



PUB305 PUBLIC HEALTH PRACTICUM
STUDENT MANUAL 2023

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SECTION 1: OVERVIEW OF PUB305

PUB305, Public Health Practicum, is an opportunity to develop and apply the required knowledge, skills and competencies in your health-related discipline. The course is delivered in two streams:

- Stream 1 (Applied Environmental Health)
- Stream 2 (Health Promotion, Health Communication, Indigenous Health and Wellbeing)

At the conclusion of your practicum (completing either Stream 1 or Stream 2) you will be able to demonstrate professional judgement and responsibilities in the workplace context and incorporate ethical and professional behaviour.

PUB305 is currently offered in Session 4 and Semester 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 your discipline area. The more you know, the better you can perform in the workplace and make a positive impression on your host organisation.

1.1 PURPOSE OF THE MANUAL

This manual contains essential information, including the processes required to organise and prepare for practicum as well as information needed during practicum. 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.

Please also refer to the current PUB305 Course Outline for further information, including learning outcomes and assessment details.

1.2 DESIGN OF STREAM 1 AND STREAM 2

Stream 1

This stream is designed for students completing a:

- **Bachelor of Health Science (Applied Environmental Health)**

Hours to be completed with relevant industry	240 hours (6 weeks) The above hours split equally between two organisations (local and state government) Minimum contact time 3 days per week
Other contact hours required throughout the semester	3 x 2 hour tutorials (1 preparing for placement session, followed by 2 assessment consultation sessions). 1 x assessment workshop (student oral presentations)

Stream 2

This stream is designed for students completing a:

- **Bachelor of Health Science (Applied Health Promotion)**
- **Bachelor of Health Science (Health Communication)**
- **Bachelor of Health Science (Indigenous Health and Wellbeing)**

Hours to be completed with relevant industry	Minimum 75 hours Hours all located within one organisation
Other contact hours required throughout the semester	3 x 2 hour workshops (plus online activities prior) 1 x assessment workshop (student oral presentations) Independent project work (approximately 150 hours)

1.3 FREQUENTLY ASKED QUESTIONS ABOUT WORK PRACTICUMS

There are a number of questions that students often ask about 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 practicum and what is involved during practicum.

Q1: Who is eligible to enrol in PUB305?

Students in the following programs are eligible to enrol in PUB305:

- SC367 Bachelor of Health Science:
 - Applied Health Promotion*
 - Applied Environmental Health*
 - Health Communication*
 - Indigenous Health and Wellbeing*

N.B. Whilst there are no course pre-requisites for PUB305, it is a third year level course and Course Coordinator consent is required for enrolment. The Course Coordinator will include, as part of this consent process, a review of the courses you have completed to ensure you have the appropriate knowledge required for professional practice in your discipline-specific area.

Q2: When can I do my practicum?

PUB305 is offered in Session 4 and Semester 2. Check the UniSC Academic Calendar for when these are scheduled.

Q3: How do I find an organisation to do practicum with?

Students are not required nor encouraged to find their own practicum organisation. The Course Coordinator will organise the practicums with various organisations who have staff with relevant qualifications. This is often done with the support of other discipline area coordinators if needed. What you need to do is submit an 'expression an interest' form by 31st December of the year preceding practicum. The instructions for this process is promoted on the Bachelor of Health Science Student Portal. The Course Coordinator then arranges the practicum sites on behalf of each student. See Section 2 of this manual for further information.

Q4: Do I get to choose which organisation will host my practicum?

If you have a specific organisation you would like to do placement with, please advise the Course Coordinator in the first instance. Where possible, students are placed with their preferred organisation and location, though this is not always possible depending on the appropriateness of the scope of practice, potential conflict of interest issues, and the availability of supervisory staff at the host organisations.

Q5: Can I undertake paid work as part of my practicum?

No.

Q6: Can I do practicum overseas?

No, not for the completion of PUB305. If this is of interest to you, please keep an eye out for announcements regarding other special opportunities.

Q7: I started working before the enrolment in the course; can I count this as part of my practicum?

No. Hours can only be logged once you are enrolled in the course and the Course Coordinator has negotiated the details with you.

Q8: How many times can I complete PUB305 as part of my program?

You can only complete PUB305 once in your chosen program.

