



**HLTH 5801: HSTP Practicum Placement**

Hours: 100 (minimum) 150 (maximum)

Student Name:

Student Number:

Academic Term/Semester:

Practicum Supervisor Name:

Practicum Supervisor Email:

Placement Schedule:

Practicum Location:

Paid or Unpaid:

This form should be submitted to the HSTP Program Director (Interim 2025-2026; Dr. Renate Ysseldyk, [renate.ysseldyk@carleton.ca](mailto:renate.ysseldyk@carleton.ca)) by Aug 1 for Fall term, Dec 1 for Winter term, and April 1 for Spring/Summer term, along with an updated copy of the HSTP student's CV. Approval of the Practicum Placement and permission from the Health Sciences Department is required for registration in HLTH5801.

**COURSE DESCRIPTION**

This practicum supports students in gaining relevant and practical experience through applying course learning at approved organizations. Students are responsible for arranging the placement with an external partner where the practicum will be held, preparing a learning contract, and completing a field-based project deliverable and final report. Students must complete between 100 – 150 hours to complete the practicum as well as meeting expectations of the practicum site supervisor.

**PLACEMENT DESCRIPTION** – **To be co-developed by the student and practicum site supervisor** - Basic information describing the placement, including location, placement supervisor and the purpose and goals of the placement as an academic learning experience and at least one specific deliverable.

**LEARNING OBJECTIVES:** **To be co-developed by the student and practicum site supervisor** - A list of the knowledge and skills that will be acquired or developed through the placement and clear deliverables for the placement (typically 3-5 objectives should be included).

**PROJECT DELIVERABLE DESCRIPTION:** **To be co-developed by the student and practicum site supervisor** – A brief description of the anticipated deliverable

**Student is responsible for completing all relevant forms and receiving approvals including the following:**

- Copy of signed syllabus, placement schedule and supervisor contact information (provided to HSTP Program Director).
- If relevant, “Unpaid placements letter to placement employers” and “Unpaid placements student declaration of understanding and agreement” forms
- Completed Affiliation Agreement (if required by the host site)

### **LEARNING OUTCOMES**

**By the end of this course, successful students will have demonstrated their ability to:**

- Incorporate training from HSTP course work into practicum placement
- Influence how students effectively connect their scientific knowledge with real societal issues

### **EVALUATION**

<b>Evaluation Methods</b>	<b>Grading</b>	<b>Brief Description/Deadlines</b>	<b>Due Date</b>
Completion of agreed upon field-based project deliverable(s)	Standard Letter Grade	Students will be assessed by the site supervisor on the project deliverable(s)	Final week of practicum placement (upon completion of a minimum 100 hours)
Final Report on Practicum Placement Experience	Standard Letter Grade	Students will write a brief report on the placement experience	Within one week of practicum completion

### **Evaluation Details**

Placement site supervisors will determine if the completed work is satisfactory and meets the pre-established project deliverable(s). A brief final report on the internship experience and final outcomes will be assessed by the HSTP Program Director. Student will be given a standard letter grade once all deliverables have been met.

### **Code of Conduct during Placement**

Students are expected to conduct themselves in a professional and respectful manner, including maintaining confidentiality and privacy. Students must take the initiative to review host organization policies and practices and adhere by these. The Field Placement Site reserves the right to terminate the placement if the student violates organizational policies or rules.

The Field Placement Site have the exclusive right to terminate a student's participation in the practicum at the Site, and where feasible, conduct such termination following consultation with the HSTP Program Director if a student's performance and/or behavior is unacceptable or in violation of the Site's or Carleton University policies and procedures. It is understood that, in such circumstances, the HSTP Program Director will consult with the Chair of the Health Sciences Program and/or the Dean of the Faculty of Science at Carleton.

