

**Objective:**

To provide experience in the role of a clinical teacher and educator in a variety of settings, e.g., clinical education committees, clinical teachers meetings, large lecture and small group teaching, seminar presentations, one-to-one clinical training, and continuing professional education.

**Practicum Expectations:**

Participants are expected to complete a 12-month fieldwork practicum teaching directly in medical education activities and teaching with a field supervisor. Students taught may be at the undergraduate, postgraduate or continuing education level in any health profession. Ideally there will be a variety of new activities.

Participants must attend regular monthly meetings (approx. 10) over the duration of the practicum with:

- a) “Field supervisor” who will provide feedback and help guide practicum (as approved by Program Director)

**OR** b) Monthly clinical education practicum meetings:

Date: second Wednesday of each month

Time: 08:00-09:00

Location: room 303, 500 University Avenue (unless otherwise noted)

Web Conferencing: [uoftfamilymedicine.adobeconnect.com/afgspracticummeeting/](https://uoftfamilymedicine.adobeconnect.com/afgspracticummeeting/)

Must bring minimum 1 completed teaching log page to each session

*Please advise program staff which option you are choosing and the name of your field supervisor.*

**Practicum “Field Supervisors”**

“Field Supervisors” are often faculty who are previous graduates from the DFCM Master’s degree programs willing to volunteer to work with current students. A brief guide on the role of a “Field Supervisor” is available for these faculty and Program Directors are available to discuss expectations with them.

**“Local” Practicum Meetings**

Occasionally small groups of graduate students may organize geographically convenient “local” meetings to discuss practicum issues.

**List of Eligible Teaching Activities:**

[portal.utoronto.ca](https://portal.utoronto.ca) > Practicum > Resources > Examples of Clinical Education Practicum Activities  
*Certain teaching activities may require students who do not have CPSO licensure to apply for hospital observership privileges. Hospital policies regarding observers must be strictly adhered to at all times.*

**ROSI Course Enrollment**

- Remember to enroll for the practicum on ROSI
- CHL5690H is a “continuous” course that can be carried forward over several terms
- The course will appear as “IPR” (“in progress”) on your transcript until a grade is submitted

**Assignments**

- **Learning contract** for planned practicum work submitted by end of the first term
- **ePortfolio completion checklist** submitted within 6 weeks of practicum start and resubmitted at the beginning of each term thereafter
- **Final ePortfolio** due date as assigned by Program Director. Submit to [healthteach.grad@utoronto.ca](mailto:healthteach.grad@utoronto.ca)

Scholarly Area	Examples of Possible Practicum Activities (NB. Must be <u>new</u> endeavors)	Example of Related Prerequisite Course	Practicum Requirements
Teaching / Education	<ul style="list-style-type: none"> <li>• Clinical teaching of health profession students</li> <li>• Lectures, seminars, workshops -- presenting or occasional attendance</li> <li>• Developing innovative education program, curricula, etc.</li> <li>• Evaluation of above</li> <li>• Research of above</li> <li>• Plus all items below</li> </ul>	<ul style="list-style-type: none"> <li>• CHL5607H</li> <li>OR</li> <li>• CHL5608H</li> <li>OR</li> <li>• INTAPT week 1</li> </ul>	<ul style="list-style-type: none"> <li>• A 2 page reflection on each of the items below plus a final 2-4 page formal reflection of practicum experience and plans for further development (maximum total: 10-12 pages, double spaced, sized 10-12 font)</li> <li>• Appendices documentation to support each of the items below</li> <li><b>a) Learning Contract</b> for planned practicum field work (as per Malcolm Knowles). Submit to Program Director by the end of the first term for feedback</li> <li><b>b) Teaching Journal:</b> regular recording of clinical education activities. 40 half-days (160 hours ) total</li> <li><b>c) Two Audiovisual Recordings</b> of teaching (one representing “early” teaching style, one representing “later” teaching style). Reviewed by self and learning partner.</li> <li><b>d) Feedback on Teaching:</b> collected from appropriate students in a variety of teaching situations</li> </ul> <p><b>Other Documentation of Outcomes or “Products”</b></p>
Teaching / Education in a “Continuing Education” area <i>(must be approved by Program Director)</i>	<ul style="list-style-type: none"> <li>• All items as above</li> </ul>	<ul style="list-style-type: none"> <li>• CHL5609H</li> <li>OR</li> <li>• CHL5611H</li> </ul>	
Teaching /Education in “Interprofessional Education” area <i>(must be approved by Program Director)</i>	<ul style="list-style-type: none"> <li>• All items as above</li> </ul>	<ul style="list-style-type: none"> <li>• CHL5612H</li> </ul>	
Leadership and Administration in Clinical Education <i>(must be approved by Program Director)</i>	<ul style="list-style-type: none"> <li>• Leading hospital / university committees</li> <li>• Directorship of major Clinical Education programs</li> </ul>	<ul style="list-style-type: none"> <li>• CHL5623H</li> </ul>	