Q9: Is there a set amount of time I have to do practicum each week?

No. Your placement attendance hours are negotiated with your host supervisor. As long as you complete the required hours for your relevant Stream within the time of the semester / session, then you can work any days/hours that are suitable and agreed on by the host organisation and yourself. For stream 1 students, it is recommended that a 3 day per week minimum work pattern is set up to allow for continuity of case management.

SECTION 2: PRIOR TO PRACTICUM

2.1 ARE THERE ANY PRE-REQUISITES TO UNDERTAKE PUB305?

Whilst there are no course pre-requisites for PUB305, it is a third-year level course and Instructor Consent is required for enrolment. The Course Coordinator will include, as part of this consent process, a review of the courses you have completed in your discipline-specific area. Obviously, you want to be able to apply your theory into work practice, and your host supervisor will be expecting you to have a number of competencies already developed prior to your practicum. The courses where these are developed for each discipline/major are listed below. 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 a UniSC program advisor for advice at the Student Central office.

Discipline/Major	Courses to be completed prior to practicum
Environmental Health	PUB205, LFS261, LFS262, PUB262, JST101
Health Promotion	PUB112, PUB271, PUB252, PUB272, PUB351
Health Communication	PUB112, PUB271, CMN231, PUB252
Indigenous Health and Wellbeing	PUB112, HLT242, PUB252, PUB351

2.2 HOW DO I ENROL IN THE COURSE?

You cannot self enrol into PUB305 as you normally do with other courses. There is a process that you will need to follow to organise the practicum host site, prior to you being manually enrolled in the course by the Course Coordinator and Student Services.

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

1. The student completes an online expression of interest form (including proof of mandatory requirements) and submits this by the due date.
2. The Course Coordinator negotiates suitable practicum sites. Students are advised of options for practicum to commence the negotiation of starting dates etc.
3. Students will be enrolled into the course by Student Central following advice from the Course Coordinator that a placement is available and all mandatories have been actioned.

2.2.1 EXPRESSION OF INTEREST

The expression of interest is due well before the practicum takes place to allow sufficient time for contractual negotiations and the administrative processes of the University and the Host Organisations. **Expression of interest forms are due by 31 December of the year preceding practicum.**

The expression of interest form is available online in electronic format. You can access the form in SONIA Online, following the instructions below:

1. Log on to [SONIA Online](#) (see section 2.3 on how to access SONIA)
2. Select your discipline, either:
Stream 1 = Environmental Health Science
Stream 2 = Health Science
3. Sign in using your UniSC Student username and password
4. Click the 'Forms' tab
5. Select *Expression of Interest PUB305 – 2023* in the drop-down menu of self-select forms
6. To the right of the screen, click on the edit icon to  * open the form
7. Complete the required information
8. You can save the 'draft' using the icon at the bottom of the form and come back to it later
9. When the form is finished, press the 'submit' button

2.2.2 COURSE COORDINATOR ROLE

After submission of your expression of interest in PUB305, the Course Coordinator will confirm receipt of your documentation and commence with organisation of a suitable practicum(s). You will be advised of the organized site, or alternatively given some options to place preferences against.

The allocation of placements to each student is done transparently and as fairly as possible. All attempts are made to secure preferable sites, however placements are subject to availability. Once the practicum site is confirmed, the Course Coordinator will organise for you to be manually enrolled in the course.

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

2.3 SONIA ONLINE

SONIA Online is an online database that you will use to manage your Public Health Practicum. The database can be used to:

- Complete online forms such as expression of interest and placement disclosure statements
- Access information and forms regarding mandatory requirements
- Store records of mandatory requirements met
- See details about upcoming work practicums



There are 2 ways you can access SONIA Online

- Via the UniSC Website
- Download the SONIA Online for Students' app on your smartphone (see over page) Either way, it is your responsibility as a student to upload necessary documentation to SONIA Online. A quick guide for using the system via the UniSC Website is outlined below.

How to log onto SONIA Online (UniSC Website)

1. Log onto the 'Home page' of the University of the Sunshine Coast website (www.usc.edu.au).
2. Select 'SONIA Online' from the Services list at the bottom of the page.
3. The Home page of SONIA Online will open. Select your appropriate discipline, either:
 - Environmental Health Science (Stream 1)
 - Health Science (Stream 2)
4. You will be taken to the discipline landing page. Choose 'Student' as the 'Role' from the drop down box on the left hand side- enter your UniSC 'Username and Password' then click the 'Sign In' button.