### **Additional Resources if you are required to complete reports for your placement**

- 1) Carleton University Writing Services: <https://carleton.ca/csas/writing-services/>
- 2) Carleton University – Citing your Sources: <https://library.carleton.ca/help/citing-your-sources>
- 3) Carleton University – Citation Management: <https://library.carleton.ca/help/citation-management>
- 4) Notes on Referencing: <https://www.waikato.ac.nz/library/study/referencing/styles/harvard-science>

### **University Policies**

**Student Academic Integrity Policy** Every student should be familiar with the Carleton University student academic integrity policy. A student found in violation of academic integrity standards may be awarded penalties ranging from a reprimand to receiving a grade of F in the course or even being expelled from the program or University. Some examples of offences are: plagiarism and unauthorized co-operation or collaboration. Information on this policy may be found here: <https://science.carleton.ca/students/academic-integrity/>

### **Plagiarism**

As described in Carleton University's Academic Integrity Policy, plagiarism is "presenting, whether intentionally or not, the ideas, expression of ideas, or work of others as one's own". Plagiarism may include:

- reproducing or paraphrasing portions of someone else's published or unpublished material, regardless of the source, and presenting these as one's own without proper citation or reference to the original source;
- submitting a take-home examination, essay, laboratory report or other assignment written, in whole or in part, by someone else;
- using ideas or direct, verbatim quotations, or paraphrased material, concepts, or ideas without appropriate acknowledgment in any academic assignment;
- using another's data or research findings;
- failing to acknowledge sources through the use of proper citations when using another's works and/or failing to use quotation marks;
- handing in "substantially the same piece of work for academic credit more than once without prior written permission of the course instructor in which the submission occurs."

Plagiarism is a serious offence and cannot be resolved directly with the course's instructor. The Associate Deans of the Faculty conduct a rigorous investigation, including an interview with the student, when an instructor suspects a piece of work has been plagiarized. Penalties are not trivial. They range from a mark of zero for the plagiarized work to a final grade of "F" for the course, and even suspension from all studies or expulsion from the University.

### **Unauthorized Co-operation or Collaboration**

Senate policy states that "to ensure fairness and equity in assessment of term work, students shall not co-operate or collaborate in the completion of an academic assignment, in whole or in part, when the instructor has indicated that the assignment is to be completed on an individual basis". Please refer to the instructor if you have any questions

concerning this issue. Submitted assignments, exams and other deliverables will be checked for originality (against, but not limited to, published and online materials, and peer submissions). Academic offences will be reported and may result in failure in the course. You must submit a completed Authorship and Integrity Form with your deliverable.

### **Academic Accommodations for Students with Disabilities**

All students with disabilities taking courses at Carleton University are eligible for academic accommodations and support services through the Paul Menton Centre for Students with Disabilities (PMC). If you require academic accommodations in this course, please contact PMC at 613-520-6608 or [pmc@carleton.ca](mailto:pmc@carleton.ca) for a formal evaluation. If you are already registered with the PMC, contact your PMC coordinator to send the instructor your Letter of Accommodation at the beginning of the term, and no later than two weeks before the first in-class scheduled test or assignment requiring accommodation (if applicable). After requesting accommodation from PMC, meet with the instructor to ensure accommodation arrangements are made. <https://carleton.ca/pmc/students/registering-with-pmc/>

### **Religious Obligation**

Write to the instructor with any requests for academic accommodation during the first two weeks of class, or as soon as possible after the need for accommodation is known to exist. For more details visit the Equity Services website: <http://www2.carleton.ca/equity/>

### **Pregnancy Obligation**

Write to the instructor with any requests for academic accommodation during the first two weeks of class, or as soon as possible after the need for accommodation is known to exist. For more details visit the Equity Services website: <http://www2.carleton.ca/equity/>

**By signing below, I indicate that I understand the practicum procedures and agree to the placement description, learning objectives, and project deliverable(s) as described above.**

\_\_\_\_\_  
Signature of Student

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Practicum Site Supervisor

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of HSTP Program Director

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date