

**FLORIDA GULF COAST UNIVERSITY
MARIEB COLLEGE OF HEALTH & HUMAN SERVICES
DEPARTMENT OF HEALTH SCIENCES**



**PRACTICUM &
INTERNSHIP GUIDEBOOK**

Effective Fall 2018

Table of Contents

Practicum & Internship Course Descriptions.....	3
Purpose & Objectives.....	4
Policies & Procedures	5
Eligibility.....	5
Credit Hours & Time Requirements.....	5
Scheduling & Assignment of Practicum/Internship.....	5
Grading.....	5
Academic Honesty.....	5
Liability Insurance, Immunizations, Background Checks, & Health Insurance.....	6
Professional Attire.....	7
Punctuality & Attendance.....	7
Unprofessional or Unsafe Conduct.....	7
Student Accident or Event.....	8
Practicum or Internship Preceptor Responsibilities.....	9
Attendance & Activity Log.....	10
Practicum/Internship Evaluation Form.....	11
Student Assessment of Practice Site.....	13

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PRACTICUM AND INTERNSHIP COURSE DESCRIPTIONS

HSA 4817 Practicum in Health Services Administration (3 Credits)

Under the supervision of a community health services administrator preceptor, the student gains practical experience and applies knowledge gained in the health services administration core.

HSC 4818 Practicum in Health Professions Education (3 Credits)

Prerequisites HSC 4231

Under the supervision of a community health professions educator preceptor, the student gains practical experience and applies knowledge gained in the health professions education core.

HSA 6942 Internship in Health Services Administration (3 Credits)

Prerequisites IHS 6112, IHS 6500

This is a directed field experience in a health service organization under the guidance of a community health services administration preceptor. The student gains internship experience in an assigned agency selected by the student and faculty coordinator based on the student's background and career interest.

HSC 6943 Internship in Health Professions Education (3 Credits)

Prerequisites IHS 6112, IHS 6500, HSC 6715

This is a directed field experience in a health professions education program or institution under the guidance of a community health professions education preceptor. The student gains internship experience in an assigned agency selected by the student and faculty coordinator based on the student's coursework and career interest.

PURPOSE AND OBJECTIVES

The purpose of the practicum or internship experience is to provide students with an opportunity to integrate and apply knowledge and skills acquired during the health science program in a practice setting. Each practicum or internship is also designed to give students the opportunity to demonstrate entry-level competence and readiness for employment in the concentration of study. The practicum or internship experience for each student is unique and reflective of the students' career goals. The practicum or internship is designed to provide experiences in the discipline that enhance professional growth, competence and readiness for practice in the work place. This is a work experience, not a shadowing experience. Students learning objectives include the following:

1. In conjunction with the faculty coordinator and clinical site preceptor, develop and complete objectives for the practicum or internship.
2. In conjunction with the faculty coordinator and clinical site preceptor, develop an evaluation plan for the practicum or internship.
3. Objectives and evaluation plan must be reviewed and approved by the faculty coordinator by the third week of the semester.
4. Maintain attendance and activity log.
5. Demonstrate professional behavior and ethical conduct through appropriate deportment, attire, attendance, and timeliness.
6. Follow all policies and procedures of the agency.
7. Submit attendance and activity log, evaluation form, and assessment of practice site to the faculty coordinator at the end of the practicum or internship.

POLICIES AND PROCEDURES

ELIGIBILITY

Students are eligible to enroll in practicum or internship courses after completion of a majority of the required coursework with a grade of C or above **and** approval from their faculty advisor.

CREDIT HOURS & TIME REQUIREMENTS

The practicum or internship is a 3 credit hour course taken in one semester on a Satisfactory/Unsatisfactory (S/U) basis. The total hours invested by each student in the practicum equals 120 regardless of the practicum or internship project assigned. Generally, students work one 8-hour day per week. However, as long as the 120-hour minimum requirement is met, students may make alternative arrangements with the agency if another schedule is desired.

