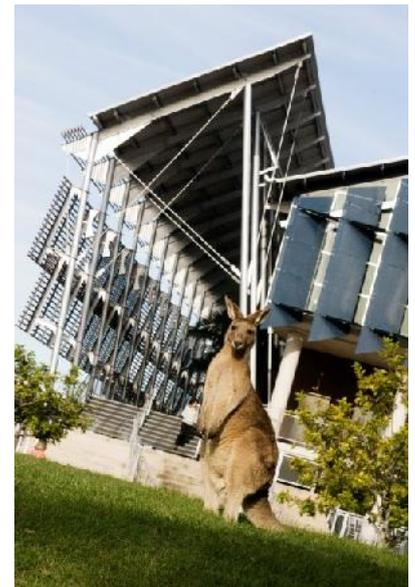




University of the  
Sunshine Coast

*PUB715*  
*Student*  
*Information Manual*

Health Promotion  
Professional Learning  
I (Virtual)  
2016



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## Section 1: Overview of PUB715

### 1.1 Welcome to PUB715 – Health Promotion Professional Learning 1 (Virtual)

PUB715, Health Promotion Professional Learning I, is an opportunity to develop and apply health promotion competencies in a professional setting. In collaboration with industry partners, you will undertake work experience, supervised by a USC Course Coordinator, to complete an authentic, real world project. You will complete the task in pairs or small groups, based at the University of the Sunshine Coast (USC) campus and online. At the completion of your practicum you will be able to demonstrate autonomy, expert judgement, adaptability and responsibilities in the workplace context, incorporating ethical and professional behaviour. PUB715 is currently offered in Semester 1 and 2.

Work practicums are best completed at the end of your program. This enables you as a student to be the most prepared you can be, ready to apply your learned theory and skills in health promotion. The more you know, the better you can perform in the workplace and impress industry partners!

To successfully complete this course, you need to collaborate and participate in a group project. The hours can be completed over the semester of enrolment, with flexibility required to complete the tasks, meet with industry partners and work within small groups. The course also includes fortnightly workshops to engage in professional learning activities and formative feedback sessions.

### 1.2 Purpose of the Manual

This course manual provides the details regarding Health Promotion Professional Learning (herein referred to as practicum) undertaken as part of the Master of Health Promotion Program at USC. It contains essential information for students, including the processes required to organise and prepare for practicum, information during practicum and supplementary information on assessment for the course. This manual is required reading for the practicum course, designed to answer the most common questions that students have regarding their practicum course. If your question is not answered in this manual, please contact the Course Coordinator for further advice.

### 1.3 Contact Information (includes roles and responsibilities)

Title and contact details	Roles and Responsibilities
<p><b>Course Coordinator</b></p> <p>Ms Kara Lilly</p> <p>Email: <a href="mailto:klilly@usc.edu.au">klilly@usc.edu.au</a></p> <p>Phone: 07 5456 3445</p> <p>Room: T3.19</p>	<p>Development of clear processes to support all aspects of practicum coordination within the USC frameworks</p> <p>Maintaining Blackboard site for the course</p> <p>Provision of course materials and report forms to practicum facilities</p> <p>Sourcing, confirming and allocating projects and practicum experiences with industry partners</p> <p>Ensuring that students have adequate preparation for practicums including liaison with teaching staff, provision of student briefings, ensuring students meet practicum requirements</p> <p>Supervision of students during practicum, including provision of formative and summative feedback</p> <p>Grading and administration of course information and course outline</p>
<p><b>Clinical Practicum Office</b></p> <p>Ms Aileen Spalding</p> <p>Email: <a href="mailto:SHSSPracticums@usc.edu.au">SHSSPracticums@usc.edu.au</a></p> <p>Phone: 07 5456 5823</p> <p>Room: T4.34</p> <p><i>Opening Hours:</i></p> <p><i>Mon-Thurs 8.30am – 4.00pm</i></p> <p><i>Friday CLOSED</i></p> <p><i>Closed for lunch 12:30 – 1:30pm</i></p>	<p>Providing assistance with the administration associated with student’s obtaining their mandatory requirements</p> <p>Reviewing and lodging Blue Card Application forms</p> <p>Monitoring when students qualifications have expired</p> <p>Answering questions and providing information to students regarding mandatory documents</p>

## 1.4 Frequently asked questions about work practicums

There are a number of questions that students often ask about a virtual practicum, including how the course works and what to expect. Some of these questions will be answered below. This manual also includes sections on preparing for a virtual practicum and what is involved during the course.

