

# **HEALTH STUDIES PROGRAM**

## **HLST 4003: HEALTH SCIENCE PRACTICUM MANUAL**

### **REQUIREMENTS AND GUIDELINES**



**College of Health Sciences (COHS)  
School of Allied Health (SOAH)  
Health Studies Program  
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# **Health Science Practicum – HLST 4003**

## **Course Description**

The **Health Science Practicum (HLST 4003)** is performed in the student's senior year. Under supervision in an approved Practicum site, the student will have the opportunity for on-the-job experiences. The Practicum is project-based in that the student is expected to produce tangible output for the host organization. It is expected that the student will select a Practicum site, which is consistent with career interests and objectives.

## **HLST 4003 Objectives**

At the conclusion of the course, the student will be able to:

- 1) Observe and actively participate in decision-making and strategic planning involved in the design, implementation, and evaluation of programs at a healthcare Practicum site.
- 2) Demonstrate professionalism by effectively performing all assigned roles and responsibilities with a strong work ethic.
- 3) Identify and analyze organizational techniques used to respond to pressures from social, political, regulatory, competitive, and other external forces.
- 4) Explain the purpose of internal programs such as community education, employee education, and quality improvement, and describe their relevance to the organization.
- 5) Critically evaluate management styles observed and conduct a self-assessment of their personal management style based on site observations.
- 6) Apply principles of problem-solving and decision-making to address a specific organizational issue and present solutions in a professional PowerPoint presentation to administrative personnel.

## Pre-Practicum Checklist

(Students who do not meet **all** the requirements on this checklist at the time of submission of the Intent to Register form will **not** be allowed to enroll in Practicum.)

- Must Meet These Academic Requirements:
  1. Students must have declared a major in Health Studies.
  2. Completion of 90 credits in the BSHS curriculum.
  3. Students must have completed all 2000 and 3000 level HLST courses.
  4. Students must be in good standing with the University.
  5. Minimum overall cumulative GPA of 2.0.
  6. A minimum HLST GPA of 2.75 with a "C" or better in all HLST courses.
  7. Application and approval for progression to the HLST 4003.  
*\*Failure to maintain satisfactory GPA requirements will result in removal of enrollment in HLST 4003.*
  
- Complete the **“Intent to Register” form** found on the Health Studies Program Advising Canvas page and Website. You must also upload your updated resume.
  
- Provide all information on the “Intent to Register” form, including your preferred Practicum sites and career interests.
  - Select from the list of current Practicum sites that have established contracts with the Health Studies Program.
  - To choose a site not on the approved list, contact the Practicum Coordinator as soon as possible, prior to submitting the “Intent to Register.”
  - Health Studies Online Distance Learners are expected to find a site within their community, obtain site approval, and submit the listed information to the Practicum Coordinator to begin the process of securing a contract or Memorandum of Understanding (MOU).
  - Obtain final approval for your Practicum site from Practicum Coordinator.
  
- Register for HLST 4003. HLST 4003 is a non-printing course and will not appear on your Banner schedule. The Practicum Coordinator will provide you with the CRN for registration. *(Note: An additional \$250.00 Practicum fee applies to this course, in addition to standard semester fees.)*

