

جامعة حمدان بن محمد الذكية
Hamdan Bin Mohammed Smart University

FIELD PRACTICUM MANUAL

2024 - 2025





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Introduction

Ensuring that the various theories taught to learners through their program of study are put into practice is one of the main challenges many universities face. A hands-on training in an external organization to cover various issues pertinent to the field of study is considered an effective tool to do so. Learners who have the opportunity to opt for the field practicum will gain on-site experience, enhance their skills and gain more confidence, on a day-to-day basis during the practicum period.

Overall the practicum program is designed with the following objectives:

- To provide an opportunity for the learner to test the knowledge, values and skills encountered throughout her/his academic studies in order to integrate theory with practice.
- To reinforce the knowledge, values and skills acquired by the learners during their study period.
- To help strengthen the learner's professional skills and interpersonal relationships in a professional setting.
- To encourage the learner to develop a critical perspective on social work theory, practice, and the social service delivery system.
- To develop the learner's identification with professional social work, in the context within which it is practiced, and with contemporary issues relevant to practice.

One of the major factors contributing to the success of the Field Practicum experience is to ensure that all stakeholders possess a clear understanding of the purpose of the Field Practicum and are aware of their respective roles and responsibilities. This manual has been prepared as an attempt to assist all those involved from within the university as well as from the hosting organization (i.e. management, on-site supervisor) in understanding the policies procedures and requirements of each party in alignment with university expectations.

The manual through its various appendices also includes all forms to be used throughout the Field Practicum for the purpose of site selection and placement, assessment and evaluation.



Part I: Field Practicum at Hamdan Bin Mohammed Smart University

The Practicum program at Hamdan Bin Mohammed Smart University (HBMSU) applies to Postgraduate Programs within the School of Health and Environmental Studies to ensure that the theories taught throughout the programs offered through the school are put into practice. The Practicum consists of placement of learners within an internationally accredited (or in the process of accreditation) institution under the supervision of an assigned supervisor at the facility and supported by a faculty member (practicum supervisor) from within the school who is appointed by the dean. During the program, learners will be given the opportunity to have hands-on training and tackle various health/environment issues through a comprehensive institutional orientation program and via participating in the day-to-day operations of the health/environment institution where they would be given the chance to implement the knowledge acquired during their study period. The practicum experience is usually characterized by the following:

- A practicum is a combination of a work-based project and workplace experience
- The practicum involves at least one external organization (placement site).
- The learner along with his/her related Academic Advisor and other staff within AA Division will help determine the type of practicum experience that is appropriate.
- A practicum is not a “shadowing” experience.
- A practicum is an unpaid workplace experience with a specific educational plan and outcomes to be achieved.

1.1 Practicum mission, goals and objectives

The mission of the Practicum program is to:

“Provide learners with relevant opportunities to explore practical application of academic theory and experience active learning in a professional environment in order to enrich their personal development and understanding of their communities”.

The overall goals of the program can be summarized in the following:

- To provide learners with on-site training within recognized healthcare institutions.
- To present the learners with an opportunity to participate, under supervision, in the operations of the hosting institution or organization.



The intended learning outcomes expected to be achieved upon completion of the practicum are:

- Analyze the existing specific operations within the healthcare institution.
- Develop a customized system of specific processes or operations within the institution.
- Observe specific operations within the organization.
- Evaluate existing processes.
- Implement a specific process or operation based on international standards.

1.2 Benefits of the Practicum Program:

1.2.1 Benefits to Learners

The Practicum program is designed to offer learners the following benefits:

- A chance to integrate theories learnt in class with "real life" situations.
- A successful transition from university education to a professional environment upon graduation.
- Assistance to learners in deciding on their career paths based on their program of study and areas of interest.
- An opportunity to experience many of the aspects of the professional life while being supervised and mentored by competent professionals.
- Support with developing the technical, leadership, and interpersonal skills which they will need to succeed in their future careers.
- A chance to exercise professional judgment, sense of professional responsibility, creativity and self-confidence.
- An experience to aid learners in discovering their professional and academic strengths and overcoming their weaknesses.
- An opportunity to acquire professional work habits and attitudes.

1.2.2 Benefits to the University

- A practical setting for the testing and application of theoretical models taught through various postgraduate programs.
- Strengthening the educational process of preparing future professionals.



- Assisting in the development of a cooperative working relationship between educators and practitioners.
- A means to assess the quality and relevance of the curriculum to the professional world.
- Providing methods for evaluating learners' needs, abilities, and progress in professional development.
- Helping the University in defining Life Long learning opportunities.
- Facilitating the sharing of resources and the pursuit of achieving common goals with professional agencies and institutions.
- An opportunity for the University to assess and continuously improve its practicum program, and to ensure that its postgraduate learners meet the market demand.

1.2.3 Benefits to the Organization

- An opportunity for professionals within the organization to provide expertise related to theory and practice obtained in the classroom setting
- An expanded ability to serve customers through the contributions of the trainees.
- An opportunity to survey and evaluate prospective employees.
- To provide an opportunity to improve in-house training for permanent employees of the organization.
- Opportunities for cooperative relationships with the University which extend beyond the Practicum program.
- An opportunity for the organization to be a partner in the preparation of future professionals.



Part II: Roles and Responsibilities of Various Stakeholders

The Practicum involves several stakeholders from within the University and outside the University each assuming specific roles and responsibilities; a summary of these roles and responsibilities are detailed in the following sections.