### **Q1: Who is eligible to enrol in PUB715?**

Only students enrolled in SC713 are eligible to enrol in this course.

### **Q2: When can I do my practicum?**

PUB715 is offered in Semester 1 and Semester 2.

### **Q3: Do I need to find an industry partner to work with?**

No! The Course Coordinator organises practicum experiences with various organisations within the health promotion industry. What you need to do is submit an 'expression an interest' form well in advance of your chosen semester/session. The Course Coordinator then arranges the practicum. See Section 2 of this manual for further advice.

### **Q4: Can I undertake paid work as part of my virtual practicum?**

No.

### **Q5: Can I do two practicums at once?**

No. PUB715 is a pre-requisite for PUB716, so cannot be completed at the same time.

### **Q6: How many times can I enrol in PUB715 as part of my program?**

You can only enrol in PUB715 once throughout your program. Any additional work placements are through elective PUB716. Requests to do another work placement may be subject to availability.

### **Q7: Is there a set amount of time I have to do practicum each week?**

Yes and No. There are regular fortnightly workshops throughout the Semester that require your attendance. Other hours you complete outside of this time need to be negotiated with the Course Coordinator and your team members.

### **Q8: What type of work experiences can I expect in PUB715?**

The work experiences, tasks and allocated projects will vary over time. Some of these projects will include needs assessments, writing project or evaluation plans, analyzing data, developing resources or writing written reports. Tasks will be sought from relevant industry partners in all levels of government, non-government organisations and community based organisations. The industry partners may be local, within Queensland, Australia or overseas.

## Section 2: Prior to practicum

### 2.1 Are there any pre-requisites to undertake PUB715?

Students must have completed the following pre-requisites to be eligible for enrolment in PUB715:

PUB707 – Public Health Foundations

PUB703 – Health Promotion Principles

PUB705 – Needs Assessment and Planning

PUB702 – Implementation and Evaluation

Obviously, you want to be able to apply your theory into your work practice, and your industry partner will be expecting you to have a number of competencies already developed prior to your practicum. For this reason, you are encouraged to do your practicum in the final semester of your program, or as near to this as possible.

If you are unsure of when to complete your practicum, please check with the enrolment advisors for advice.

Discipline	Program advisor	Pre-requisites
Health Promotion	Email: Fosheprogramadvice@usc.edu.au Phone: 07 5456 5124	PUB707, PUB703, PUB705 and PUB702

### 2.2 How do I enrol in the course?

You cannot enrol yourself into PUB715. Instructor Consent is required. There is a process that you will need to follow prior to you being manually enrolled in the course.

The process involves 3 key steps that are outlined further below:

1. The student completes an expression of interest form and sends this to the Course Coordinator by the due date
2. The student sends a brief resume to the Course Coordinator
3. The Course Coordinator organises the allocated tasks with industry partners. Students are advised of options for their work experience and asked to complete an enrolment form.

### 2.2.1 Expression of interest

Expression of interest forms are to be completed and sent to the Course Coordinator ([klilly@usc.edu.au](mailto:klilly@usc.edu.au)). The expression of interest form is available on the Public Health tab on Blackboard under 'USC Community' and in Appendix 1 of this manual.

The expression of interest is due well before the practicum takes place. The cut off dates for your expression of interest in 2016 are:

<b>Expected Practicum Enrolment</b>	<b>Expression of interest due</b>
Semester 1 2016	<b>31 December 2015</b>
Semester 2 2016	<b>29 February 2016</b>

### 2.2.2 Brief resume

When you complete the expression of interest form, you also need to send a brief resume (1-2pages). This resume will be circulated to industry partners on request. The brief resume should include your contact details, a background to your education attainments, previous work history and interest areas. You may choose to include a referee though this is not a requirement.