SCHEDULING AND ASSIGNMENT OF PRACTICUM/INTERNSHIP

- a. Practicum and internship experiences must be scheduled during the first half of the semester **prior to** the semester when the placement actually occurs.
- b. Students are offered the opportunity to make preliminary selection of their preferred practicum/internship sites. However, student pre-selection of preferred sites does not guarantee assignment to those sites.
- c. Employment experiences cannot be used or substituted for program internship or practice experiences.
- d. Practice and internship experiences are arranged as follows:
 - Students consult with their faculty coordinators regarding their career goals and related practice or internship experiences.
 - The practice or internship experiences are approved and arranged by the faculty coordinators in conjunction with the preceptors at the practice or internship sites.

GRADING

The practicum and internship are graded on a Satisfactory/Unsatisfactory (S/U) basis, which is assigned by the FGCU faculty member assigned to coordinate the placement. The assignment of this grade is developed through coordination with the site preceptor.

During the first two weeks of the semester, it is the responsibility of the student, faculty coordinator, and site preceptor to develop a list of objectives and plan for evaluation. This documentation must be submitted to the faculty coordinator by the third week of the semester. A formal evaluation is held at the end of the semester, where the objectives are evaluated and the site preceptor makes a recommendation of Satisfactory or Unsatisfactory regarding the student's performance in the placement.

The final evaluation and signed attendance record must be sent to the faculty member through the Canvas course. Students should keep copies of all documents.

ACADEMIC HONESTY

As stated in the catalog, FGCU is committed to a policy of honesty in academic activities. Conduct that breaches this policy includes but is not limited to cheating, plagiarism, falsification of university records, falsification of practicum/internship Attendance & Activity Logs, Evaluation Forms and/or other documentation submitted

by the student related to the Practicum/Internship experience. Any conduct that breaches this policy shall result in academic and/or disciplinary action which may include dismissal from the program, college, and/or university. According to the FGCU Code of Conduct, cheating is a violation of student academic behavior standards. Any student who knowingly helps another violate academic behavior standards is also in violation of the standards.

LIABILITY INSURANCE, IMMUNIZATIONS, BACKGROUND CHECKS & HEALTH INSURANCE

The following are required by the Department of Health Sciences before beginning a practicum or internship:

1. verification of student liability insurance with faculty coordinator.
2. completion of the immunization and screening requirements of the internship/practicum facility.
3. background check **if required** by the internship/practicum facility.
4. health insurance **if required** by the internship/practicum facility.

Students are required to verify that the liability insurance will continue to be current through the end of that semester. Students who fail to obtain liability insurance will not be permitted to go on assignments until such documentation is provided.

Once documentation is provided, an attempt will be made to reschedule the assignment prior to the completion of the semester. If the assignment can not be rescheduled, the student will receive an Incomplete (I) for the course, and will be required to complete the assignment during the following semester.

Specific requirements are as follows:

1. **Student liability insurance**, with minimum limits of \$1,000,000/\$3,000,000 required, can be purchased from a number of companies. **When applying for insurance, register as a “student.” Do not register as a health professional since this will increase your premium.** Insurance companies that are commonly used by health science students include:

Proliability (Powered by Mercer)

Mercer Consumer

PO Box 14576

Des Moines, IA 50306

Phone: 1-800-503-9230 Fax: 1-515-365-6338

Email: info@proliability.com

Website: <https://www.proliability.com>

CPH & Associates Insurance Agency, Inc. 727 South Dearborn, Suite 312

Chicago, IL 60605

Phone: 1-800-875-1911

FAX: 312-987-0902

E-mail: info@cphins.com

Website: <http://www.cphins.com>

HPSO (Healthcare Providers Service Organization)

159 E. County Line Road

Hatboro, PA 19040

Phone: 1-800-982-9491

Fax: 1-800-739-8818

Website: <http://www.hpso.com/professional-liability-insurance/student-coverage-description.jsp>

2. Immunizations/screenings if required by the internship/practicum facility:

Students are responsible for meeting the immunization and screening requirements of the internship/practicum facility.

3. Background Check:

Students are responsible for securing background checks **if required** by the internship/practicum facility.

