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BOSTON UNIVERSITY SCHOOL OF MEDICINE

MASTER IN PROFESSIONS EDUCATION

PRACTICUM HANDBOOK

2022-2023

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GENERAL INFORMATION

The Health Professions Education program offers a 16 credit Certificate or 32 credit Masters degree program available fully online, but also offers both online and face-to-face options for most courses to cater to adult preferences of modality.

Each student in the Masters in Health Sciences Education (HPE) program will be required to complete a Practicum. The Practicum will be performed under the guidance of a faculty mentor and overseen by the Practicum Director. The Practicum format is variable and will depend on the student's professional goals, the specific skills they aim to develop and the faculty mentor's expertise.

The Practicum is designed to help students gain hands-on skills based on concepts and theories taught in the classroom. Practicum topics are broadly based on three general areas: (i) Teaching-based, (ii) Curriculum-based or (iii) Research/ Evaluation -based projects. The Practicum should be of reasonable scope as agreed by student and mentor; it must conclude with a formal Capstone paper. The final Capstone must be approved by the Practicum mentor and the Capstone Director.

PREREQUISITES

- Enrollment in the MS in Health Sciences Education program
- Students may begin a practicum at any time provided they have Practicum mentor and the site must be approved by Practicum Director

COURSE OPTIONS

All students in the MS in HPE program must register for the following courses:

HS 800	Principles and Application of the Practicum (2 cr)
HS 801	Health Science Education Practicum I (2cr)
Hs 802	Health Science Education Practicum II (2 cr)

STATE AUTHORIZATION RECIPROCITY AGREEMENT

Boston University is a member of SARA (State Authorization Reciprocity Agreement) to comply with requirements relating to distance education activities. The Massachusetts Department of Higher Education, in its capacity as the SARA portal entity for Massachusetts, reviews and evaluates student complaints regarding distance education activities offered by Boston University in accordance with 610 CMR 12.07. This includes any fieldwork that you physically perform out of state. If you have a problem

with your out of state experience, you are welcome to submit complaints regarding these activities to the Massachusetts Dept. of Higher Education. Please note that the complaint disclosures apply to programs that are designed to be online, have online components, or place students in learning experiences that occur outside of Massachusetts. Please refer to the following website for further information: <http://www.bu.edu/state-authorization/>

OVERVIEW – ELEMENTS OF THE PRACTICUM COURSE

Completion of your practicum requires:

- Attendance and successful completion of HS 800 – Principle and Application of the Practicum for 2 full semesters
- Selection of a Practicum Mentor and project
 - Facilitated, as needed, with the assistance of HS 800, HS 801
 - Meet and design project with Practicum mentor
 - Completion of the Practicum Approval Form
- Required monthly check-ins with Practicum Director once project starts
- Practicum mid-point review
- Submission of Capstone outline to Practicum Director
- Presentation of Practicum in course HS 800
- Review of Capstone by Practicum Mentor
- Submission of final Capstone to Practicum Director

PRACTICUM ROLES AND RESPONSIBILITIES

Student

Advising

Students are strongly encouraged to meet at least once per semester with Drs. Markuns and/or Cohen-Osher as needed to discuss coursework, program timeline, and practicum options.

Practicum Supervision

Students should meet with the Practicum Director according to the Practicum Tracking Form to discuss the practicum graduation requirement. The Practicum approval form should be submitted and approved before beginning the project. (See attached forms at end of document.)

- The check-ins should be regularly scheduled with Practicum Mentor (see below)

- The Mid-Point Review should be arranged by the student and include an update to both Practicum Mentor and Director of the Practicum progress.
- A Writing Outline is required when student is beginning to write up their Capstone paper on the Practicum. This should be discussed with both your Practicum Supervisor and the Practicum Director.

Practicum Completion

Students are required to meet the expectations of the Practicum Mentor as agreed upon on the Practicum Approval form. Upon completion to the satisfaction of both the Practicum Mentor and Director, students will be given a Pass (P) grade. Students who wish to receive honors recognition will need to be recommended by their Practicum Mentor. Projects eligible for honors include exceptional projects leading to a peer-reviewed publication, presentation at a national meeting or similar scholarship.

