



Policy History
Policy No. ST16
Approving Jurisdiction: President
Administrative Responsibility: Provost and Vice President Academic
Effective Date: September 1, 2004

Practicum Placements (Work Experiences, Community Agency Visits) Policy

DEFINITIONS

In this policy:

"Dean" means the Dean or delegate of the Faculty or School in which a student is enrolled.

"Patients, clients and co-workers" refers to members of the public who come or who may come into contact with students in Practicum Placements, and typically include those who receive care from or who are taught by such students, as well as employers and co-workers.

"Practicum Placement" refers to any placement, work experience or Community Agency Visit (volunteer or otherwise) which is part of a student's academic program and which places or may place the student in contact with the public. Practicum Placements include, but are not limited to, hospital or clinical placements, education placements in schools or daycare facilities, and placements in cooperative work settings.

"Public Interest" describes the obligation of the University to ensure that students in Practicum Placements conform to accepted standards of safe, ethical and competent professional practice in their work with patients, clients and co-workers.

"Supervisor" means the faculty member who is directly responsible for supervising a student who is assigned to a Practicum Placement.

INTRODUCTION

The University recognizes the importance of off-campus learning environments for students to enhance learning, gain knowledge and develop skills. Students must obey the law and University regulations, demonstrate respect for all persons, and display mature conduct while on Practicum Placements. They are held responsible for their individual or collective actions.

This policy addresses issues relating to student Practicum Placements, work experiences and reflects the significant public interest involved. The policy gives Deans the authority to protect the public interest by allowing them to vary, withdraw or deny the placement of a student in a practicum. The student has the right to appeal the Dean's decision to the Appeal Committee.

POLICY

Kwantlen Polytechnic University expects all students engaged in Practicum Placements to conduct themselves in an appropriate and professional manner.

If it is perceived that a student is or may become involved in an unsafe, unethical or incompetent professional practice, then the University will review the situation and take appropriate action. Such action may include discipline or a variance in, withdrawal from, or denial of the Practicum Placement.

PROCEDURAL GUIDELINES

1. The Dean, in consultation with the Supervisor, may immediately deny assignment of a student to, withdraw a student from, or vary terms, conditions or site of a Practicum Placement if there are reasonable grounds to believe that this is necessary in order to protect the Public Interest. The Dean may consult with third parties in making this decision.
2. Circumstances under which a Dean may seek to vary, withdraw or deny a Practicum Placement may include but are not limited to circumstances or behavior such as manifestations of difficulties related to mental illness, infection by blood borne or other pathogens, and/or unprofessional, incompetent or unsafe practice. Possible varied terms and conditions may include additional training or skill development and improvement of language, study and/or interpersonal skills.
3. The variance in, withdrawal from, or denial shall take effect immediately upon verbal notification by the Dean or Supervisor acting on behalf of the Dean. In addition to any verbal notification, the decision to vary, withdraw, or deny a student's Practicum Placement shall, within seven (7) calendar days of such verbal notification, be formally communicated by the Dean to the student in writing together with the full reasons for the decision and conditions which must be met by the student before he /she will be permitted to take up, continue or return to a Practicum Placement.
4. The Dean may, where appropriate, state in the decision letter that the student is not permitted to go to the placement site for any reason without the Dean's or Supervisor's written permission. The decision letter shall also inform the student that there is a ten (10) calendar day deadline, from the date of the postmark of the letter sent by the Dean, to lodge an appeal to the Appeal Committee. The Dean must inform the student of the name and phone number of the Secretary to the Appeal Committee and advise the student of additional support available through the Student Association and/or Counselling Services.
5. The written decision may be hand-delivered to the student or sent by courier or by mail to the last address provided by the student to the University. Decisions shall be deemed to have been received on the date, as the case may be of hand-delivery; of delivery by courier; of delivery by mail. In all cases, the Dean will decide which method of delivery will be used.
6. The Dean is required to notify without delay the Registrar, the Supervisor, and the placement site.

7. Any reflection on the student's transcript of decisions pertaining to the Practicum Placement will be as follows:
 - a. for medical issues concerning the student, the transcript will normally show that the student has been withdrawn from the Practicum Placement;
 - b. for unprofessional, incompetent or unsafe practice on the part of the student not directly related to medical issues, the transcript will reflect an earned grade of "F" or "non-mastery".
8. Failure by students to maintain appropriate standards of conduct while on a Practicum Placement may result in the initiation of disciplinary action by the University in accordance with Policy ST7 *Student Conduct (Non-Academic)*.
9. Nothing shall prevent the University from referring an individual matter to the appropriate law enforcement agency should such action be considered necessary.
10. These provisions do not affect the right of Practicum Placement sites to require that a student be withdrawn from, or refuse to accept a student for a Practicum Placement. Such a decision shall be final, except that the University may hear and remedy an appeal based on an allegation of discrimination contrary to the Human Rights Act or to the Act establishing the Ombudsman's Office.

RELATED POLICIES:

SR5 *Insurance / Students*

ST3 *Grade Appeals*

ST7 *Student Conduct (Non-Academic)*