## Prior to and During Practicum

- ❑ **Participate in the Mandatory Practicum Orientation:**  
Attendance at the Practicum Orientation, held virtually or in person by the Practicum Coordinator, is required. Topics include professionalism, HIPAA and patient confidentiality, customer service, and other relevant subjects. Students are also expected to attend any additional training or orientation sessions mandated by the Practicum site.
- ❑ **Engage in Consultations with Practicum Coordinator and Site Supervisor:**  
Students should meet with the Practicum Coordinator and site supervisor as necessary to discuss Practicum progress and address any relevant issues.
- ❑ **Complete the Academic Learning Objective Agreement Form:**  
In collaboration with the site supervisor, students must complete the Academic Learning Objective Agreement Form, outlining the objectives for the Practicum experience.
- ❑ **Submit the Practicum Student Information Form:**  
Students are required to complete and submit the Practicum Student Information Form.
- ❑ **Maintain Weekly Work Logs, Discussion Postings, and Course Assignments:**  
Throughout the Practicum, students must regularly complete weekly work logs, participate in discussion postings, and submit course-related assignments.
- ❑ **Provide Mid-Term and Final Evaluation Forms to the Site Supervisor:**  
Students are responsible for providing the site supervisor with mid-term and final evaluation forms. Once completed, the site supervisor will review these evaluations with the student, and the student must then submit signed copies by the designated due dates.
- ❑ **Complete the Third Phase of the e-Portfolio and Presentation:**  
As part of the Practicum requirements, students must finalize the third phase of their e-Portfolio and record a presentation showcasing their work.
- ❑ **Completion of the Student Academic Practicum Learning Objective Evaluation Form:**  
The site supervisor is expected to complete the Student Academic Practicum Learning Objective Evaluation Form, based on the initial objectives established and the student should submit the form.
- ❑ **Prepare and Submit a Reflection Paper on Practicum Experience:**  
Upon conclusion of the Practicum, students are required to prepare and submit a reflection paper detailing their Practicum experience and insights gained.
- ❑ **Complete the Practicum Site Evaluation Form**  
Students are expected to complete an evaluation of the Practicum site to provide feedback on their experience.
- ❑ **Submit All Remaining Forms and Assignments**  
Students must ensure that all final forms and any remaining assignments are completed and submitted in accordance with program requirements.

## How to find a New a Practicum Site

The Practicum experience offers an opportunity for ULM to collaborate with community partners in the professional education of students. While healthcare agencies vary widely, potential Practicum sites may include:

1. Marketing departments or representatives within healthcare settings.
2. Hospitals, where students work alongside business office administrators or unit supervisors.
3. Rehabilitation centers, where students partner with marketing directors; and
4. Nursing homes, where students collaborate with administrators.

Students, in consultation with the Practicum Coordinator, are responsible for identifying and securing their Practicum sites. The Health Studies Practicum Coordinator may also provide guidance regarding potential Practicum locations. Additional information about the Health Studies Practicum can be found on the Health Studies program website.

**\*Note: Health Studies distance/online learners, are required to identify and assist in securing a new Practicum site within their local communities.**

### **Steps for Securing a New Practicum Site:**

1. **Review the Practicum Definition:**  
Familiarize yourself with the Practicum's purpose and objectives.
2. **Consider Your Professional Interests:**  
Reflect on areas of healthcare that align with your career goals and where you might wish to complete your Practicum.
3. **Recognize Potential Employment Opportunities:**  
Keep in mind that a Practicum placement can often lead to post-graduation employment opportunities.
4. **Research Local Healthcare Sites:**  
Identify 2-3 reputable and longstanding healthcare organizations in your area that align with your professional interests and goals.
5. **Identify a Contact Person:**  
Find a contact person in a leadership role at each potential site who may be open to discussing a Practicum opportunity.
6. **Consult the Practicum Coordinator:**  
Prior to reaching out to any site, discuss your choice with the Practicum Coordinator to ensure it meets program standards and objectives.

**7. Prepare for Your Introduction:**

Before contacting the site, prepare to explain the Practicum's purpose, including the required number of hours, anticipated responsibilities, learning objectives, potential projects, and how your presence could benefit the organization.

**8. Arrange an Introduction Meeting:**

Schedule a time to speak with the contact person to discuss Practicum opportunities.

**9. Submit Contact Information once site approval has been completed:**

Send the following information to Dr. Bower at [jbower@ulm.edu](mailto:jbower@ulm.edu) for potential follow-up.

**Information to provide about prospective Practicum site:**

- Organization Name
- Organization Type
- Physical Address and Phone Number
- Contact Person's Name and Position
- Website Address
- Types of Programs Offered
- Community Needs Addressed
- Business Hours

Once this information is submitted, the Practicum Coordinator will initiate discussions with the site to negotiate a potential contract.