4. Health Insurance:

Students are responsible for securing health insurance **if required** by the internship/practicum facility.

PROFESSIONAL ATTIRE

- a. All students are required to wear appropriate professional attire that is deemed acceptable as determined by the policies of the practice site. Questions regarding appropriate attire should be addressed directly to the preceptor.
- b. Students must wear an identification badge at all times. Most facilities will require students to obtain and wear an identification badge provided by that facility. If the facility does not provide an identification badge, students may use their FGCU photo identification card.

PUNCTUALITY AND ATTENDANCE

- a. Students are expected to conform to the established daily work routine of the practicum or internship site.
- b. Attendance is mandatory and students must complete the Attendance & Activity Log. Note that the preceptor's signature is also required on the attendance record.
- c. Absences will be recognized only for sick time, for doctor appointments that cannot reasonably be made outside of the established practicum hours, or for special circumstances only when pre-approved by the preceptor. However, this time must be rescheduled into the students practice experience so that the minimum 120 hours requirement is attained by the end of the semester.
- d. Students who frequently arrive late for practicum/internship days and meetings will be removed from the practicum/internship. If something out of the student's control causes him or her to be late or absent, the student must contact the supervisor immediately.
- e. Students need to provide their own transportation to the practicum/internship site and travel time is not counted towards the required 120 hours. Depending on traffic, it can take 45 minutes or more to get to some practicum/internship sites from the FGCU campus.

UNPROFESSIONAL OR UNSAFE CONDUCT

Students are expected to demonstrate competencies consistent with the policies and standard procedures taught in the program, the Practicum Handbook, and the Code of Conduct as outlined in the FGCU Student Guidebook. If, in the judgment of a preceptor and/or program faculty member, the student demonstrates behavior that is detrimental to the well being of patients/clients, fellow students, preceptors, faculty members or him/herself, the student's practicum activities can be terminated immediately.

The determination of unsatisfactory performance, unprofessional conduct or unsafe conduct is made jointly by the faculty coordinator and site preceptor, who will determine when or if a student may be removed from or return to practicum. Depending on the nature and severity of the incident(s) and/or number of prior incidents, the faculty recommendations may result in dismissal from the program and/or department, repeating the practicum course, mandatory practicum time extensions, and/or remedial instruction prior to readmission to the department or re-entry into health science courses.

Examples of such unprofessional or unsafe conduct include, but are not limited to:

- 1) providing false and misleading information and/or falsification of documentation records;
- 2) inappropriate use, tampering with, destruction or theft of equipment or teaching materials;
- 3) disruptive conduct;
- 4) verbally abusive, physically threatening or harmful behavior;
- 5) sexual misconduct;
- 6) gross interference with the educational process or health care services;
- 7) gross impairment (physical or cognitive) by illicit or prescription drugs;
- 8) inappropriate or unauthorized use of equipment, supplies, data, information or communications systems, including social media;
- 9) unsupervised practice or unauthorized presence in a facility;
- 10) unauthorized and/or excessive absence during scheduled time;
- 11) arriving late for practicum/internship days and meetings; and
- 12) unauthorized use of cell phones or other devices during meetings and work time.

STUDENT ACCIDENT OR EVENT

If a student accident or event should occur, all affiliate procedures and policies including an incident report must be documented. In the case of accident or illness, emergency care and stabilization must be provided to the student during the practicum or internship experience. All health care (emergency or otherwise) that a student receives will be at the expense of the individual involved. The faculty coordinator must be notified immediately.

PRACTICUM OR INTERNSHIP PRECEPTOR RESPONSIBILITIES

Preceptors for practicum and internships share the responsibility for the guidance of Health Science students enrolled in the Department of Health Sciences, Marieb College of Health & Human Services, Florida Gulf Coast University. These professionals play a key role in making the practicum and internship experiences successful and meaningful to students.