Completing your expression of interest form

- Select the **'Forms'** tab
- Select 'Expression of Interest PUB305 – 2023' in the drop-down menu of self-select forms
- Select the red 'pencil edit' icon on the right-hand side of the screen to read and complete the expression of interest form

Uploading documents to SONIA Online

- Select the **'Documents'** tab
- Select '+ Add new document'
- Follow the instructions to upload your document

Completing online forms on SONIA Online

- Select the **'Forms'** tab
- Click on the red 'pencil edit' icon on the right-hand side of the screen to read and complete your online forms eg. Student Placement Agreement
- Press 'submit' to lodge the form

To 'Log out' of SONIA Online click on the arrow near your name icon– right hand top of screen – select "Signout"



You can also download the SONIA Online app for your smart phone (available for both Apple and Android):

<https://www.youtube.com/watch?v=mI94etAnCik&feature=youtu.be>

2.4 MANDATORY REQUIREMENTS PRIOR TO PRACTICUM

There are minimum mandatory requirements for any practicum to be able to proceed. It is the responsibility of the student to have these mandatory requirements organised prior to commencement of your practicum. All students will need to demonstrate evidence of completion (or near completion in some specific cases) of mandatory requirements as outlined in SONIA online at the point of expressing interest in placement.

Enrolment in the course cannot be approved until the mandatory requirements have been met.

Below is a list of requirements. Further information about each of these requirements can be found in SONIA online.

- Blue Card
- National Police Check
- Vaccinations (including Hepatitis B, MMR, Varicella and Pertussis, COVID-19)
- Placement Disclosure Statement
- Placement Details Agreement
- Code of Conduct
- PrePlace Training (post-enrolment in the course)

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

2.4.1 PREPLACE TRAINING

PrePlace Outline

Thanks to HWA

HealthWorkforce AUSTRALIA
An Australian Government Initiative

This project was possible due to funding made available by Health Workforce Australia.

PrePlace Outline

Hi, and welcome to PrePlace a Work Integrated Learning (WIL) preparation program for University of the Sunshine Coast students

Introduction

This program is for students undertaking a Work Integrated Learning (WIL) Placement. WIL may also be referred to as: work experience, practicum, clinical, internship, field education, professional practice, and professional experience among other names. PrePlace defines WIL as an intentional, organised, supervised and assessed educational activity that integrates theoretical learning with its application in the workplace.

WIL provides an opportunity for students to develop personally and professionally with the support of the university, industry and profession. In a WIL experience students are encouraged to acquire and demonstrate the professional knowledge and skills employers seek of their employees. It is these skills and experiences, in partnership with university study that can be drawn upon when preparing job applications and resumes, and responding to interview questions.

PrePlace Aims

Completion of PrePlace provides students undertaking WIL in an industry or professional workplace with information and activities to assist workplace learning.

The PrePlace training program is mandatory for all students enrolled in PUB305. The training covers key information on UniSC'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 PUB305 students through online delivery in Canvas. 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 Canvas once you are enrolled in the course.

2.4.2 UNISC PLACEMENT DETAILS AGREEMENT & PLACEMENT DISCLOSURE STATEMENT

You will be asked to complete a Placement Disclosure Statement after successful application of your expression of interest. You will be prompted by the WIL placement staff to complete this form via Sonia Online. This agreement allows you to disclose any health or other concerns that allow the UniSC to make reasonable adjustments for preparation and/or completion of your placement. If after completing this form your situation changes you are required to complete a Disclosure Statement Variation which is a self-select form in the forms tab on Sonia.

You will also be asked to complete a Placement Details Agreement once you have been confirmed a site for practicum. You will be prompted by the Course Coordinator or WIL placement staff when this is ready for completion. This agreement provides details regarding your practicum site. Please ensure your current contact details are up to date in Student Central as this information is used to populate the Placement Details Agreement.

Both the above-mentioned forms are in electronic format, available via your SONIA Online account. Failure to complete the Placement Details Agreement and Placement Disclosure Statement in a timely manner means students may delay the allocation of their placement site and/or be unable to commence practicum which may result in withdrawal from the course.