2.1 Learner's Roles & Responsibilities

- The learner has the overall responsibility to become familiar with all requirements specified by the University and the school with regards to the Practicum and to ensure that he/she is eligible for undertaking it within the required period.
- The learner must be familiar with the content of this manual.
- Learners must contact AA Office at least four months prior to the start of the semester in which they expect to enroll in the practicum and shall complete Appendix A **"Practicum Registration Form – Form A"** and submit an updated CV
- Learners must seek practicum placement positions with organizations either through AA Office or independently.
- In the case of independent practicum, learners must ensure they provide the following details:
- In case of independent practicum, learners must ensure that they obtain the approval of their assigned Practicum supervisor prior to starting the Practicum program. (Failure to obtain such approval may result in non consideration of the undertaken practicum program (being not credited)). learners shall ensure that **FORM B of the Practicum Registration Form** is filled, approved and signed by the practicum supervisor. Form B should highlight the following:
 - Details about the organization, including the name of the organization and department that the learner intends to train in, a brief on the nature of the department and its main activities, and the official contact information of the organization.
 - The name and contact information (email, mobile, and phone) of the on-site supervisor that will follow up and supervise the learner.
- Learners are expected to attend 225 hours for the practicum divided over 15 weeks and attend all orientation sessions or other meetings scheduled with the practicum supervisor within the university. On the first week of the semester, the learners will receive the orientation and workplace health and safety training



- The “*Practicum Statement of Completion Form*” (Appendix C) is to be filled and returned to the Practicum Supervisor at the end of the practicum period to certify the number of completed hours.
***Failure to submit a signed Practicum Statement of Completion Form may result in the Practicum program not being credited.*
- Learners are expected to complete all required course work as stipulated in the course syllabus for the practicum program including Practicum Weekly Reports [Appendix E], assignments and projects.
- Learners shall be prepared for attending Pre– Practicum interviews if required by the organization where the practicum is to be completed.

2.2 The Practicum supervisor’s Roles & Responsibilities

The Practicum supervisor is a faculty member from within the respective school (full time or associate) who is engaged in the practicum programs as part of his/her allocated workload. Practicum supervisors should generally have expertise relevant to the learner’s interests and practicum.

Overall, Practicum supervisors are responsible for assisting learners in ensuring efficiency of the practicum and that learners make the most out of the experience. They monitor progress and track the achievement of intended learning outcomes. They must ensure their availability to provide advice and conduct assessment throughout the practicum period.

Below is a summary of the main roles and responsibilities of the Practicum supervisor:

- The Practicum supervisor should work closely with AA Office to assist in identifying organizations through which the practicum may take place.
- The Practicum supervisor should carry out all official correspondence with all concerned parties (the learner and On-site Supervisor) throughout the program.
- The Practicum supervisor should assist learners in setting realistic goals and objectives for the Practicum program.
- The Practicum supervisor should help learners develop a Practicum plan according to the expectations of the program of study and what is appropriate for the position. He/ she will prepare the detailed study plan for the learner.
- The Practicum supervisor should familiarize the learners with the practicum procedures, manual and assessment.
- The Practicum supervisor should identify appropriate methods for the learners to document their learning to justify university credits.



- The Practicum supervisor must maintain open communication with the learner and the practicum site so that any problems can be handled effectively.
- The Practicum supervisor should exchange ideas with the on-site supervisor directed towards the improvement of the Practicum program and related academic experiences.
- The Practicum supervisor should evaluate and grade all practicum assessments and reports and provide appropriate feedback to trainees and on-site supervisors. He/she should determine the final grade of the learner with the input from the on-site supervisor.
- The Practicum supervisor shall take the responsibility of removing the learner from the Practicum placement if either the learner or the organization is not suited to the program.
- The Practicum supervisor must review all documents submitted by learners and/ or on-site supervisors or any other stakeholder and maintain records of practicum forms, and learners' profiles.
- The Practicum supervisor must prepare a course file at the end of the semester as per the university policy on course files, including filling the course review form.
- The Practicum supervisor should evaluate the practicum experience at the end of the program.
- When deemed necessary, the practicum supervisors may visit the practicum workplace. Other forms of communication with the organization such as video/ audio conferencing, phone calls and emails can be used to monitor the practicum process..

2.3 Academic Advisor s' Roles & Responsibilities

The Academic Advisors' role occurs during the early stage of the Practicum program. He/she will be responsible for ensuring that learners register for the practicum as per the study plan and that he/she meets the requirements for registering in the Practicum program. The Academic Advisor will explain to their advisee what the Practicum program is about and what is expected from them to successfully complete it, and also will assist them in completing the Academic practicum Registration Form **(FORM A)**. After this point, the Academic Advisor will be available only for consultation and advice if required.

2.4 AA Office Roles and Responsibilities

AA office at Hamdan Bin Mohammed Smart University plays an important role in helping learners secure and succeed in their Practicum experience.

AA Office also work closely with the Practicum Supervisor in validating selected organizations for the practicum.



Guidelines, Policies, Procedures and Forms: AA Office assists schools and other academic departments across the University in designing and successfully implementing the Practicum and other similar programs, to this extent, AA office in coordination with the schools develops guidelines, procedures and other templates that support various stakeholders on different matters (i.e. guidelines for identifying practicum sites by learners, for offering practicum opportunities to the learners, etc.). These resources will help each party understand expectations and conditions linked to the practicum.