### 2.2.3 Course Coordinator role

On receiving your expression of interest and resume, the Course Coordinator will organise suitable practicum(s) and advise you of this, or alternatively give you some options to place preferences against. Once the practicum task is confirmed, the Course Coordinator will organise for you to be manually enrolled in the course.

All communication between the student and the Course Coordinator will be via your student email account. Please remember to check this regularly to ensure you receive timely information.

## 2.3 What else do I need to organise prior to my work practicum?

### 2.3.1 Mandatory requirements

There are mandatory requirements for any practicum to be able to proceed. These are further explained below. It is the responsibility of the student to have these mandatory requirements organized prior to commencement of your practicum.

Discipline area	Mandatory requirements
Health Promotion	Blue Card Pre-Place Training USC Student Practicum Agreement

### 2.3.2 Blue card

- Blue Card Forms can be obtained from and submitted to the Administration Assistant – Clinical Practicums SHSS, Reception area, Level 4 of the Tower building
- If you already hold a current Blue Card from another organisation, then an “Authorisation to Confirm a Valid Blue Card” form must be completed and submitted to the Administration Assistant – Clinical Practicums SHSS, Reception area, Level 4 of the Tower building
- The Blue Card must be renewed every 3 years
- The Blue Card must be valid for the period of practicum
- A Blue Card can take up to six weeks to process. Keep the timing in mind when submitting your application.

Failure to meet these requirements may result in delays in undertaking the coursework and/or may significantly restrict practicum opportunities.

### 2.3.3 PrePlace Training



The PrePlace training program is mandatory for all students enrolling in PUB715. The training covers key information on USC’s policy requirements and procedures including workplace health and safety, problem solving tasks (using case study scenarios), guidance on utilizing feedback, professional attitudes and skills.

The training is available to PUB715 students through online delivery. Delivered in three modules, PrePlace addresses the following learning outcomes through content and assessment tasks:

- WIL Policy and Procedures: – students identify the requirements that demonstrate fitness for practicum and criteria/reasons under which a student may be withdrawn from practicum.
- Workplace Health and Safety (WHS): – students identify their role and responsibility in WHS while on WIL practicum; WHS processes and equipment within a workplace; correct process for reporting an injury incurred while on practicum; and their further responsibilities and expected practices in relation to them and WHS in the workplace.
- Thriving on Practicum: – students recognise a variety of issues that may occur in a WIL practicum and identify appropriate methods to address these WIL related issues. Issues cover preparing for practicum, organisational culture, work-life balance, and dealing with feedback.

The Pre-Place Training Modules will be available to you on Blackboard once you are enrolled in the course. The modules are in the ‘Pre-Place’ tab under ‘USC Community’.

### 2.3.4 USC Student Practicum Agreement

This form is in electronic format and mandatory for all students to complete prior to the commencement of the practicum. Once you have enrolled in PUB715, you will be sent an email from the Clinical Placement Office to inform that this agreement has been made available to you to complete via your WILS Online account (see section 2.5). As a student you must read and agree to the code of conduct and declarations prior to the commencement of your practicum. Failure to meet these requirements may result in delays in undertaking your practicum.

It is essential that any student who believes they are unable, or ineligible, to fulfil the above requirements meets with the Course Coordinator as soon as possible to discuss possible implications for completion of courses.

## 2.4 Things to consider prior to practicum

### 2.4.1 Financial and Time cost of practicum

Unlike your courses to date, work practicums may require you to be available to complete full days of work with your group or industry partner, plus possible travelling time. This may be considered difficult if you have current employment, family commitments or other life commitments such as caring for others. Whilst every effort is made by the Course Coordinator to allow for these commitments, it may not be possible to accommodate everyone's needs. Therefore, it is best to plan for your practicum well in advance.

Prior to enrolling (or even expressing an interest) in PUB715, consider what time and money you are able to commit to the practicum and how you will organise your practicum around your other commitments. You may need to take leave from your current employment, so consider the financial costs regarding this. You may need to organise care for children and others at an additional cost to normal. Each individual circumstance is different, so please consider these issues in light of your situation before you express an interest.