Preceptors work with faculty in the Department of Health Sciences to coordinate the practicum and internship experiences. The preceptors are responsible for:

- Orientation of students to policies and procedures involved in the daily functioning of the agency.
- Serving as preceptor to students during the practicum/internship experience.
- Verifying student attendance records.
- Assisting students in the development and completion of goals and objectives outlined for the practicum/internship.
- Assisting students in the development of professional competencies and skills by guiding/supervising them during the practicum/internship.
- Providing students with regular feedback on progress and final evaluations.
- Conferring with the student's faculty coordinator throughout the practicum at regular intervals regarding student's performance and progress.

Practicum/Internship Evaluation Form

Check the number of the rating that best describes the student's demonstrated behavior related to their performance in this practicum/internship. Further explanations related to any item can be included in the "COMMENT" section at the end of the form.

Rating Scale – Level of Achievement

3 = Exceeds expectation

2 = Meets expectation

1 = Below expectation

N = Not applicable

Working Productively – possesses and applies effective work habits and attitudes	3	2	1	N
1. Arrives on time				
2. Regular and consistent attendance				
3. Manages time and work load				
4. Recognizes and applies quality standards in performance				
5. Handles responsibility in a dependable manner				
6. Carries out instructions				
Learning Effectively – possesses necessary skills in acquiring information; uses learning tools and strategies	3	2	1	N
1. Listens carefully.				
2. Uses resources appropriately				
3. Organizes information productively.				
4. Asks pertinent questions when necessary				
Communicating Clearly – applies appropriate writing, speaking, and listening skills in order to precisely convey information, ideas, and opinions	3	2	1	N
1. Writes and speaks understandably				
2. Checks for accuracy				
3. Demonstrates ability to listen effectively				
4. Uses language appropriate to situation				
Acting Responsibly – recognizes an obligation to self and others for his/her decisions and actions	3	2	1	N
1. Assumes responsibility for own performance by completing assigned tasks				
2. Performs assigned tasks to the best of his/her ability				
3. Shows concern for proper work habits				
4. Works productively and stays on task				
Working Cooperatively – capable of working with others to complete tasks, solve problems, resolve conflicts, provide information, and offer support	3	2	1	N
1. Plans and works cooperatively with others.				
2. Applies conflict management skills.				
3. Applies group problem-solving skills				
4. Establishes productive working relationships				
5. Demonstrates respect for others through words & action				
6. Provides appropriate feedback				
7. Receives and accepts feedback				
Thinking Critically & Creatively – applies the principles of purposeful, active, organized thinking	3	2	1	N
1. Demonstrates willingness to recognize others' points of view				
2. Exhibits perseverance in accomplishing tasks				
3. Recognizes the difference between facts and opinions				
4. Articulates rationales behind ideas and opinions				

List the practicum/internship objectives below and indicate whether the objectives have been met. Explain any "NO" responses in the comment section.

Practicum/Internship Objectives	YES	NO

Comments: (Attach additional pages as needed.)

Recommended Grade: _____ **Satisfactory** _____ **Unsatisfactory**

Student's Signature _____ **Date:** _____

Preceptor's Signature _____ **Date:** _____

Faculty Coordinator's Signature _____ **Date:** _____

Adopted from: Mielke, Anne & Weber, Dave. (1989). *Core Ability Project*. Fond du Lac, WI: Moraine Park Technical College.

Student Assessment of Practice Site

Student Name: _____ **Faculty:** _____

Semester: _____ **Agency:** _____

Guidelines:

- The student assessment form is designed to provide feedback about the quality of practicum and internship sites for student experiences.
- The following statements are to be carefully considered. Please mark your response in the appropriate space.

Criterion	Strongly Disagree 1	Disagree 2	Agree 3	Strongly Agree 4
1. This practice site provides meaningful experiences.				
2. This practice site allowed me to synthesize classroom learning.				
3. This practice site provides opportunities to integrate competencies.				
4. The learning environment was positive.				
5. Staff was professional and served as appropriate role models.				
6. Staff was helpful and assisted students in their learning process.				
7. Staff practices were consistently demonstrated.				

<p>Please respond to the following questions:</p> <p>1. What did you like <u>most</u> about this practice site?</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>2. What did you like <u>least</u> about this practice site?</p> <p>_____</p> <p>_____</p> <p>_____</p>