Employer Database: It is the goal of AA Office in coordination with the schools to establish strong relationships with employers identified as high quality Practicum experience providers. Therefore, AA Office and schools will maintain current files on employers who provided high quality Practicum experiences to our learners and who are willing to regularly recruit them for practicum positions. These files will contain employer contact information as well as information about the organization, the practicum positions that were previously offered to our trainees and the analysis of the results of the overall practicum evaluation.

Regular Workshops: AA Office in coordination with the school will regularly conduct workshops on topics related to the practicum; these workshops could be either physical or online

2.5 The Organization's (Practicum Site) Roles and Responsibilities

All organization practicum sites must be approved by the Practicum Supervisor. Organizations should have the willingness and commitment to provide the learner with a high-quality Practicum experience by assuming the following roles and responsibilities:

- To assign the learner to an On-site Supervisor with appropriate experience to supervise the learner's work during the practicum period.
- To provide the assigned on-site supervisor with appropriate time for the purpose of supervising the learner.
- To familiarize the On-site Supervisor with the intended set of learning outcomes expected to be achieved through the practicum as well as the study plan submitted by the practicum supervisor and the content of this manual.
- To provide adequate ongoing advice, training and guidance to the learner through the on-site supervisor and various staff to ensure he/she meets the intended learning outcomes expected from the Practicum Program.
- To provide a variety of experiences ranging from program, leadership, administration and management, areas and facilities, general responsibilities, and specialized functions.



- To supply the learner with required materials appropriate to the organization, including institutional policies and guidelines in alignment with the assigned job within the organization.
- To commit to filling and submitting all required documentation as required by the University.

2.6 On-site Supervisor's Roles & Responsibilities

The role of the on-site supervisor can be summarized in the following points:

- To assist the learner in completing the academic practicum learning agreement form (Appendix B), this outlines the proposed project/job description assignment.
- The on-site supervisor should help create a working environment within which learners grow with regard to their duties and responsibilities.
- To interpret the practicum program to the organization staff with whom the intern will work and help learners gain acceptance as staff members
- To help learners understand their work as it relates to the agency and the community it serves.
- To contact the Practicum supervisor at the University in the case of any difficulties or problems that may occur.
- To define learner responsibilities and facilitate their growth and development through:
 - a) Meeting with learners to lay out how the program will run.
 - b) Meeting weekly with learners to discuss problems, leadership techniques, operational methods and other matters which will assist learners in fulfilling their practicum goals.
 - c) Keeping learners informed of all rules and regulations to be observed.
 - d) Setting high require performance standards and facilitating the learner's professional growth.
- To submit various documents as required by the university including but not limited to the following:
 - a) On-site Supervisor's Monthly Report [Appendix F].
 - b) Practicum Statement of Completion Form [Appendix C], which is to be submitted at the end of the practicum period.
 - c) On-site Supervisor's Evaluation Form, used to evaluate overall learner achievement Appendix D.

2.7 Time Commitment

Practicum supervisors shall be able to allocate on average 1-2 hours per trainee per week to ensure their availability for any assistance or advice that may be required, and to discuss with the trainee and their on-site supervisors the program progress. This is in addition to the required time to review all submitted work and documents.



It is strongly advised that during the first week of the Practicum program, Coordinators determine the nature and frequency of contact to the trainees under their supervision.

The number of trainees allocated to each coordinator depends strictly on the responsibilities and the workload of the Practicum supervisor. The allocated workload for supervising the practicum is calculated as part of the faculty workload as per the HR policy.

Part III Practicum Initiation, Implementation and Assessment

3.1 The Practicum Process

The Field Practicum at the HBMSU is a rigorous process which involves multiple stakeholders at different stages; these various stages are summarized as follows:

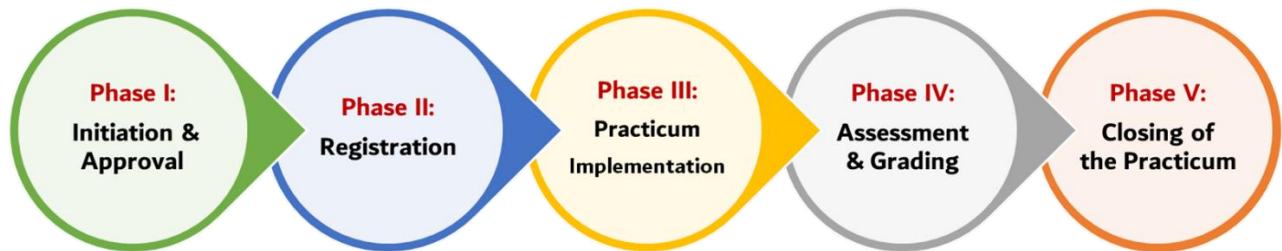


Figure 1: Practicum Initiation and Implementation Phases

Phase 1: Initiation and Approval

Learners who are eligible for the practicum program, should complete the Appendix A “**Practicum Registration Form – FORM A**” with their respective Academic Advisor four months prior to the start of the semester in which the practicum is expected to be under taken.

The Practicum Registration Form includes two distinctive Forms: FORM A provides overall information about the learner and the expected practicum experience, while the FORM B is to be filled only in the case where the learner has already identified a practicum placement site. In such cases it is important to provide enough information about the organization and the on-site supervisor to allow the university to assess the practicum site and define its suitability.