Whilst it will not be a regular occurrence in PUB715, please note that travel expenses and other incidental costs, eg incurred getting to and from meetings with industry partners, is the student's responsibility.

#### Student loans

If required, a student loan of up to \$500 is available through Student Support Services. Check out the USC website for more information.

<http://www.usc.edu.au/study/study-costs/student-loan-scheme>



## 2.4.2 Insurance

Whilst you are enrolled in PUB715 on practicum, USC has the following insurance provisions in place:

- The University's Public Liability Insurance Policy indemnifies all students of the University where students are undertaking unpaid activities required by the University as part of their prescribed program of study, or approved by the Faculty as a benefit to the students in their study.
- Students are indemnified by the University's own insurance policy for any personal injury or property damage (excluding motor vehicles) to a third party caused by the student in the course of any unpaid work experience activity, and for which they would be legally liable.
- The University's Public Liability Insurance Policy applies irrespective of where the activities are conducted provided the activities are officially sanctioned.
- The University of the Sunshine Coast has a Personal Accident Policy that extends to all students of the University where the students are undertaking approved unpaid Work Experience/Community Practicum.
- Please note that these covers do not extend to the use of and/or incidents involving motor vehicles.
- Any incident that requires the University insurers, should be notified directly to the University Financial Services Department on 07 5459 4680.

If you have a pre-existing medical condition, it is advised that you obtain a doctor's clearance indicating you are fit to undertake the placement. If an insurance claim is subsequently made, the insurers will require a copy of the clearance. Please note: the lack of the clearance may adversely affect any claim made against the University's insurance while undertaking the placement.

If you have any concerns about undertaking this placement, please contact your Course Coordinator as soon as possible for a confidential discussion.

There is further information regarding insurance during student placements on the USC website. It is recommended you read this information on the following link:

<http://www.usc.edu.au/learn/courses-and-programs/study-in-the-workplace-internships/insurance>

If you have any questions related to insurance before or whilst you are on practicum please check the insurance website referred to below. If you still have remaining questions, please contact [insurance@usc.edu.au](mailto:insurance@usc.edu.au).

www.aonline.aon.com

Username: usc\_students

Password: Coaststudent2010

## 2.5 WILS Online

WILS stands for Work Integrated Learning System. The WILS Online is a system available on the USC Website that allows you as a student, and others involved in your practicum support, to :

- See details about upcoming work practicums
- Track the progress of your mandatory requirements and store records of mandatory requirements met.

It is your responsibility as a student to upload necessary documentation to WILS Online (eg, Blue Card confirmation, PrePlace certificate). A guide for using the system is outlined below.



### How to log onto and use WILS online

- Log onto WILS online by going to the 'Home page' of the University of the Sunshine Coast Website.
- Click on the 'Log in' drop down box on the left hand side of the screen and select 'WILS online'. If you experience any difficulty with 'Log in' you can also log in via the following link: <https://wilsonline.usc.edu.au/WilsOnline/Default.aspx>
- The Home page of WILS online will open. Select '**Health Science (including Nutrition)**' from the drop down list of 'Visit Study Areas' and click on 'GO'.
- You will be taken to the **Health Science** 'School Home' page. Choose 'Student' as the 'Role' from the drop down box on the left hand side - enter your USC 'Username and Password' then click the 'Sign In' button.
- Once you have logged in - the **Health Science** 'Home page' will be activated.
- From the **Health Science** Home page select the '**My Home**' tab.
- '**My Home**' will show the following:
  - If you have any outstanding mandatory requirements/checks;
  - Any current reminders regarding practicum;
  - If your current practicum has been posted it will be displayed below '**Your practicums this year**';
  - Important dates are displayed on the right hand side of your '**My Home**' page.
- '**My History**' will show your practicum history.
- '**My Documents**' will enable you to view, add and download your mandatory documentation and other relevant documents throughout your practicum.
- To 'Log out' of WILS online click your 'Name Icon' – right hand top of screen – select 'Sign out'.