**\*\*Please note that providing contact information does not guarantee placement, as contract negotiation and site approval can be a lengthy process. Students are encouraged to begin this process as early as possible.**



# ULM Health Science Practicum (HLST 4003)

## Student Requirements and Guidelines

**Registration will not be permitted without approval from Health Studies Practicum Coordinator.**

Practicum Requirements/Guidelines:

**1. Pre-Registration and Site Approval:**

Students must contact the Practicum Coordinator prior to early advising during the spring semester, before registering for the Practicum, to secure enrollment permission and discuss course requirements. In collaboration with the Practicum Coordinator, students are responsible for contacting, negotiating, and securing a Practicum site. The final decision regarding a student's placement at a given site rests solely with the Practicum site.

- If multiple students request the same site and the site can only accommodate a limited number, students will be ranked by GPA, with those holding the highest GPAs receiving priority for placement.

**2. Submission of the "Intent to Register" Form:**

Students must submit the "Intent to Register" form by the established deadline and meet all academic requirements at the time of submission.

- A resume must accompany the "Intent to Register" form, including the student's interests, professional, educational, and personal history. This information aids communication between the Practicum Coordinator and the site supervisor.

**3. Practicum Site Contract Requirement:**

Students may only attend Practicum at sites with established contracts.

**4. Registration Process:**

Upon provisional or final approval for the Practicum, the Practicum Coordinator will provide the CRN number via email, as HLST 4003 is a non-printing course and does not appear on the Banner schedule. Students should register for HLST 4003 using the provided CRN on their designated registration day.

**5. Course Withdrawal Policy:**

Once registered, students may not withdraw from the Practicum course without the express permission of the Program Director. Only students with extenuating circumstances will be allowed to withdraw.

**6. Professional Conduct:**

Students are expected to conduct themselves professionally at the Practicum site.

7. **Compliance with Policies:**  
Students must adhere to all policies and procedures of the Practicum site and the university.
8. **Minimum Practicum Hours Requirement:**  
Students must complete a minimum of 104 hours at the site during the semester to earn three credit hours for the Practicum. Practicum hours are typically scheduled between 8:00 a.m. and 5:00 p.m., Monday through Friday, though occasional after-hours or weekend activities may occur.
9. **Transportation and Living Arrangements:**  
Students are responsible for their own transportation and living arrangements during the Practicum and must prioritize personal safety, remaining vigilant of their surroundings.
10. **Unpaid Practicum Requirement:**  
Students cannot receive payment from the Practicum site for hours worked if those hours coincide with their workday.
11. **Practicum Fee:**  
**An additional \$250 Practicum fee applies to this course, in addition to standard course fees. This fee is assessed with other fees.** Students may also be responsible for police checks, background checks, drug testing, and parking fees if required by the site.
12. **Code of Conduct:**  
Falsification of Practicum hours will result in disciplinary actions in accordance with the ULM Student Code of Conduct.
13. **Drug and Alcohol Testing:**  
Students are subject to drug and alcohol testing as outlined in the College of Health Sciences policy (see ULM CHS website <https://www.ulm.edu/chs/> for specific policies) and/or the policy of the Practicum site. Students are responsible for all associated costs.
14. **Health Insurance Recommendation:**  
Students are strongly encouraged to maintain personal health insurance.
15. **Immunization Compliance:**  
Some sites may require additional immunizations. Students must meet all site-specific immunization requirements, with associated costs borne by the student. Failure to meet these requirements may impact Practicum eligibility and graduation timeline.
16. **Professional Dress Code:**  
Students must dress professionally and comply with the Practicum site's dress code.

**17. Confidentiality and HIPAA Compliance:**

Students must maintain patient confidentiality and adhere to the Health Insurance Portability and Accountability Act (HIPAA) regulations. Any breach of patient confidentiality will result in immediate removal from the course with an "F" grade.

**18. Cell Phone Policy:**

Students are prohibited from using cell phones for personal calls, messaging, or social media while at the internship site. Exceptions to this policy may be granted only with prior permission from the site supervisor, and usage must adhere strictly to site protocols and privacy regulations. Non-compliance with this policy may result in disciplinary action.