All practicum sites are to be assessed for appropriateness as well as for occupational health and safety requirements.

Upon approval of the practicum site and the on-site supervisor, The Practicum Supervisor will contact the On-site Supervisor and request the completion of Appendix B Practicum Learning Agreement. The agreement will need to be returned to the Practicum Supervisor within 7 Days.

In the instance where the learner was unable to identify a practicum placement site, the learner should contact at early stages (in order to be able to meet the above mentioned time-frame for submission of the Practicum Registration Form) the AA Office to obtain assistance with finding a practicum placement site. The learner will need to prepare an updated CV and complete the Practicum Registration Form (FORM A). AA Office will



conduct a search for a suitable practicum site and will liaise with the Practicum Supervisor to ensure suitability of the site and selected supervisor.

Phase 2: Registration

Formal registration in the practicum program occurs during the registration period stipulated in the university academic calendar. Overall, the basic requirements to enroll in the *practicum program* at the postgraduate level are:

- The learner must have successfully completed a minimum of 18 Credit Hours.
- The learner must have at least a 3.0 Cumulative Grade Point Average (CGPA).
- The learner must be willing and able to devote the required time and energy to meet the practicum program requirements.

Once the registration in the course is completed, the learner will need to proceed with his/her course payment as per regular university practice.

Upon completion of the registration, the learner will be invited to attend a practicum orientation session which is compulsory for practicum participants. The learner will then be assigned a Practicum supervisor from among the School's faculty community.

From this point all communication with the learner and the on-site supervisor is done through the assigned Practicum supervisor.

Working Learners

Learners who have at least 3 years of work experience in a field related to the discipline of their degree program are exempted from the field practicum program. They must take an elective course in lieu of the field practicum following approval from (a) Academic Advisor, (b) Program Chair and (c) Dean of a school.

Phase 3: Practicum Implementation

Once the learner is registered in the practicum, a detailed study plan for the entire practicum period will be sent by the Practicum supervisor to both the learner and the On-site Supervisor along with the syllabus for the program which details the overall practicum intended goals and outcomes, assessment strategies, etc.

Learners are expected to attend their practicum as per the study plan and complete the number of contract hours mentioned in the study plan.



If the learner is absent from the practicum, this needs to be brought to the attention of the Practicum supervisor through the On-site Supervisor. The university attendance policy will apply to the practicum as with any regular courses.

It is important that during the practicum a minimum of five meetings between the learner and the Practicum supervisor take place these meetings can take place either on campus or through the synchronous sessions using the smart campus tools. When deemed necessary, the practicum supervisor will conduct on-site visits and maintain regular communication with the on-site supervisor using email communication, phone conversation or video conferencing.

Phase 4: Assessment and Grading

The Practicum program is assessed by the Practicum supervisor based on the input of the on-site supervisor at the host organization and the work submitted by the learner.

Documentation of the Practicum Learning Experience may be done in a great variety of ways, however some of the most common methods used for practicum assessment at the university include:

- **Weekly Report:** Learners, on a weekly basis, enter a summary of their work and overall experience for the recent period. [See template in Appendix E]
- **On-site Supervisor Evaluation [Appendix D]:** Each on-site supervisor is sent an evaluation form near the end of the practicum period. This feedback of the on-site supervisor is integrated as part of the grading for the program.
- **Assignments:** usually an average of two to three individual assignments per practicum is expected to be submitted by the learner through the practicum period. These assignments may include preparing case studies about the practicum site, or might involve report writing. The number of assignments and the weight given to each assignment are clearly stipulated in the practicum syllabus.
- **Project:** the practicum experience is usually concluded by a final project where the learner is required to provide a scholarly written report of the achievement of his/her learning objectives. The format of the report is determined by the Practicum supervisor.

Other assessment methods selected by the school may also include:

- **Product samples:** If the learner was engaged in an experience where a product of any kind was involved, a sample of that product is provided with a thorough explanation of the learner's involvement in the creation/development of that product.
- **Annotated Bibliography:** Most of the time, the employer will have professional periodicals or other



resources that the learner has access to or that is part of their responsibilities to use. An annotated bibliography of these periodicals or other resources requires the learner to give some critical evaluation of these publications.

- **Presentation:** When public speaking and presentations are commonly part of the career field, often a public presentation is required as part of the grading criteria. The learner and Practicum supervisor should discuss the format and venue of the presentation. Regardless of the venue, the learner is expected to present it as a professional to peers rather than as a learner to a class.
- **Publication:** Occasionally, a learner is involved in a project that warrants professional publication. The practicum supervisor may assist the learner in the presentation of their work for submission to a professional journal or other periodical. The process of preparing for a professional publication is part of the learning experience and worthy of grading.

The Practicum program is assigned an appropriate grade which is recorded on the learner's transcript at the end of the program according to the Academic Progress Policy which is outlined in the course syllabus.

Percentage Scores	Letter Grade	Points
90 - 100	A	4.0
85 - 89.99	B+	3.5
80 - 84.99	B	3.0
75 - 79.99	C+	2.5
70 - 74.99	C	2.0
Less than 70	F	0.0

Phase 5: Closing of the Practicum

As part of the process of continuous improvement, an evaluation of the practicum experience is done by the various stakeholders involved. The input collected from all parties is analyzed by the Program chair who in accordance to the university policies will conduct necessary changes to the program. Three types of evaluation are usually conducted towards the end of the practicum:

- **Evaluation of the practicum by the learner:** All learners are expected during the 14th week of the practicum to complete and submit their Practicum Evaluation Form (Appendix G)



- **Evaluation of the practicum by the On-site Supervisor:** At the completion of the practicum, the On-site Supervisor at the practicum site is expected to fill in and return the Practicum Evaluation Form (Appendix D) to the Practicum supervisor.
- **Evaluation of the Placement the Practicum supervisor:** Using the Course Assessment Review Form, Practicum supervisors are expected to evaluate the practicum in which they have been engaged.