## 2.6 Conditions Preventing Students from Commencing Practicum

*The Course Coordinator or Program Leader may prevent a student from commencing practicum where mandatory pre-requisites have not been achieved. Students may be ineligible to commence a practicum where any of the following conditions are met:*

*Failure to attend compulsory orientation sessions/workshops; or failure to complete pre-practicum mandatory requirements.*

## 2.7 Student Checklist: Am I ready for Practicum?

The following checklist outlines the actions to be taken by students both prior to and after enrolment in PUB715. Meeting these requirements is essential to commencing the practicum.

### **Prior to enrolment**

Completed the pre-requisite courses and/or seen a program advisor regarding my study plan

Emailed the Course Coordinator ([klilly@usc.edu.au](mailto:klilly@usc.edu.au)) a completed *Expression of Interest* form by the due date

Emailed the Course Coordinator ([klilly@usc.edu.au](mailto:klilly@usc.edu.au)) a brief resume for circulation to interested organisations

Applied for a Blue Card (if you don't already have one), or applied to link existing Blue Card to USC, via the Clinical Practicum Office and attached this to the expression of interest

Considered the financial and time commitments to complete practicum in nominated Semester

Notified Course Coordinator of any accommodations that may be required to effectively complete the practicum

### **Once enrolled**

Completed Pre-Place Training and uploaded certificate to WILS Online Account

Read and 'signed' the electronic form – USC Student Practicum Agreement (via WILS Online)

Updated emergency contacts on USC Central

Read the relevant Workplace Integrated Learning insurance information in this handbook and available in Public Health Portal on Blackboard

## Section 3: Whilst on practicum

### 3.1 What is your role as a student on practicum?

- Meet prerequisites required to commence a practicum
- Remember that you are representing yourself, as well as the University of the Sunshine Coast
- Develop and reflect on your learning objectives for each practicum
- Achieve 90% practicum attendance, and submit supporting evidence such as a medical certificate for any absences
- Attend meetings at required times, as negotiated with industry partners
- Be punctual and reliable
- Be professionally presented
- Be proactive in seeking out learning opportunities
- Maintain client, staff and peer confidentiality
- Practice within defined scope of practice
- Be aware of University, Faculty and School/Discipline policies in relation to fieldwork practice (eg. Work Integrated Learning Policy)
- Be fit for undertaking fieldwork practice, including maintaining own health and ensuring adequate rest
- Comply with professional codes of ethics and professional conduct of the profession; and
- Ensure that external work commitments do not conflict with any practicums
- Communicate with the Course Coordinator if any major problems arise.

### 3.2 What is the role of your Course Coordinator / Practicum Supervisor?

The Course Coordinator of PUB715 (or other nominated Placement Coordinator) will also be your practicum supervisor. This person is responsible for providing guidance throughout the course. The general responsibilities of the supervisor include:

- Determining appropriate tasks for the student, and any skills that are needed to complete these tasks
- Supporting the student to identify appropriate learning objectives for the practicum
- Observing and supervising the student's performance and giving formal and informal feedback to the student about their performance; and
- Being a role model.

## 3.3 Things you need to consider while on practicum

### 3.3.1 Workplace Health and Safety



Whilst it may not always be the case, many health practicums will involve extended periods of sitting. Please give some thought to how you can incorporate regular breaks, use standing desks and opportunities to get up and walk around.

Students have a responsibility to the health and safety of themselves and of fellow students and staff with whom they work, and a responsibility to the organisation providing them with the experience.

USC also has an obligation to manage risks that occur at USC or as a result of USC business/activities, so far as reasonably practicable. This entails: identifying foreseeable hazards and the risks associated with these hazards; assessing the risks - determining the consequence and likelihood of the risk occurring; controlling the risk - implementing control measures to eliminate or reduce the risks; and monitoring and reviewing the above process.

A risk assessment is undertaken for each placement. Prior to commencing this placement, you must inform the Course Coordinator if you have a pre-existing medical condition that you believe could put yourself or

others at risk or could impact on your performance or ability to complete tasks while undertaking your placement. This can then be included in the University's risk assessment of your placement and any required reasonable adjustments can be made (refer to section 5.4 of the University's [Workplace and Industry Placement – Procedures](#)).