**Organization Structure for Practicum Portfolio:**

Component	Details
<b>Reflections</b> (maximum: 2500-3000 words)	
Introduction and Personal Teaching Philosophy	<ul style="list-style-type: none"> <li>• 250-500 word reflection</li> <li>• Review this document from UofT to guide your writing (or use one from your own university and reference it) <a href="http://uoft.me/teaching-philosophy">uoft.me/teaching-philosophy</a></li> </ul>
a) Learning Contract for Practicum	<ul style="list-style-type: none"> <li>• 500 word reflection</li> <li>• The focus of your reflection for this portfolio should be whether or not you have achieved your learning objectives</li> </ul>
b) Teaching Journal	<ul style="list-style-type: none"> <li>• 500 word reflection</li> </ul>
c) Audiovisual Recording of Teaching	<ul style="list-style-type: none"> <li>• 500 word reflection</li> </ul>
d) Feedback on Teaching	<ul style="list-style-type: none"> <li>• 500 word reflection on evaluations or feedback from students, peers, etc.</li> </ul>
Conclusion	<ul style="list-style-type: none"> <li>• 250-500 word reflection</li> </ul>
<b>Appendices</b> (supporting documentation for reflections A to D above)	
a) Learning Contract for Practicum <i>(as per Malcolm Knowles)</i>	<ul style="list-style-type: none"> <li>• One page personal goals (approximately 3 goals)</li> <li>• Discuss regularly with Field Supervisor or Master Teacher</li> <li>• Update as appropriate</li> <li>• Learning Contract Template: <a href="http://uoft.me/learning-contract">uoft.me/learning-contract</a></li> </ul>
b) Teaching Journal <i>(please observe internet confidentiality policies)</i>	<ul style="list-style-type: none"> <li>• Summary list of all practicum sessions (see sample below)</li> <li>• Regular recordings of clinical education activities (40 half days or 160 hours total) – suggest “one page” per entry/session</li> <li>• Must include all teaching logs. No more than 4 hours of teaching on each log sheet. Each log sheet can be quite brief.</li> <li>• Teaching Log Template: <a href="http://uoft.me/teaching-log">uoft.me/teaching-log</a></li> </ul>
c) Audiovisual Recording of Teaching <i>(Practicum participants are solely responsible for the recording, processing and shared viewing of their recordings)</i>	<ul style="list-style-type: none"> <li>• 2 recordings (recordings NOT for submission)                             <ul style="list-style-type: none"> <li>› minimum 30 minutes each (can be clinical teaching or class presentations, one recording can be the same as Teaching &amp; Learning B)</li> <li>› First recording to represent “early” teaching style</li> <li>› Second recording to represent “later” teaching style</li> </ul> </li> <li>• Review by self and learning partner (or field supervisor)</li> <li>• Must include your self-assessment and a peer assessment                             <ul style="list-style-type: none"> <li>• “Peer Evaluation of Teaching” observation worksheet can be used as an assessment form. Template: <a href="http://uoft.me/peer-evaluation">uoft.me/peer-evaluation</a></li> </ul> </li> </ul>
d) Feedback on Teaching	<ul style="list-style-type: none"> <li>• Must include feedback from a variety of sources and teaching activities collected over 12-24 months</li> </ul>
Other Documentation of Outcomes or “Products” discussed in reflections	