**19. Restrictions on Photography:**

Students may not take photos of patients at any Practicum site due to HIPAA regulations. Permission from the site supervisor is required for any non-patient photography.

**20. Injury Reporting Procedure:**

In the event of an injury at the Practicum site, the student should seek assistance immediately and report the injury to the site supervisor and ULM Practicum Coordinator, who will notify the Health Studies Program Director.

**21. Personal Vehicle Use and Liability:**

The university does not provide insurance coverage for students using personal vehicles for Practicum activities. Students are solely responsible for any incidents occurring during such travel.

**22. Issue Reporting:**

Students must promptly report to the Practicum Coordinator any issues at the Practicum site that may impede their learning.

**23. Employment Disclaimer:**

Completion of the Practicum experience does not guarantee employment at any Practicum site.

**24. International Student Employment Inquiries:**

International students should direct all employment-related questions to the ULM Director of International Students.

## Expectations for Professional Behavior While at Practicum

- **Punctual Arrival:**  
Students are expected to arrive at their Practicum site ahead of the scheduled time to demonstrate professionalism and commitment.
- **Professional Communication:**  
Engage in appropriate discussions and pose relevant questions during Practicum to enhance learning and professional development.
- **Attentiveness on Site:**  
Students must remain fully attentive and engaged while on site. Sleeping or showing signs of inattentiveness is unacceptable and may result in removal from the site.
- **Electronic Device Use:**  
Cell phones, laptops, and other electronic devices are prohibited unless prior permission has been granted by faculty or the site supervisor. Unauthorized use will not be tolerated.
- **Preparation and Organization:**  
Students should arrive at Practicum prepared, organized, and ready to participate actively in all tasks and responsibilities.
- **Professional Dress Code:**  
Students must dress professionally and adhere to the Practicum site's dress code. The following attire is prohibited: shorts, see-through or bareback clothing, sheer or tight-fitting clothing, visible tattoos or body piercings, tank tops, jeans with holes or rips, flip-flops, tennis shoes, and exercise apparel.
- **Men's Attire:**  
Men should wear a collared shirt or dress shirt paired with professional, full-length pants. Compliance with the site's dress code is required.
- **Women's Attire:**  
Women should wear a blouse, shirt, dress, or sweater with professional dress pants or a skirt. Compliance with the site's dress code is required.
- **Professional Conduct:**  
Disruptive behavior of any kind will not be tolerated during Practicum.
- **Focus on Practicum Responsibilities:**  
Students should focus exclusively on Practicum duties and refrain from working on assignments or projects for other courses, as this is disrespectful to the Practicum environment.

- **Timely Completion of Assignments:**  
All assignments must be completed by the designated deadlines and submitted in the required format. Students should plan to obtain necessary signatures on work logs from the site supervisor without delay.
- **Independent Work:**  
Students are expected to complete all assignments independently, without assistance from others, to uphold academic integrity.
- **Professional Inquiry and Engagement:**  
Use appropriate and respectful language when engaging in discussions or asking questions with faculty, classmates, the site supervisor, and other site staff.
- **Respectful Interactions:**  
Demonstrate respect toward fellow students, faculty, the site supervisor, and all Practicum site personnel to foster a positive and professional learning environment.

## Site Supervisor/Practicum Site Responsibilities

The Practicum site supervisor/Practicum site is expected to provide adequate professional supervision for the Practicum student. The following are key expectations of the site supervisor and Practicum site:

- 1. Orientation to the Practicum Site:**  
Provide the student with a thorough orientation to the Practicum site, including its mission, policies, and procedures.
- 2. Practicum site Policies and Confidentiality Forms:**  
Ensure the student completes all necessary Practicum site forms, including those pertaining to confidentiality, HIPAA compliance, and other relevant policies.
- 3. Collaboration on Learning Objectives:**  
Collaborate with the student to develop clear and relevant learning objectives. Objectives should align with the student's educational needs and clearly outline goals for the practicum experience, serving as the foundation for learning activities and assessments.
- 4. Completion of the Academic Learning Objective Agreement:**  
Finalize, sign, and provide the Academic Learning Objective Agreement to the student for submission.
- 5. Provision of a Meaningful Practicum Experience:**  
Facilitate a realistic and meaningful practicum experience that aligns with professional standards and enhances the student's learning.
- 6. Verification of Weekly Logs:**  
Review and sign the student's weekly log each week. The site supervisor's signature serves to verify the accuracy of the student's documented hours and activities.
- 7. Mid-Term and Final Evaluations:**  
Complete both mid-term and final evaluations of the student's performance. Each evaluation should be reviewed with the student before submission to the Practicum Coordinator.
- 8. Completion of the Academic Learning Objective Evaluation:**  
Complete the Academic Learning Objective Evaluation to assess the student's achievement of established objectives.
- 9. Timely Communication with the Practicum Coordinator:**  
Maintain open communication with the Practicum Coordinator throughout the practicum experience. Notify the coordinator promptly of any concerns or behaviors that may affect the student's progress or performance.

## Background and Drug Screens - Affiliation Agreements

Please note, this information is specific to ULM College of Health Sciences.

### Background Checks and Drug Screenings (Prior Disclosure)

Background checks are required in some School of Allied Health (SOAH) and Kitty Degree School of Nursing (KDSNUR) professional programs before a student can be admitted to the program and/or before a student can participate in required clinicals, which is defined as clinical rotations, practicums, internships, and/or externships. All professional programs require background checks as per the guidelines and criteria set forth by the participating site and/or listed in the applicable Memorandum of Understanding (MOU) and/or affiliation site agreement. As such, information of concern may result in the student not being eligible to commence to their clinical facility site rotation, practicum, internship, and/or externship.

\*\*There is a **no tolerance** policy for failed drug screens.

### Initial Background Checks and Drug Screening

1. College wide policies for Background Check and Drug Screening must meet contractual requirements for each internship or clinical facility site per the affiliation site agreement and/or program policy.
2. The affiliation agreement dictates the type and screening criteria required.
3. Students applying for internships or clinical facility site rotations must be notified in writing and sign an acknowledgement of the following:
  - a. That they will be subject to background checks and drug screening.
  - b. That payment for screening is the student's responsibility.
  - c. That they give permission for the Associate Dean to view the results on a secure website.
  - d. That they understand that the Dean or Associate Dean will report to the Program Director or their designee that screening results did or did not include information of concern.
  - e. That they understand that if the background check reveals screening "information of concern", they may not be allowed to commence their internship or clinical facility site rotation.
  - f. That they understand that if the drug screening reveals "information of concern", they will not be eligible to commence their internship or clinical facility site rotation, and that they will be dismissed from the SOAH and KDSNUR as the SOAH and KDSNUR have a no tolerance policy for a failed drug test.
  - g. That any appeals should be submitted to the Dean's office.
  - h. That they understand that CastleBranch will archive all records and that hardcopy printing of results by the Associate Dean is available but not anticipated routinely. Records will be maintained pursuant to ULM's record retention policy.
  - i. That additional testing could be required at any time if suspicious behavior is observed.

4. Programs will notify pre-intern or clinical facility site rotation students that they must complete a Background Check and/or Drug Screening.
5. Students will be given a program account number and directed to the website <https://discover.castlebranch.com> where they will register and pay for the Background Check and Drug Screening. Students will need to enter the package code “UA27” to ensure results are sent to Health Studies.
6. Students should proceed according to the instructions.
7. If a Tb skin test is required, student may contact the ULM Health Center or personal healthcare provider. If student utilizes the ULM Health Center, student should inform clinic they are a general undergraduate Health Studies student and not a professional student in a College of Health and Pharmaceutical Science professional program.