Most sites will be considered a low risk, meaning that the risk is no higher than normal everyday life. In the event that the risk is considered to be moderate or high, then the student will be notified by the Course Coordinator and appropriate measures put in place.

If you have any concerns about undertaking this placement, please contact the Course Coordinator as soon as possible for a confidential discussion. Please note: this process is separate from any discussions you may have had with the University's Student Life and Learning.

#### Accidents whilst on placement

Whilst all of these measures are in place to reduce any risks that you will be exposed to whilst on practicum, accidents and injuries may still occur. In the event that you injure yourself or others whilst on practicum, it is in your best interests to ensure that:

- The Course Coordinator is notified as soon as practicable
- A University of the Sunshine Coast Occupational Health and Safety form is to be completed by the student and returned to the Clinical Placement Office as soon as possible
- Students may be required to present their Medicare card at the time of treatment, and this should be carried on placement at all times. Seeking medical attention early is highly recommended
- Students should be aware of the scope of Student Personal Accident Insurance Policy. This information is available on the USC Portal.

### 3.3.2 Dress Code

Whilst most of the time you will be based on USC campus for the virtual learning experience, you will be expected to dress appropriately as if this were a workplace. Students should always dress to meet a high standard of neatness and cleanliness, consistent with the profession. The clothing should present as neat and professional, meet workplace health and safety standards, be culturally appropriate and suit local standards and climate. If your practicum is likely to involve field work you will be required to wear appropriate foot wear and sun protective clothing.

For women, this may be long tailored pants or a skirt that extends to the knee. Shirts and tops should cover the shoulder and be comfortably fitted. Dresses are acceptable, with similar consideration of hemline to the knee and no shoestring straps! Avoid jeans and denim as a general rule of professional attire. Hair, whatever the style, should be professional looking and tidy.

For men, dress code is likely to be long tailored pants with a minimum of a polo shirt. A business shirt would be preferable in most cases. Avoid jeans and denim as a general rule of professional attire. Hair, whatever the style, should be professional looking and tidy. Facial hair must be neatly maintained.

Examples of unacceptable dress code in the workplace includes:

- ✗ Clothing with any tears or stains
- ✗ Clothing with images or slogans that may be considered offensive
- ✗ Athletic wear, tracksuits
- ✗ Visible underwear
- ✗ See through clothing of any type
- ✗ Low cut tops or exposed back or midriff
- ✗ Casual footwear eg thongs, slippers

You are not expected to buy new and expensive clothes for your practicum (although you can choose to!). You may be surprised how much you can borrow from a friend or pick up at a local charity store for very little cost. Remember, it is only for a few weeks.

### **3.3.3 Absences**

All absences must be reported to the Course Coordinator before the usual start time for that day.

Arrangements may need to be made for completing the tasks assigned to your work experience in order to pass the course requirements.

### **3.3.4 Punctuality**

Students are expected to make appropriate arrangements to arrive at the practicum setting on time. Students need to timetable commitments in a diary and inform the Course Coordinator of any unexpected delays to arrival. In the event of unavoidable delays, students should tender their apologies immediately to their Course Coordinator and fellow students upon arrival and organise makeup time if appropriate. This is critical as other team members will have made a special effort to be available and your lateness may impact on the activities of other members in your team, including industry partners.

### **3.3.5 Personal Safety**

Students must be aware of and consider personal safety while they are on practicum, including travel to and from the practicum site and other meetings. For example, if you are using public transport, consider travelling during daylight hours if possible, or ensure someone is expecting you to arrive at your destination. Alternatively, always look to find secure and safe parking.

### **3.3.6 Emergency plan**

Most of the practicums that students will undertake as part of PUB715 will be considered low risk. Many of them will involve being onsite at USC campus for the entire work experience. In other words, the risks will be no more significant than everyday life. Regardless, this is a good time to update your emergency contact details in USC Central.

