



**Note: This document is best viewed as an electronic reference as it includes links to appropriate policies and web pages related to the content discussed. Links appear in underlined blue type.**

## COURSE DESCRIPTION

Practicum with a focus on application of theory in education (NURS 577B) and administration (NURS 577D).

## CREDITS

This is a 3 credit course. Students may register for a maximum of two 3 credit practicums.

## PRE- OR CO- REQUISITES

Students are required to take the foundation courses needed to support their proposed practicum prior to approval of directed practicum. For example:

- NURS 577D: Administration Practicums require NURS 520 as a pre-requisite (**Maximum course cap=2 students**)
- NURS 577B: Education Practicums require NURS 540 and/or NURS 541 as a pre-requisite (**Maximum course cap=2 students**)

Demonstrated competency in selected area of practice is also required. Any other requirements must be negotiated with the supervising faculty member and program coordinator.

## COURSE OBJECTIVES

1. Demonstrates knowledge of relevant concepts, theories, and research findings.
2. Develops expertise in the practical application of theories and concepts pertinent to selected focus area.
3. Uses critical thinking skills.
4. Demonstrates abilities to work independently and collaboratively.
5. Effectively completes goals stipulated in the learning contract with faculty practicum supervisor.

## OVERVIEW

The course offers opportunities to explore aspects of a focus area in nursing, and to apply relevant theory & skills. Each student works with a mentor/preceptor and a faculty supervisor to achieve outcomes. Practicum opportunity learning contracts must be approved by the supervising faculty member and appropriate Program Coordinator prior to registration in the course.

## PROCESS FOR A STUDY COURSE REQUEST

1. In consultation with the MSN, MN-NP, or PhD Program Coordinator, a student selects a faculty member from the School of Nursing who will be responsible for the practicum/course. This faculty member serves as the **Directed Practicum Supervisor**. The student will work with that faculty member on the directed practicum.
2. Normally, a **Consultant** (Mentor/Preceptor) may be selected with the approval of the faculty member. A consultant is usually the preceptor of the guided practicum, and may be a second faculty member of School of Nursing or a practice partner.
3. The student develops a contract for the practicum in consultation with the Directed Practicum Supervisor. A contract template is provided in Appendix A  
**Practicum supervisor and students must plan for enough in advance to trigger a request for approval by the appropriate Health Authority**



4. Once the Learning contract is developed an email is sent to [gino.kim@ubc.ca](mailto:gino.kim@ubc.ca) with the following information:
  - a. Their full name & student Number
  - b. The full name of the Practicum Supervisor (and Consultant if applicable).
  - c. The start & end date of the Directed Practicum Course
  - d. An electronic (Word or PDF) copy of the Learning Contract for the Directed Study

A few notes to consider:

- Normally, the student is responsible for securing a commitment from a Consultant/Preceptor willing to provide them with a practicum opportunity that meets the requirements of the learning contract prior to HSPnet request. A written email indicating the Consultant/Preceptor's commitment will expedite placement requests.
- Practice placement opportunities in Health Authority sites need to be requested through HSPnet (Health Sciences Placement Network), and coordinated through by the Graduate Placements ([gino.kim@ubc.ca](mailto:gino.kim@ubc.ca))
- Confirmed Practice Placement requests need to be received by the Clinical Practice Placement Coordinator **at least 8-10 weeks in advance of the start of the placement opportunity.**
- E.g. for a practicum that begins in September, Practicum Supervisor needs to contact the Clinical Practice Placement Coordinator by mid-June.

5. The student begins the contracted activities which are normally completed within one term.
6. Students and faculty members arrange meetings as necessary to fulfill the requirements of the contract.
7. The supervising faculty member receives any products for evaluation, evaluates the products based on the stated criteria, and returns the product with a mark and feedback.
8. After completion of the contract, the supervising faculty member submits the final grade via email to the [Manager, Student Support Services](#) (link to email).
9. Supervising faculty member & student should arrange for an opportunity to convey thanks to appropriate partners in Health Authority.

## COMPONENTS OF A DIRECTED PRACTICUM CONTRACT

- A general statement of the student's goals/purposes and a statement of the specific objectives/learning outcomes to be accomplished by completion of the contract;
- A description of learning activities to be completed by the student and any resources required
- A detailed description of practice placement opportunities (Health Authority, Contact Person in Health Authority, Specific Site, Time Frame, Activities Undertaken, etc...)
- A description of the specific products & assignments (paper, oral presentation etc.) based on which the learning outcomes can be evaluated (with specific deadlines).
- Identification of the evaluation process and criteria (up to 15% of the total grade can be based on student self-evaluation);
- A list of the responsibilities for the faculty member and the student;
- A time frame;
- The signature of both the student & the directed study supervising faculty (not required if included the comments of the STS request – submission of request in STS acts as student signature, and approval by supervising faculty member acts as practicum supervisor signature).



## EXTENDING A GUIDED DIRECTED STUDY

Due to the nature of practice placement requesting procedures in Health Authority sites & settings, extension of the directed practicum is not normally possible.

Should there be a renegotiation of the contract to allow for extended time for completion of assignments after the completion of the formal practicum opportunity, the faculty member should send an email to the Program Coordinator, the student, and [gino.kim@ubc.ca](mailto:gino.kim@ubc.ca) with the new end date of the course, including new assignment timelines (example below).

- Please attach an updated PDF copy of the revised learning contract
- It is recommended that the end date match the end dates of UBC Terms as specified by the [UBC Academic Calendar: Term Dates](#).

Once this documentation has been received, the Student Support Office will give Continuing Status (T) to the course the student is currently registered in, register them in the appropriate course for the upcoming term, and confirm this with the Directed Practicum Supervisor and Program Coordinator.



# APPENDIX A: DIRECTED PRACTICUM LEARNING CONTRACT TEMPLATE

## Nursing 577D Directed Practicum: Title, Term Dates (Course Start & End Dates)

**Student:**

Student #:

Student email:

Student phone:

**Faculty:**

Faculty email:

Faculty phone:

**Purpose:**

**Objectives:**

**Learning activities** (i.e. reading list, relevant literature):

**Assignments:** (Outline number of assignments, due dates & weighting of each)

**Assignment #1:** Title

Remember to include evaluation criteria for all assignments in detail

**DUE DATE:** \_\_\_\_\_

**Marks:** \_\_\_\_\_

**Assignment #2:** Title

Remember to include evaluation criteria for all assignments in detail

**DUE DATE:** \_\_\_\_\_

**Marks:** \_\_\_\_\_

**Faculty Approval:** \_\_\_\_\_

**Date:** \_\_\_\_\_