor twice during the Practicum term, at the midpoint (seminar #2) and at the end (seminar #3). The Journal is assessed as part of the Pass/Fail grade for the course, Practicum – Placement Course (CHSM 419/CHIM 407). The purpose of the journal is to record events (e.g. meetings, presentations, research or analysis efforts) and to provide a reflection of these events to guide future steps. It may also be useful for keeping track of material to prepare the final report or dispute resolution (if applicable).

Journal entries should be done on a weekly basis, as this is the minimum requirement. However, students are encouraged to provide additional entries beyond this minimum requirement.

Journal entries should include:

- All Practicum activities - Who, what, when, where and why
- Outcomes of activities - planned and actual
- A record of meeting details
- A record of site visits and activities
- A record of ongoing literature review activities
- Any resolutions/actions resulting from specific events
- Reflections and a critical review of events to guide next steps

Journal Format:

- Must be word processed (an electronic copy is required as the journal is submitted via D2L)
- Sequential and formal
- Style is up to the student
- Should include a bibliographic record
- Students record all articles and sources used and **MUST** properly cite them using APA format

NOTE: The Journal is normally read only by the Academic Supervisor. In the event of a dispute or academic appeal, the Journal may become part of the evidence submitted to the Appeals Committee.

2. Log

Students must attend the practicum site for a minimum of 42 hours.

The Log must be submitted to D2L or handed in person to their Academic Supervisor at Seminar 3.

3. Performance at Practicum Site

The student's Academic Supervisor will consult with the Preceptor to provide evaluation of the student's performance at the Practicum Site.

Helpful Reminders

For All Written Assignments

- IF you receive feedback on your written assignments that your grammar, word structure etc. needs improvement, it is the responsibility of the student to seek writing support. There are many resources within TRSM and the University, including the [writing center](#) if you are struggling with writing. The Academic Supervisor will not provide line by line editorial changes.
- Make sure that your format is consistent with the Practicum manual and the format set out by the American Psychological Association (6th Edition).
- Remember that Ryerson University offers workshops to show you how to analyze your data, use them! References for statistical analysis are provided in the Practicum course syllabus.
- IT TAKES LONGER THAN YOU THINK! Manage your time and control your procrastination tendencies. Adhere to time lines/critical schedules. It may be useful to construct a weekly schedule and stick to it.

Evaluation

Practicum Seminar and Practicum-Placement Courses

Practicum-Placement Course (CHSM 419/CHIM 407)

As previously mentioned in this guide, **Practicum-Placement Course (CHSM 419/ CHIM 407)** is a pass/fail course based upon attendance at the site, participation in Practicum Seminar, Journal submissions and Preceptor feedback.

The following are required to pass this course:

- Evidence of a minimum of 42 hours on-site attendance.

EXAMPLE ONLY Practicum Guide

- Log submitted during semester to D2L.
- Journal Submissions with a Pass.
- Participation in all Seminar Days.

What Constitutes a FAIL for Practicum-Placement Course

- Incomplete Practicum process, e.g. non-attendance at Practicum site and/or at Practicum seminars.
- Non-submission of an assignment without prior written approval of the Academic Supervisor.
- Late submission of an assignment without pre-authorized written permission from their Academic Supervisor.
- A Deliverable needing corrective action that would not be possible before the grades submission deadline (as set by Ryerson University).

*NOTE: As in any course, students may appeal the outcome of the grading in Practicum but can only do so after receiving **official notification of the grade from the University**. The University's policy is that the Instructor of Record not notify students of final grades.*

Grading Options

Grades for Practicum and Practicum Seminar will be administered as per [Ryerson Senate Policy #46: POLICY ON UNDERGRADUATE GRADING, PROMOTION, AND ACADEMIC STANDING \(THE "GPA POLICY"\)](#)

Letter Grade

See grade performance designations in Senate Policy 46.

Incomplete Status

An incomplete grade has a very specific meaning and students should make themselves familiar with it as stated in the Ryerson University Policy of Senate, POLICY ON UNDERGRADUATE GRADING, PROMOTION, AND ACADEMIC STANDING (THE "GPA POLICY"), Policy # 46.

Deferred Status

An interim grade assigned during the investigation of academic misconduct (as described in the Student Code of Academic Conduct). The DEF grade will be replaced by an official course grade upon resolution of the matter.

Failure

A failure would require the student to repeat the two sections of the Practicum. Re-admission is NOT automatic and students are advised to investigate what is required to secure re-admission.

Other Issues

Practicum Expenses

Students are responsible for all expenses related to the Practicum experience. Expenses may include but not limited to:

- Transportation
- Proof of vaccinations required by site placement
- Obtaining a Police Check for work with Vulnerable Persons
- Printing / photocopying
- Transcription services
- Course enrolment x 2
- Use of statistician
- Textbooks or other Resources

Utilizing Your Preceptors/Supervisors

Be Prepared for Meetings

- Know why you are meeting them
- Prepare an Agenda
- Prepare notes and questions

Communication

Communication is a core competency for managers who must make their message understood and receive/understand the intent of messages given/sent to them.

- Principles of Communication
 - decide in advance on the purpose of your communication
 - maintain contact
 - be precise and concise
 - state your point of view clearly
 - listen as well as speak
 - make sure that concerns are addressed and questions answered
 - be clear about directions received and future plans for your project
 - ask for confirmation of message (re-frame/re-phrase)

Actions

- Be proactive
- Be self-directed

- Follow through with suggestions
 - agree - action?
 - disagree - action?

Record of Meetings

- Issues
- Actions required
- Task completion date
- Items discussed (on and off your Agenda)
- Suggestions/directives
- Complete entries in a timely manner

Notes

- Be analytical
- Seek clarity as needed