### **3.3.7 Information Technology**

While this should go without saying, please only use computers during your virtual workplace experience for work purposes. It is not appropriate to do your banking, check up on FaceBook, read the breaking news stories or watch YouTube or livestream music or videos. If you have your mobile phone with you, refrain from taking personal calls unless you absolutely need to. Check your messages and personal emails during your breaks!

### 3.3.11 Conditions preventing students from continuing practicum:

The Course Coordinator may consider the need to withdraw a student from a practicum in the event of unprofessional or unsafe behaviour. Unprofessional behaviour includes misconduct, unethical or unsafe behaviour, or any breach of client confidentiality. Unprofessional behaviour in this context includes, but is not limited to, the following student behaviour:

- Failure to maintain the confidentiality or privacy of data provided to you by the industry organisation
- Failure to arrive punctually at the commencement of each allocated meeting, without substantial reason for the occurrence
- Failure to maintain personal cleanliness according to workplace standards, policies and procedures;
- Practicing outside of own scope of practice; and
- Using any equipment or computer systems for unlawful practices.

The professional practice evaluation, as part of the assessment for this course, outlines other professional and personal competencies and conduct required for students to pass this course successfully.

### 3.3.12 Counselling for Students

Should you experience distress as the result of experiences on practicum, there is a support service available. Where appropriate, the Course Coordinator should be advised and students may be referred to Student Life and Learning services at the University for further support. Further information can be accessed at:

<http://www.usc.edu.au/university/faculties-and-divisions/administrative-areas/student-life-and-learning/>

## 3.4 Ensuring a good experience

Although as a student you have gained theoretical knowledge and some practical skills through your university degree, you may not have had experience in applying these to a real project or work experience. Most students will need mentoring through guidance, coaching and practice. Students are encouraged to view each situation that presents itself as an opportunity to learn (even if it's learning what not to do).

Effective practicums frequently involve some of the following factors, relevant to both supervisors and students:

- Having enthusiasm and a positive attitude
- Sharing of knowledge and past experiences
- Being approachable
- Maintaining eye contact and listening without interruption and resisting external distractions
- Encouraging questions and reflective practice
- Providing a new perspective on an issue and suggesting a new course of action
- Providing opportunities for formal and informal feedback (both positive and corrective)
- Acknowledging progress and accomplishments
- Looking for mutual benefits for both parties.

### 3.5 Resolution of issues during practicum

Difficulties on practicum can and do arise. These can be for a number of reasons such as supervisor/student competence, staff/student misconduct and those that relate to other issues (including personal and medical issues). If students have any concerns regarding issues of performance, misconduct or other personal and medical issues, and are unsure of the process, please contact the Course Coordinator/Moderator as soon as possible.

Issues raised by either student or host organisation will be addressed according to the [Workplace and Industry Placement – Procedures](#) Section 6.6.

### 3.6 Accommodation for those with disabilities

‘Accommodations’ are adjustments to a practicum to ensure fair and equitable access to, and participation in, practicums for all students. Examples of accommodations include provision of learning support, environmental adjustments or change to practicum tasks. The Disability Discrimination Act (DDA) requires reasonable adjustments to be made to accommodate students with disabilities. At times, students with unexpected changes to their personal situation and extenuating circumstances may also be eligible for accommodations to practicums. Program accreditation and registration requirements mean that accommodations must not lower the academic and performance standards required to obtain a passing grade, nor limit the breadth of practicum experiences undertaken. Accommodations will be considered in the context of what is ‘reasonable’, does not cause ‘unjustifiable hardship’ to implement and in keeping with the ‘essential functions’ required of the practicum.

## Section 4: Course Assessment

Assessment for this course includes the following:

Learning/Assessment Tasks	Brief Description
Learning and Development Plan	To provide an overview of the health promotion project, expected tasks, timeframes and anticipated risks, communication plan and key learning objectives for the practicum. This includes communicating the plan to the industry partner supervisor.
Professional Performance Evaluation	To self-reflect on individual practice and receive feedback on the professional and interpersonal skills required to be successful in the industry.
Professional Learning Presentation	To provide an overview of the placement experience, including application of health promotion theory and skills and critical reflection on personal and professional health promotion competencies in the workplace.