The practicum will be closed after the grades are submitted and the various evaluations are conducted.

It is advised that a Thank You Letter is sent to the organization at the end of the practicum by both the learner and the practicum supervisor.

3.2 Criteria for Practicum Positions

The academic integrity of the field Practicum program lies primarily in two areas: the first dealing with ensuring a high quality experience is undertaken by selecting and approving only sites and on-site supervisors that are appropriate and adequate to provide a positive learning experience, and the second is with ensuring the proper monitoring of the experience so the learner is fully challenged and engaged in the learning experience embedded in their Practicum.

The university has collaboratively determined minimum quality standards for the screening of potential practicum opportunities; these standards will assist Practicum Supervisor and AA Office in evaluating such opportunities.

When posting a Practicum opportunity, organizations shall ensure that the job description demonstrates the following:

- That the learner has hands-on work with increasing levels of responsibility.
- That the work assigned to the intern enhances the employer's productivity and is not solely job shadowing or observation.
- That the position or work assignments are professional in nature and aligned with the program of study. Clerical, administrative and general office duties must be kept to a minimum. The focus of the Practicum should allow for substantive, progressive learning rather than repetitive activities.
- That the learner will be mentored by a professional on-site supervisor, who can serve as a mentor in the field and who will evaluate the trainee at the end of the program.
- That the work relates to the learner's academic background and their chosen career.

In addition, when screening potential a practicum placement, the Practicum Supervisor will look at the reputation and the size of the organization. It is usually recommended that learners are placed in middle size



organizations where the number of employees exceeds 30 staff members. Organizations are advised to indicate the URL of their official website and a person of contact.

Usually only institutions internationally accredited or those in the process of being accredited are considered for the practicum.

3.3 SAFETY:

It is the intent of the University to endorse practicum sites that are in safe environments and that learners are fully aware of any risks that may be involved with the practicum position or location of the employer. Therefore, if there is any possible safety concerns related to the presence of the learners at the practicum site, the employer is requested to inform the learner of the safety regulation and safety precautions needed prior joining the training site..



Appendices



Appendix A

Practicum Registration Form

Tel: +971 4 4241111 Fax: +971 4 4393939 Mailing Address: P.O. Box: 71400 Dubai, UAE

Website: www.HBMSU.ac.ae

Section A

This form is to be filled by the learner four months prior to the start of the semester in which the practicum is to be taken, and in consultation with the academic advisor:

Learner's Name: _____
Learner's ID: _____
Learner's Contact No: _____
Learner e-Mail: _____
Program of Study: _____
No. of Completed Cr/ hrs: _____
Cumulative Grade Point Average: _____
Expected Graduation Date: _____

a. When do you plan to participate in the practicum program?

Fall

Spring

Summer

b. Briefly describe the overall goals of your practicum program? What do you aim to learn from this program?

--



c. How do you plan to learn the things you have identified above?

d. Do you have a specific organization where you want to have your practicum? If YES please make sure to fill Form B of this form. If NO, please answer question e:

Yes No

e. Specify the type of organization where you want to have your practicum?

f. Please specify in order of preference the six possible practicum topics/focus areas in which you are interested.

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____

Learner's Name: _____

Signature & Date: _____

Academic Advisor's Name: _____

Signature & Date: _____



Section B

This section is to be filled only in the case where the learner has selected an organization for the practicum placement. Learners shall fill this section only after and consultation and approval with the hosting organization:

Organization's Name: _____
Country: _____
Organization's Address: _____
Organization website: _____
Name of Contact Person within the Organization: _____
Contact No of the person: _____
e-Mail: _____

a. Please describe in a few words the nature of the organization.

--

b. Please describe in brief the position in which you will be involved.

--



c. Describe the reason(s) for selecting the above mentioned organization.

d. What are the expected start and end dates for the Practicum program:

Start Date: ____ / ____ / ____ End Date: ____ / ____ / ____

e. Have you informed the organization of their expected role and responsibilities as mentioned in the Practicum Manual?

Yes

No

f. Is the organization willing to assign an on-site supervisor to mentor your practicum program?