Practicum Mentor

The Practicum Mentor is your faculty mentor supervising the practicum. They are there to provide support and guidance as you develop your Practicum. As future educators you will be asked to take the lead and direct the project on your own.

You should update your Mentor regularly with your progress throughout the practicum as agreed upon, depending on the scope of the project.

The Practicum Mentor will be required to review and approve your

1. Practicum Approval Form
2. Writing Outline
3. Final Capstone

You may also want to invite them to your presentation during HS 800.

Additionally, the Practicum Mentor should write an evaluation of your practicum experience

HOW TO FIND A PRACTICUM

Student Responsibility

It is the student's responsibility to find their practicum experience. We encourage students to seek out opportunities that align with their career goals in research & assessment, curriculum or leadership areas. We want this experience to solidify your master's experience. Sample topics and

opportunities will be discussed in HS 800. Students can seek out opportunities based on personal or professional interests or through professional networking. If a student is struggling to find a practicum site they should reach out to HPE faculty.

Scope of the Project

A practicum is expected to involve at least 120 hours of work, and often times considerably more, depending on your learning goals and interests. Consider your personal learning goals and interests, as well as opportunities that may be readily available to you through your employments, health profession studies or other settings. You may benefit from drafting a few early learning goals as you embark on pursuit of practicum opportunities.

Use these goals to begin approaching local mentors. You are advised to find a local mentor for your practicum where feasible, as a local mentor can not only provide you useful advice and guidance, but they often can help in addressing local barriers you may run into. In addition, they may often have some stake in the outcome and so they can increase the legitimacy and institutional investment in your work. Once a practicum mentor is selected the project outline and goals should be finalized and the Practicum form submitted for approval to HPE Practicum Director.

Depending on the practicum, students will need to work with their Practicum Mentor to complete an IRB or obtain the necessary approval(s) through a department, BUSM or BMC.

Making a Plan

Begin with the learning goals as outlined above, and with greater clarity on your interests and opportunities, once you've settle on a general idea, refine the learning goals and ensure they are behaviorally-oriented, competency-based, and learner-centered. Next, identify several competency-based learning objectives, including how you expect to know if you achieved the objectives (i.e. evaluation component). We recommend you share drafts with your practicum mentor and/or the HPE Practicum Director for feedback and suggestions. You are encouraged to submit a draft early so you can work through the ideas and goals for your project and how you will successfully carry it out.

Mid Point Review

The Mid Point Review should be completed when you are approximately 50% through your Practicum. Students should use this time to meet with their Practicum Mentor and assess the progress and results of the project to determine if the project timeline is progressing as planned. If not, adjustments should be made.

Writing Outline

Students should provide their Mentor and the Practicum Director with a written outline when nearing completion of the practicum on-site work prior to writing the final Capstone Paper. It should follow the format recommended for the Abstract: Introduction and Justification of Need, Aims, Goal(s), & Methods, Outcome(s) and/or Results and Conclusions & Reflections

ORAL PRESENTATION

All students are required to present their practicum project to their classmates as part of HS 800. The presentation should follow the format:

- Background
- Justification including why you selected this practicum topic, who will benefit, how it fits into the bigger picture of health professions education
- Methods / Results (for research-based) OR Design/Assessment (for curriculum based) OR Overview of teaching experience (for teaching based)
- Discussion and Conclusion
- Reflections / Lessons Learned

Most students will present a lecture style presentation with slides however alternative styles are encouraged depending on the scope and topic of the practicum experience.

The student should invite their Practicum Mentor and any other colleagues/participants in the experience to this final presentation. The presentation does not need to be at the culmination of the Capstone

CAPSTONE PROJECT

General Requirements

The Capstone is a culminating experience where the student prepares a final report describing, evaluating and reflecting on the Practicum experience and outcomes demonstrating a deep understanding of the chosen topic and how it impacts the larger community. The Capstone report should include the following sections:

- Introduction and Literature Review
- Rationale and Justification for the Study

- Methods and Results (as applicable)
- Discussion and Conclusions (based on contribution to the greater educational community)
- Self-Reflection on Practicum experience
- Resume / curriculum vitae

The final scholarly work can then be utilized as part of a Teaching Portfolio

Capstone Abstract

The practicum abstract should concisely provide an overview of the project including the following sections:

1. Introduction and Justification of Need
2. Aims/Goals
3. Outcome(s)/Results
4. Conclusions/Reflections

The abstract should be a maximum of 350 words and submitted at least 2 weeks prior to submission of the final Capstone report.