2.5 THINGS TO CONSIDER PRIOR TO PRACTICUM

2.5.1 FINANCIAL AND TIME COST OF PRACTICUM

Unlike your courses to date, work practicums require you to be available to complete full days of work, 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 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 PUB305, 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 which may mean additional costs. Each individual circumstance is different, so please consider these issues in light of your situation before you express an interest in PUB305.



Whilst there are additional financial and time costs associated with travelling away from the Sunshine Coast for practicum, students regularly report these as being the best experiences! Highlights from these reports generally relate to having been able to encounter a diverse range of experiences and cultural opportunities that they wouldn't be able to experience otherwise.

Please note that travel expenses and other incidental costs, incurred getting to and from the practicum is the student's responsibility. If you are staying away from your usual place of residence, arranging safe and appropriate accommodation is the student's responsibility. The details of the accommodation name and address must be provided and kept current on the Placement Details Agreement.

2.5.2 INSURANCE

Whilst you are enrolled in PUB305 on practicum, UniSC 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.
- Consider the cover of insurance for your practicum and your circumstances e.g. the cover does not apply to pre-existing medical conditions. You may need to review your own personal insurance cover.
- 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.

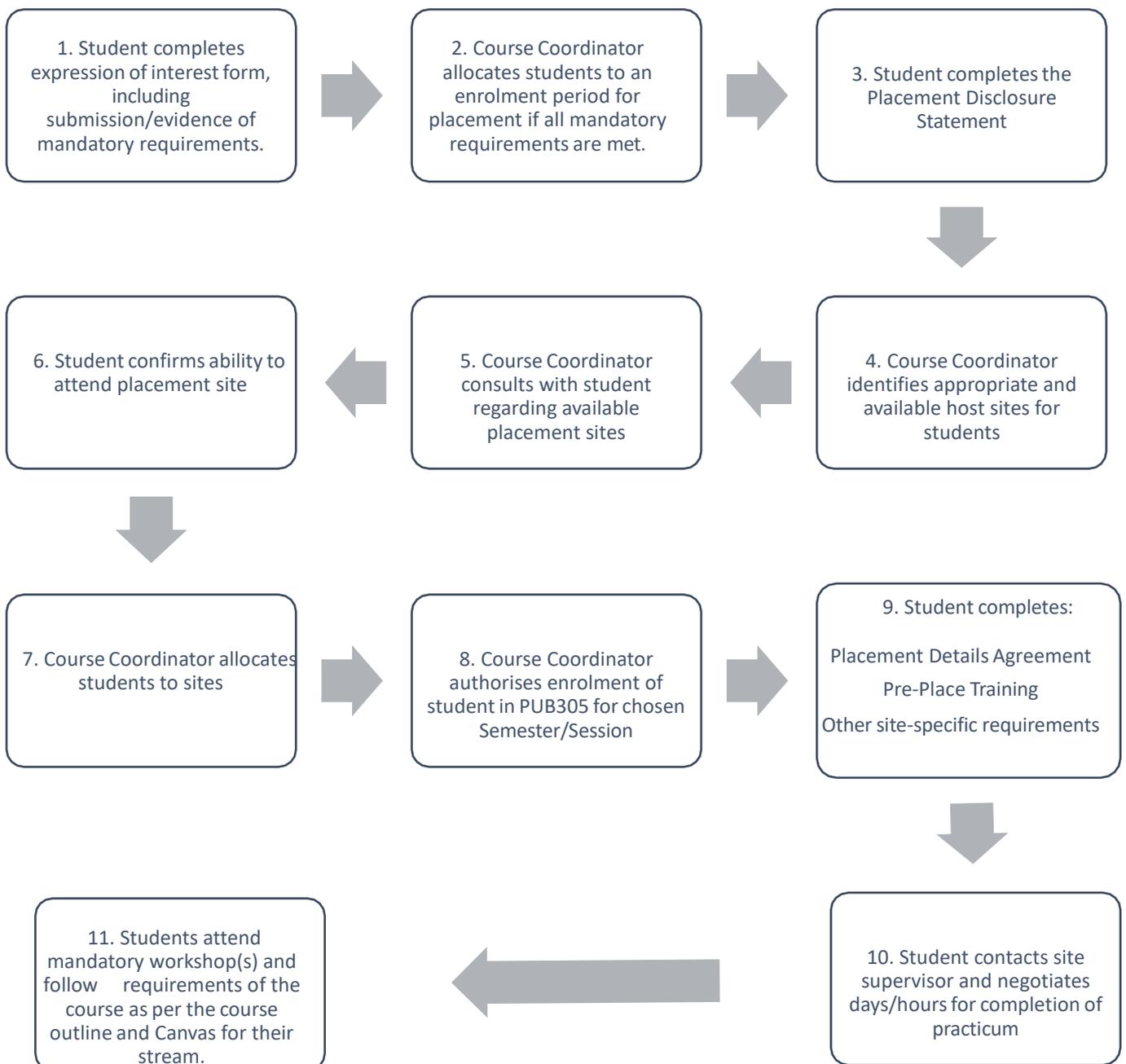
There is further information regarding insurance during student placements on the UniSC website. It is recommended you read this information on the following link:

<https://www.usc.edu.au/learn/courses-and-programs/work-integrated-learning-wil/placement-essentials/insurance-information-for-student-placements>

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.

2.6 FLOWCHART FOR PROGRESSION TO ENROLMENT IN PUB305

The following flowchart outlines the actions to be taken by students and the Course Coordinator both prior to and after enrolment in PUB305. Meeting these requirements is essential to commencing the practicum.



SECTION 3: WHILST ON PRACTICUM

3.1 WHAT IS YOUR ROLE AS A STUDENT ON PRACTICUM?

- Meet the specific mandatory requirements to commence a practicum in your discipline area
- Abide by the Code of Conduct (outlined over page)
- Develop and reflect on your learning objectives for each practicum
- Achieve 100% practicum attendance to complete the necessary hours
- Attend practicum sites at required times, as negotiated with the host organisation
- Be proactive in seeking out learning opportunities
- Practice within defined scope of practice
- Be aware of University policies in relation to fieldwork practice (eg. [Work Integrated Learning Policy](#))
- Ensure that external work commitments do not conflict with any practicums
- Communicate with the Course Coordinator if any problems arise.

3.2 WHAT IS THE ROLE OF YOUR PRACTICUM SUPERVISOR?

In your host organisation, you will be allocated a practicum supervisor. This person is responsible for providing guidance throughout the course. The general responsibilities of supervisors include:

- Orienting the students to the rules and expectations of the workplace, including workplace health and safety induction;
- 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;
- Reviewing and signing the student's practicum hours (to be completed after each working day ideally);
- Being a role model; and
- Communicating with the Course Coordinator if any problems arise.

3.3 CODE OF CONDUCT

Personal presentation and conduct

- Be professionally presented and maintain high standards of personal hygiene
- Be fit for undertaking fieldwork practice, including maintaining own health and ensuring adequate rest
- Engage positively with all members of staff at the site and adopt a collaborative approach at all times
- Show respect towards all persons, including other staff, students and the general public
- Follow the UniSC and host supervisor site process for attendance
- Demonstrate the highest standards of punctuality and time-management
- Manage emotional tensions professionally and with maturity
- Behave honestly and avoid passing off other people's work as your own
- Identify and make use of the appropriate channels of redress for any grievance that may arise

Use of resources

- Respect the intellectual property of all materials supplied for use or perusal by mentor(s) or other colleagues
- Comply with site policies and procedures regarding the use of technology and equipment
- Avoid using resources for personal business; but, if absolutely necessary, seek appropriate permission

Policies and Legislation

- Be familiar, and comply with, all professional learning site or other relevant legislative policies, rules and regulations at all times
- Be familiar with and comply with all requirements pertaining to duty-of-care and the exercise of professional responsibilities

Professionalism

- Take responsibility for all personal belongings and equipment
- Act within the limits of your knowledge and skills
- Actively participate in the learning experience, taking initiative and responsibility for learning by taking direction from supervisors, be willing to undertake professional learning experiences and responding positively to feedback.
- Immediately and courteously advise the placement organisation supervisor and the placement supervisor of any likely or arising conflict of interest or difficulties associated with the continuation of the placement
- Maintain currency of all mandatory documentation for placement (eg. Blue Card)

3.4 THINGS YOU NEED TO CONSIDER WHILE ON PRACTICUM

3.4.1 WORKPLACE HEALTH AND SAFETY

Students have a responsibility for the health and safety of themselves and of staff and stakeholders with whom they work, and a responsibility to the organisation providing them with the experience. Your host organisation should complete a site-specific workplace health and safety induction with you at the beginning of your practicum (e.g. emergency exits, incident reporting processes). It is the responsibility of the student to ensure their host organisation covers general workplace health and safety, including emergency evacuations.