Yes

No

Learner's Name: _____

Signature & Date: _____

HBMSU Practicum Supervisor Name: _____

Signature & Date: _____



Appendix B

Practicum Learning Agreement

Tel: +971 4 4241111 Fax: +971 4 4393939 Mailing Address: P.O. Box: 71400 Dubai, UAE

Website: www.HBMSU.ac.ae

This form to be filled by On-site Supervisor within the host organization in consultation with the Learner

a. Learner Information:

Learner's Name: _____
Learner's ID: _____
Learner's Contact No: _____
Learner e-Mail: _____
Program of Study: _____
No. of Completed Credit Hours: _____ Cumulative Grade Point Average: _____
Expected Graduation Date: _____

b. Organization Information

Organization's Name: _____
Country: _____
Organization's Address: _____
Organization web site: _____
On-site Supervisor's Name: _____
On-site Supervisor's Contact Details: _____
On-site Supervisor's Email: _____
Job of the On-site Supervisor: _____
Practicum Program Start Date: ____/____/20____ End Date: ____/____/20____
Practicum Position: _____



c. Practicum Supervisor's Information:

Practicum supervisor's Name: _____

Contact No: _____ e-Mail: _____

d. Roles and Responsibilities of the On-site Supervisor

The onsite supervisor should agree on the following roles and responsibilities

Roles and responsibilities	
1	The On-site Supervisor is required to submit the following documents <ol style="list-style-type: none">The academic practicum learning agreement form (Appendix B): should be sent before the start of the semesterPracticum Statement of Completion Form (Appendix C) : should be sent at the end of trainingLearner Practicum Evaluation Form (Appendix G): should be sent at the end of trainingMonthly Learner Evaluation Form: should be sent on a monthly basis to the practicum supervisor at the School
2	To help create a working environment within which the learner grows in their duties and responsibilities
3	To interpret the practicum program to the organization staff with whom the learner will work and help the learner gain acceptance as staff members
4	To contact the practicum supervisor at the University in the case of any difficulties or problems that may occur
5	To define learner responsibilities and facilitate their growth and development through: <ol style="list-style-type: none">Meeting weekly with the learner to discuss problems and other matters which will assist in fulfilling their practicum program and laying out the program they will pursueKeeping the learner informed of all rules and regulations to be observedSetting high performance standards and facilitating the learner's professional growth

Agree

Do not Agree



e. Practicum Learning Plan

The On-site Supervisor should acknowledge that the goal of the practicum is to provide learner with on-site training and to let him participate under supervision in the operations in order to achieve the following learning outcomes

#	Learning Outcomes	Resources and Methods	Documentation
1	Analyze the existing specific operations within the healthcare institution	Conduct orientation at the beginning of the practicum	Weekly Reports and Monthly Reports
2	Develop a customized system of specific process or operations within the health institution	Filed visits to as per study plan	Weekly Reports and Monthly Reports
3	Supervise specific operations within the organization	Field visits to as per study plan	Weekly Reports and Monthly Reports
4	Evaluate existing processes	Field visits to as per study plan	Weekly Reports and Monthly Reports
5	Implement a specific process or operation based on international standards.	Field visits to as per study plan	Weekly Reports and Monthly Reports

Agree

Do Not Agree

Learner's Name: _____ Signature & Date: _____

On-Site Supervisor Name: _____ Signature & Date: _____

HBMSU Practicum Supervisor Name _____ Signature & Date: _____



Appendix C

Practicum Statement of Completion Form

Tel: +971 4 42411111 **Fax:** +971 4 4393939 **Mailing Address:** P.O. Box: 71400 Dubai, UAE

Website: www.HBMSU.ac.ae

This form is to be filled by the On-site Supervisor upon completion of the Practicum program. Please note that failure to complete and return this form to the Practicum supervisor will result in a **NO credit** granting to the Practicum program.

The undersigned verifies that the learner _____, whose ID is _____ has completed _____ hours during his/ her Practicum program, which began on ___/___/20___ and concluded on ___/___/___ and has fulfilled all requirements as stipulated by the University.

On-Site Supervisor's Name: _____

Signature: _____

Date: ___/___/ 20_____



Appendix D

Onsite Supervisor Evaluation Form

Tel: +971 4 42411111 **Fax:** +971 4 4393939 **Mailing Address:** P.O. Box: 71400 Dubai, UAE

Website: www.HBMSU.ac.ae

This form is to be filled by the On-Site Supervisor. The form should be carefully filled to assess the learner's performance during the Practicum program. Please reflect upon the learner's work during the Practicum program and write your judgment in each category.

Learner's Name: _____

Learner's ID: _____

Name of Practicum site: _____

On-site Supervisor's Name: _____

Were the required hours completed? Yes No

Practicum Start Date: ___ / ___ / 20___ **End Date:** ___ / ___ / 20___

Please rate the learner's performance on each of the characteristics listed below by checking the number on the scale that best represents your assessment. Note that 5 is the HIGHEST rating and 1 is the LOWEST.

1= Unsatisfactory 2= Below Standard 3= Adequate 4= Very Good 5= Excellent



1. Individual Characteristics:

	1	2	3	4	5
1. Efficiency of work with others					
2. Dependability (reliable, punctual, able to meet schedules, etc)					
3. Personal appearance (i.e. dress code, well groomed)					
4. Initiative (ability to work independently and find meaningful work)					
5. Personality (enthusiastic, courteous, friendly, etc)					
6. Communication skills (written and oral)					
7. Self confidence					
8. Maturity at work					
9. Ability to accept criticism					
10. The overall evaluation of the trainee's individual characteristics					

2. Professional Characteristics:

	1	2	3	4	5
1. Quality of produced work					
2. Creativity at work					
3. Leadership skills					
4. Commitment and willingness to work					
5. Relationship with other employees and clients					
6. Attention to accuracy and detail					
7. Judgment and decision making					
8. Organization					
9. Analysis Skills					
10. Professionalism					
11. Suitability to the career field					
12. The overall evaluation of professional characteristics					



3. Overall Questions:

- a. Please comment on the trainee's overall performance, including any strengths or weaknesses you think are important:

- b. - Would you recommend this trainee for a permanent job at the organization?