Further detailed information regarding the assessment, including templates, is available on Blackboard once enrolled.

Health Promotion students are required to align their learning objectives to either the National or Global Core Competencies in Health Promotion. Below are the references for these documents, or they are available on Blackboard.

Australian Health Promotion Association. Core Competencies for Health Promotion Practitioners. (2009) Available at: <http://www.healthpromotion.org.au/issues/91>

Dempsey, C., Batt el-Kirk, B. and Barry, M.M. The CompHP Core Competencies Framework for Health Promotion Handbook (2011) Paris: IUHPE. Available at: [http://www.nuigalway.ie/health-promotion/documents/M\\_Barry/booklet\\_comphpa57\\_3\\_final\\_version.pdf](http://www.nuigalway.ie/health-promotion/documents/M_Barry/booklet_comphpa57_3_final_version.pdf)

## Health Promotion Professional Learning I and II (PUB715, PUB716)

Please refer to the relevant Course Outline and Student Information Manual for more information on Health Promotion Professional Learning processes. You can find the handbook on the Public Health Programs blackboard site.

NAME:

STUDENT ID:

USC STUDENT E-MAIL:

### When would you like to complete your work practicum? (PLEASE TICK YOUR PREFERENCE)

- |  |                                    |
|--|------------------------------------|
| <input type="checkbox"/> Semester 1              | 22 February – 3 June 2016          |
| <input type="checkbox"/> Session 4* <sup>1</sup> | 30 May – 22 July 2016              |
| <input type="checkbox"/> Semester 2              | 18 July – 28 October 2016          |
| <input type="checkbox"/> Session 8* <sup>1</sup> | 21 November 2016 – 23 January 2017 |

### Which course?

- PUB715 (approx. 75 hours) *equivalent to 1 course for Master of Health Promotion students*
- PUB716 (75 hours) *equivalent to 1 course for Master of Health Promotion students (NB: PUB715 is a pre-requisite)*

### Have you met the pre-requisite courses?

Please confirm you have met the course pre-requisites by ticking off the courses completed or due to be completed by commencement of practicum:

- PUB707 – Public Health Foundations
- PUB703 – Health Promotion Principles
- PUB705 – Needs Assessment and Planning
- PUB702 – Implementation and Evaluation

*In addition*

- PUB715 – Health Promotion Professional Learning I *(if wishing to enroll in PUB716)*

### Have you read and understood the 'PUB715 Student Information Manual' available on the Public Health Programs blackboard site?

- Yes
- No

<sup>1</sup> \*PUB716 only

**Do you have a current blue card?**

Yes

My Blue Card Number is \_\_\_\_\_ (A copy of the confirmation letter must be loaded to USC WILS Online). Your current Blue Card must be linked to USC. Please refer to WILS Online homepage for more information <https://wilsonline.usc.edu.au/WILSOnline/School.aspx>

No

*If no*, please refer to WILS Online homepage for more information. Please note that the process can take up to 4-6 weeks. <https://wilsonline.usc.edu.au/WILSOnline/School.aspx>

**PUB716 ONLY - Please indicate your willingness to travel for your practicum (please tick or number your preferences)**

- NO Travel (stay within the Sunshine Coast Region)
- Brisbane-based practicum (i.e. local travel)
- Interstate travel (beyond Queensland)
- Regional / Remote practicum (Queensland wide)

Use the space below to write any additional information that will need to be considered for your placement options eg. restrictions on travel, reasonable adjustments that need to be made, travel arrangements etc

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**RETURN OF FORM**

Please email to Kara Lilly (course coordinator) at [klilly@usc.edu.au](mailto:klilly@usc.edu.au)

- this form, and;
- a copy of a signed Blue Card application form, or confirmation of your blue card.

**Please note: Forms are required to be returned by the due date, with evidence of your current Blue Card or application for a Blue Card. If you are unable to meet these requirements, please note that practicum options may be restricted or are no longer available.**

Due dates for Expression of Interest Forms

31 December 2016 – Semester 1 and Session 4 enrolments

29 February 2016 – Semester 2 and Session 8 enrolments