### **Drug Screening and Suspicious Behavior**

1. If a student displays suspicious behavior during a rotation, it is the responsibility of the facility and/or the clinical supervisor at the facility to notify the Program Director.
2. The Program Director will notify the Associate Dean of the concern who will confer with the Dean to determine whether a drug screen should be initiated.
3. If the determination is made to initiate a drug screen, the Program Director will notify the faculty/clinical supervisor who will notify the student.
4. The Associate Dean/Dean’s office will contact Lab Corp or the designated laboratory that a student will arrive for a drug screen within two hours and that the SOAH and KDSNUR will pay for the drug screen.
5. The Associate Dean/Dean’s office or designee will contact the cab company to request round trip transportation to the lab facility.
6. Once the cab arrives, the faculty/clinical supervisor will pay the cab driver for round trip transportation of the student.
7. The Program Director will submit the receipt for reimbursement to the Dean’s office.
8. The same policies and procedures as were used in the initial drug screening apply: that if the drug screening reveals “information of concern”, they will not be eligible to continue their internship or clinical facility site rotation, and that they will be dismissed from the SOAH and KDSNUR as the SOAH and KDSNUR have a no tolerance policy for a failed drug test.
9. They have the right to appeal to the Dean’s office.
10. They understand CastleBranch will archive all records and that hardcopy printing of results by the Associate Dean is available but not anticipated routinely. Records will be maintained pursuant to ULM’s record retention policy.



## Health Studies

### UNIVERSITY OF LOUISIANA AT MONROE

#### DRUG SCREENING/BACKGROUND CHECK ACKNOWLEDGEMENT and RELEASE FORM

- I understand that before beginning Practicum in the Health Studies program I may be subject to a drug screening and a background check according to contractual requirements of agreements with Practicum sites.
- I understand that I am responsible for the cost of these procedures and that the results of the procedures will be released to the University of Louisiana at Monroe, College of Health Sciences (COHS)-Dean/Associate Dean/Health Studies Program Director
- I give permission for the Dean/Associate Dean/Health Studies Program Director to view the results on a secure website.
- I understand that the Dean or Associate Dean will report to the program director or their designee that screening results did or did not include information of concern.
- I understand that if the background check reveals information of concern, I may not be allowed to commence my Practicum/internship.
- I understand that if the drug screening reveals that a positive finding exists, that I will not be eligible to commence to my Practicum/internship, and that I will be dismissed from the COHS, as the COHS has a no tolerance policy for a failed drug test.
- I understand any appeals should be submitted to the COHS Dean's office.
- I also understand that CastleBranch will archive all records and that hardcopy printing of results by the Associate Dean is available but not anticipated routinely. Records will be maintained pursuant to ULM's record retention policy.
- I understand additional testing could be required at any time if suspicious behavior is observed.
- I will not be allowed to begin the Practicum component of the program which may affect my ability to graduate.

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PRINT NAME

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DATE

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STUDENT SIGNATURE

## **Health Science Practicum Course Requirements Acknowledgement**

I, \_\_\_\_\_, agree to keep all sensitive information, which includes but not limited to patient information, proprietary information, and budget information, of the Practicum site confidential. I also understand that any breach of confidentiality or any provision of the Health Information Portability and Accountability Act (HIPAA) will result in dismissal from the HLST 4003 (with F letter grade) and legal sanctions may be filed against me from the Practicum site.

If background checks and/or drug screens are required by the university or Practicum site, I give my permission for these to be performed and the results of these be released to university officials and the Practicum site. I also agree to abide by all university and Practicum site policies related to this. I also give my permission for any of my relevant education information to be released to the Practicum site, as requested.

I recognize and acknowledge that some Practicum sites have immunization requirements for students. I understand that failure to meet the requirements of the Practicum site may result in dismissal from the Practicum site. I give my permission for University of Louisiana at Monroe, Health Studies Program, to release my immunization information, including TB, to the site if requested.

I understand that failure to abide by any university or Practicum site policies may result in dismissal from the course (HLST 4003) (with letter grade of F) and university.

Student Name \_\_\_\_\_

Student Signature: \_\_\_\_\_

CWID \_\_\_\_\_

Date \_\_\_\_\_