Yes

No

- c. - Please list anything which you feel the University could provide to make the trainee more valuable to your organization

On-Site Supervisor's Name: _____

Signature: _____

Date: _____



Appendix E

Practicum Weekly Report

Tel: +971 4 4241111 Fax: +971 4 4393939 Mailing Address: P.O. Box: 71400 Dubai, UAE

Website: www.HBMSU.ac.ae

Learner's Name: _____

Learner's ID: _____

Organization's Name: _____

Date	Activity	Who	Discussion of the results, conclusions, and recommendations
Week 1			
Week 2			
Week 3			
Week 4			
Week 5			
Week 6			
Week 7			
Week 8			
Week 9			
Week 10			
Week 11			
Week 12			
Week 13			
Week 14			
Week 15			



Appendix F

Onsite Supervisors Monthly Report

Tel: +971 4 4241111 **Fax:** +971 4 4393939 **Mailing Address:** P.O. Box: 71400 Dubai, UAE

Website: www.HBMSU.ac.ae

This form is to be filled by the on-site supervisor; the form should be carefully filled to assess the learner's performance during the Practicum program

Learner's Name: _____

Learner's ID: _____

Work Place: _____

Department: _____

On-site Supervisor's Name: _____

HBMSU Practicum Supervisor's Name: _____

- a. Please comment on the learner's overall performance, including any strengths or weaknesses you think are important.

- b. Please list anything which you feel the University could provide to make the trainee more valuable to your organization

On-Site Supervisor's Name: _____ **Signature & Date:** _____



Appendix G

Practicum Evaluation Form (Completed online)

Tel: +971 4 4241111 Fax: +971 4 4393939 Mailing Address: P.O. Box: 71400 Dubai, UAE

Website: www.HBMSU.ac.ae

This form is completed online by the learner to evaluate the Practicum at the end of the semester.

Program	
Semester	
Practicum Site	
Date	

Evaluate the coordination and start up information for the practicum

			Strongly Disagree				Strongly Agree
1	Planning for Practicum was conducted very early and arrangements were ready before the beginning of the semester	N/A	1	2	3	4	5
2	The practicum objectives and expectations were made clear to me before the beginning of the practicum	N/A	1	2	3	4	5
3	I did not face problems in selecting the practicum site	N/A	1	2	3	4	5
4	Help was provided from the University when needed	N/A	1	2	3	4	5
5	Coordination with the employer was provided when needed	N/A	1	2	3	4	5
6	I received the necessary course forms, manual and study plan in a timely manner on the VLE	N/A	1	2	3	4	5



Evaluate the following characteristics of the Practicum Site

		Not Applicable	Strongly Disagree	Disagree	Not Sure	Agree	Strongly Agree
1	The site provided me with the physical facilities and materials to be successful in the practicum	N/A	1	2	3	4	5
2	The experience at this site enhanced my skills in achieving the practicum objectives	N/A	1	2	3	4	5
3	I was given the opportunity to have hands-on training and tackling of health issues through a comprehensive departmental orientation program	N/A	1	2	3	4	5
4	I was given the opportunity to participate in the day-to-day operations	N/A	1	2	3	4	5
5	I Analyzed the existing specific operations within the practicum site	N/A	1	2	3	4	5
6	I have participated in supervising specific operations within the practicum site	N/A	1	2	3	4	5
7	I have participated in evaluating the existing processes	N/A	1	2	3	4	5



Evaluate the following characteristics of your University Practicum supervisor

		Not Applicable	Strongly Disagree	Disagree	Not Sure	Agree	Strongly Agree
1	The coordinator at the university supported me in achieving the objectives of the practicum	N/A	1	2	3	4	5
2	The coordinator at the university provided me proper mentoring	N/A	1	2	3	4	5
3	The coordinator provided me with proper information of what is expected from me in this practicum in a timely manner	N/A	1	2	3	4	5
4	The coordinator was available when I needed to consult with him	N/A	1	2	3	4	5
5	The coordinator fairly assessed the assignment	N/A	1	2	3	4	5
6	The coordinator provided me with prompt feedback on the assignments	N/A	1	2	3	4	5
7	I felt comfortable in discussing challenging issues with the coordinator	N/A	1	2	3	4	5



Evaluate the following characteristics of your Practicum On-site Supervisor

		Not Applicable	Strongly Disagree	Disagree	Not Sure	Agree	Strongly Agree
1	The On-site Supervisor's orientation was very helpful to begin my practicum	N/A	1	2	3	4	5
2	The On-site Supervisor was available when I needed to consult with him	N/A	1	2	3	4	5
3	The On-site Supervisor provided me with overall, effective instructions and support	N/A	1	2	3	4	5
4	The On-site Supervisor helped me to accomplish the objectives of the practicum	N/A	1	2	3	4	5
5	I would recommend this onsite supervisor to another practicum learner	N/A	1	2	3	4	5
6	I have been trained in a clear and well organized way	N/A	1	2	3	4	5

Evaluate the practicum assignments

		Not Applicable	Strongly Disagree	Disagree	Not Sure	Agree	Strongly Agree
1	The assignments were consistent with the learning objectives	N/A	1	2	3	4	5
2	The assessment strategy and grading was clear to me	N/A	1	2	3	4	5
3	The weekly reports were helpful to document my hands-on training and tackling of health issues per department	N/A	1	2	3	4	5