PRACTICUM DEVELOPMENT GUIDE:

Outline your initial ideas for practicum opportunities:

[illegible]

Which ideas are most interesting to you? Why? How do they fit with your learning objectives?

[illegible]

Which ideas seem most feasible? Why? What barriers could you anticipate encountering, and how might you overcome them? How would you adjust the practicum if you could not?

Who might be available locally as a practicum mentor? What issues do you anticipate in working with this mentor?

Do you anticipate this practicum will require an IRB review to complete? Check out the [IRB website](#), and you want to [contact the IRB](#) directly or check out their [drop-in hours](#).

If your practicum involves research or evaluation, have you already reviewed the IRB website and contacted the IRB? _Yes _____ No _____

If yes, based your contact, do you expect your practicum will require a submission? Do you anticipate it will be categorized as exempt? How long do expect it will take to obtain final review/approval by the IRB once submitted?

PRACTICUM APPROVAL FORM

Please submit this form to hpe@bu.edu

STUDENT INFORMATION

Name _____

Title _____

Affiliation _____

Address _____

Phone _____ Email _____

BU ID _____

YEAR IN HPE PROGRAM

☐ 1 year ☐ 2 Year ☐ 3 Year ☐ more than 3 years

INTENDED PROGRAM COMPLETION DATE

Month, Year _____

PROGRAM START DATE

Month, Year _____

PRACTICUM INFORMATION

Estimated practicum start date: _____ Estimated practicum work hours per week: _____

PRACTICUM MENTOR

Last Name First Name Degree (MD, PhD)

Academic Affiliation and Title

Phone _____ Email _____

[illegible]

This image shows a blank sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

SAMPLE PRACTICUM

MiDTERM REVIEW FORM

How is your progress on your learning goals and objectives? Have you made changes or modifications to your learning goals or objectives? If so, provide your modified goals or objectives.

What so far has gone well, and what did not go so well? How has this impacted your practicum? What adaptations did you make?

Practicum Mentor Review:

FINAL PRACTICUM SUBMISSION FORM

PRACTICUM TITLE:

Estimated practicum start date: _____ Estimated practicum total work hours: _____

PRACTICUM MENTOR(S):

PRACTICUM SITE:

Submitted abstract? ☐

Completed Turn It In and submitted with practicum write up? ☐ **Turn It In Score:** _____

Write up includes Learning Goals and Objectives? ☐

Category of Practicum: (check all that apply)

- ☐ Teaching
 - ☐ Clinical
 - ☐ Didactic
- ☐ Curriculum development
- ☐ Research
- ☐ Evaluation
- ☐ Educational Policy
- ☐ Educational Management or Governance

PROJECTS

Teaching – Based

- Classroom teaching
 - Small groups
 - Problem based learning
 - Teaching with standardized patients
 - LecturesOnline learning
- Clinically based teaching
 - Bedside teaching
 - Small group instruction
 - Precepting
 - Simulation

Curriculum-Based

- Instructional Design
- Curriculum development
- Program Development
- Develop and Implement a curricular module
- Develop an Interprofessional workshop
- Develop curriculum for educator professional development
- Prepare an online workshop for faculty professional development
- Prepare an online workshop to assist faculty in production of instructional videos
- Implementing a universal curriculum for residents as educators
- Implementing a universal curriculum for residents as mentors
- Website development for educational resources (locally and more broadly)

Research/Evaluation-Based

- Program evaluation
- Course evaluation / Assessment
- Curriculum evaluation / Assessment
- Test and implement new technologies
- Qualitative / Quantitative Education research

PRACTICUM TRACKING FORM

Student Name: _____

Year of Matriculation: _____

Target Program Completion Date: _____

Practicum Mentor Name: _____

Task	Completion Date	Approval
Practicum Approval Form		
Check-in 1		
Midpoint Review		
Check-in 2		
Writing Outline		
Final Capstone Submission & Approval		