UniSC also has an obligation to manage risks that occur at UniSC or as a result of UniSC 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 site by the WIL placement team as part of establishing agreements with host organizations. 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.

3.4.2 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:

- Seeking medical attention early is highly recommended;
- Students may be required to present their Medicare card at the time of treatment, and this should be carried on placement at all times;
- The Course Coordinator is notified as soon as practicable;
- An Incident Form from the host organisation is completed, and a copy is made and forwarded to the Course Coordinator;
- 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 should be aware of the scope of Student Personal Accident Insurance Policy. This information is available on the UniSC Portal.

3.4.3 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.

Any accommodations for placement must be disclosed by the student in the Placement Disclosure Statement at the commencement of the placement process. These accommodations will be negotiated with the student and UniSC Accessibility Services.

3.4.4 PERSONAL SAFETY

Students must be aware of and consider personal safety while they are on practicum, including travel to and from the practicum site. 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. Where feasible, consider travelling with other students to regional and remote areas, or carpooling to local towns and cities.

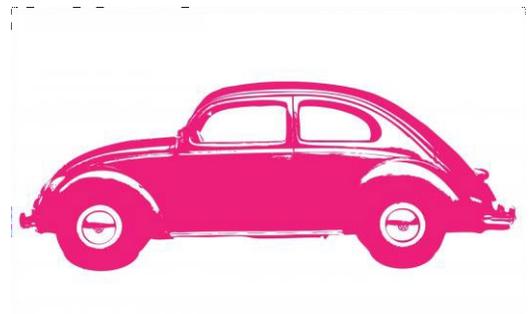
Your safety whilst on placement is very important. Whilst the Course Coordinator has discussed any potential risks with your host organisation, some experiences may arise that are not predictable or planned. If at any time you are asked to complete tasks that you feel uncomfortable about (e.g. working at night, attending unfamiliar facilities) please discuss your concerns with your host supervisor and/or raise this with the Course Coordinator.

Students who are staying away from their usual residence during practicum need to be aware that they are in an unfamiliar setting and need to familiarise themselves with the practicum location. Wherever possible, ask your local contact person for an orientation to the town and facilities. Communicate any concerns to the local contact person and the designated UniSC Course Coordinator immediately.

TRAVELLING SAFELY!

Ensure that you carry an adequate supply of food and water when travelling long distances, particularly in rural areas. Make sure that someone knows, prior to departure, where you are going and approximately what time you will get there. Remember to take a charged mobile phone with you in the event of emergency. In an emergency it is important that you do not leave your car.

Contact emergency services on 000.



3.4.5 COMMUNICATION PLAN

The information below outlines the communication between the Course Coordinator, Student and Host Organisations during the practicum:

- Once you have negotiated your commencement date and times for completion of the practicum, you need to advise the Course Coordinator of these dates via email. These dates are entered into SONIA Online for reference.
- Students are responsible for having their emergency contact details up-to-date in UniSC Central and entered in the Student Placement Agreement.
- If at any time during your placement you have any issues or difficulties in the workplace, or have injured yourself or others, you need to advise the Course Coordinator as soon as possible by phone or email.
- The Course Coordinator will be in contact (usually by phone) with the host before census week of the semester / session to ensure you have settled into the practicum site.
- If, for any reason, you are absent from the workplace and are not contactable within an hour of your expected arrival time, your host supervisor will contact the Course Coordinator. If the Course Coordinator cannot contact you, your emergency contact person will be notified. If no-one is able to reach you within a reasonable timeframe (depending on context will likely be a few hours), a Critical Incident Response will be activated. This includes the Course Coordinator contacting UniSC Security and appropriate action taken for the context. This may include Emergency Services looking for you (also see 'Absences').
- If you are travelling further away than South-East Queensland for your practicum, the Course Coordinator will request a more thorough communication plan to ensure your safety whilst on practicum.