Overall evaluation of the Practicum

		Not Applicable	Strongly Disagree	Disagree	Not Sure	Agree	Strongly Agree
1	I feel I will be able to use what I learned in this course	N/A	1	2	3	4	5
2	I feel I have accomplished the objectives of this course	N/A	1	2	3	4	5

Please provide additional narrative comments below about your professional development in this semester



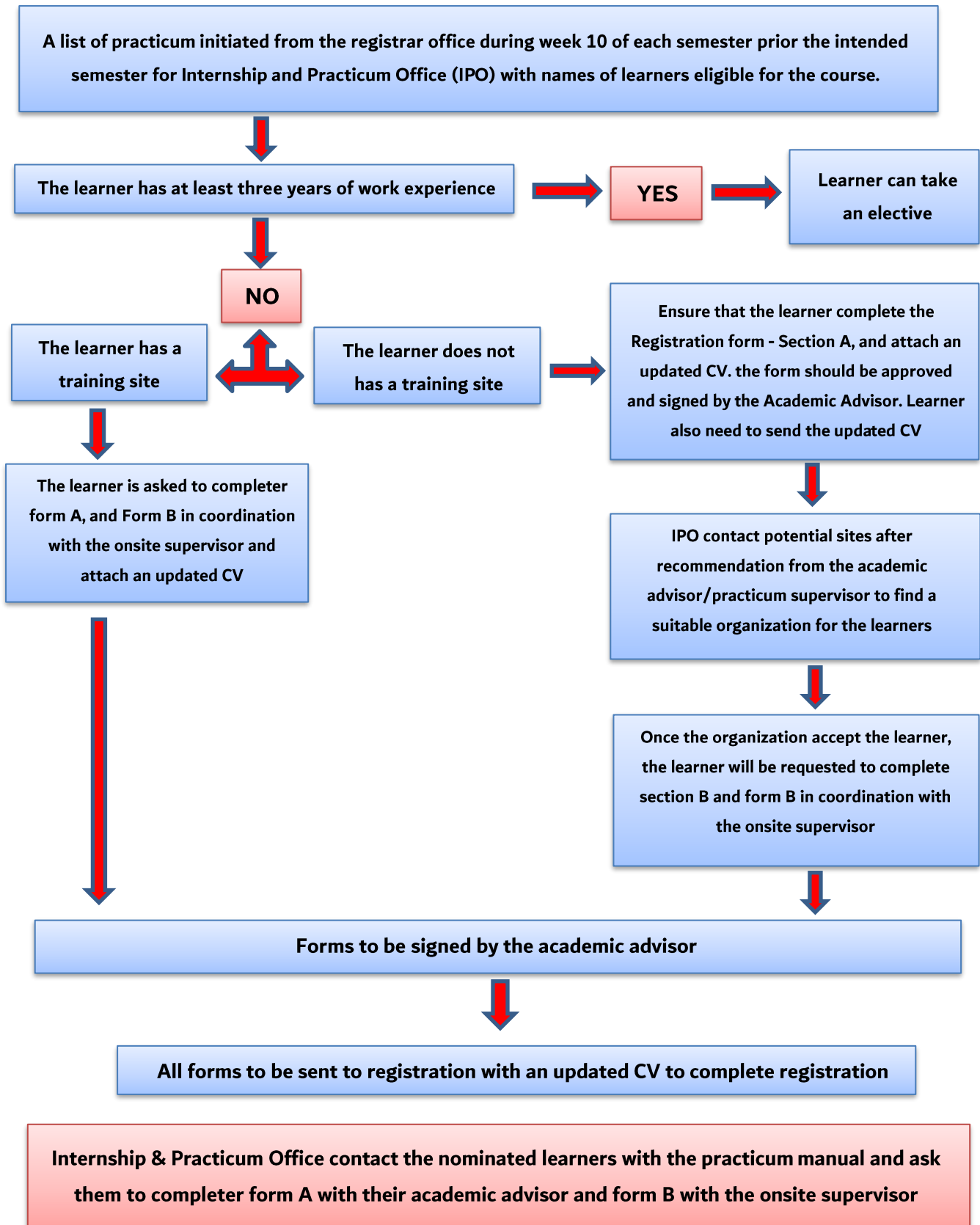
Guiding Checklist for Selecting Practicum Opportunities

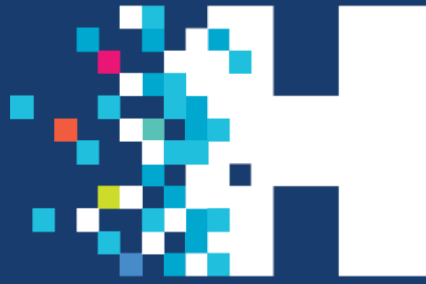
Tel: +971 4 4241111 **Fax:** +971 4 4393939 **Mailing Address:** P.O. Box: 71400 Dubai, UAE

Website: www.HBMSU.ac.ae

- Relevance of the field practicum opportunity to learner's field of study
- Hands on experience
- Learner's exposure
- Nature of assigned tasks
- Professionalism of the assigned work
- Availability of an On-Site Supervisor
- Delivery of proper induction to the learner
- Hosting Organization's Reputation
- Organization Size
- Health and Safety of the site
- Care and Welfare
- Willingness of the organization to deliver the field practicum program

Practicum Process





جامعة حمدان بن محمد الذكية
Hamdan Bin Mohammed Smart University