3.4.6 DRESS CODE

Whilst each workplace is different, students should always dress to meet a high standard of neatness and cleanliness, consistent with their 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. Your host supervisor will be the best person to advise you on this.

Work attire is usually smart casual wear (e.g. long tailored pants/skirt and polo shirt). Shirts should cover the shoulder and be comfortably fitted. Dresses are acceptable, with similar consideration of a 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. Facial hair must be neatly maintained.

Examples of unacceptable dress code in the workplace includes:

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

3.4.7 ABSENCES

All absences must be reported to the practicum supervisor or another appropriate person at the host organisation at the usual start time of that day. Since these hours contribute to meeting requirements regarding undergraduate practicum hours, students will be required to make up absences at another time. Students who are absent for more than two days for medical reasons must provide a medical certificate to be sighted by their supervisor and then sent to the Course Coordinator to be kept with the student's records.

Under extraordinary circumstances, students may be granted leave from their practicum for reasons other than illness at the discretion of the Course Coordinator. Arrangements for making up hours are subject to availability and are therefore at the discretion of their Host Supervisor / Course Coordinator.

3.4.8 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 supervisor of any unexpected delays to arrival. In the event of unavoidable delays, students should tender their apologies immediately to their supervisor upon arrival and organise makeup time if appropriate. This is critical as the supervisor will have made a special effort to provide interesting opportunities for learning and your lateness may impact on the activities of other members of the workplace.

3.4.9 OVERTIME

The UniSC Workplace Integrated Learning Program does not encourage requests for students to work overtime except in exceptional circumstances. These hours must be negotiated between the student and the supervisor well in advance, keeping in mind that many of you will have additional commitments with study, paid work, family etc.

Where necessary for you to complete overtime, these hours should be credited to your total work practicum hours, or you may be able to negotiate for time off during other scheduled days of practicum.

3.4.10 SITE VISITS

Whilst on practicum, you may receive a site visit from a representative from UniSC. Site visits are not formally assessed but provide an opportunity to meet with both the supervisor and the student and discuss the student's progress and to discuss any difficulties the student may be having if necessary. Site visits will be arranged with both the student and the supervisor. In addition, the Course Coordinator will contact the supervisor by telephone or email to check on the student's progress on at least one occasion during the student's practicum.

3.4.11 INFORMATION TECHNOLOGY

A quick word on the use of technology. Different worksites will have different arrangements for use of technology. It is best to ask your host supervisor when you are negotiating your practicum dates what the situation will be for you.

Some workplaces will have access to desktop or laptop computers for students, including allocated desks. The desk space may have to be negotiated with other staff and students, meaning that your practicum days may not have much flexibility. Whilst rare, other sites will require you to bring your own laptop.

Regardless, please take into account that technology, both hardware and software, is often a huge cost to the organisation you are placed with (hence why some don't have any spare!). Before you connect your external devices (e.g. USB/phone) to the servers of other organisations, please ask your host supervisor for permission. You do not want to be responsible for viruses contaminating the organisation's system! Also, some workplaces will give you access to their servers, using a password and email account. Use these wisely and abide by the conditions that you agree to as part of the organisation's code of conduct.

While this should go without saying, please only use computers on practicum for work purposes. It is not appropriate to do your banking, check up on Instagram, read the breaking news stories, 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 work breaks.

3.4.12 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 the client or their relatives;
- Failure to arrive punctually at the commencement of each shift, without substantial reason for the occurrence;
- Failure to undertake the number of practicum hours;
- Failure to abide by the policies of the host organisation that apply to students undertaking practicums;
- Failure to maintain personal cleanliness according to workplace standards, policies and procedures;
- Practicing outside of own scope of practice;
- Using the organisations equipment or computer systems for unlawful practices.

3.5 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 work environment. Most students will need mentoring through guidance, coaching and practice. Practicum supervisors and 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.

3.6 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/supervisors 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 as soon as possible.

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

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 Wellbeing services at the University for further support. Further information can be accessed at:

<http://www.usc.edu.au/explore/structure/divisions/student-wellbeing>