Summary List of Practicum Sessions				
CHL5690H practicum: 40 half-day sessions (160 hours) required (unless otherwise arranged with the Program Director)				
Date	# of hours	Activity	Faculty Preceptor	Session #

**CHL5691H: Field Specific Optional Practicum**

Students may also choose an **optional practicum** which involves either: more advanced and demonstrably different work in the same field as the required practicum; or may be in one of the other MScCH fields. For example, students in the WPC field, after completing the required practicum may choose between a second different practicum in WPC, or a practicum in HPTE or FCM, depending upon their academic needs and interest. The optional practicum in the specialty area follows the same basic structure as the required practicum; however, the activity itself will differ by field. For example, FCM students interested in an HPTE optional practicum might be required to do further reflective teaching; whereas for those interested in WPC, the practicum may involve a clinical practice project. Like the required practicum, the optional practicum must have a field supervisor.

Scholarly Area	Examples of Possible Practicum Activities (NB. Must be new endeavors)	Example of Related Prerequisite Course	Practicum Requirement
Teaching / Education  Extension to Required Practicum	<ul style="list-style-type: none"> <li>• Ambulatory clinical teaching</li> <li>• Lectures, seminars, workshops</li> </ul>	<ul style="list-style-type: none"> <li>• CHL5607H</li> <li>OR</li> <li>• CHL5608H</li> <li>OR</li> <li>• INTAPT week 1</li> </ul>	<ul style="list-style-type: none"> <li>• Completion of initial learning contract for planned practicum field work (as per Malcolm Knowles) and submitted to Program Director by the end of the first term for feedback</li> <li>• Regular up-to-date recording of reflective “Teaching Logs”</li> <li>• Two AV tapings of teaching (one early, one later. Reviewed by self and “learning partner”. Two page reflection on above.</li> <li>• Collection of teacher evaluation forms from learners.</li> <li>• Final 2-3 page formal reflection of practicum experience and plans for further development.</li> <li>• All above to be submitted in an ePortfolio format to Program Director by deadline</li> </ul>
Research	<ul style="list-style-type: none"> <li>• Formulation of a new research question</li> <li>• Participating actively on a research team</li> <li>• Preparing a poster or paper for submission to journal / conference</li> </ul>	<ul style="list-style-type: none"> <li>• CHL 5605H</li> <li>OR</li> <li>• CHL 5601H</li> </ul>	<ul style="list-style-type: none"> <li>• Completion of initial learning contract for planned practicum field work(as per Malcolm Knowles) and submitted to Program Director by the end of the first term for feedback</li> <li>• Up-to-date logging of practicum activities and hours.</li> <li>• Submission of final product (i.e., abstract, poster, paper)</li> <li>• Final 2-3 page formal reflection of practicum experience</li> <li>• All above to be submitted in an ePortfolio format to Program Director by deadline</li> </ul>

Scholarly Area	Examples of Possible Practicum Activities (NB. Must be <u>new</u> endeavors)	Example of Related Prerequisite Course	Practicum Requirement
Creative Professional Activities (in Education)	<ul style="list-style-type: none"> <li>• Developing innovative educational program / curricula, etc.</li> <li>• Evaluation development of above</li> </ul>	<ul style="list-style-type: none"> <li>• CHL5607H</li> <li>OR</li> <li>• CHL5608H</li> <li>OR</li> <li>• INTAPT week 1</li> </ul>	<ul style="list-style-type: none"> <li>• Completion of initial learning contract (as per Malcolm Knowles) and submitted to supervisor and Program Director by the end of the first term for feedback</li> <li>• Up-to-date logging of practicum activities and hours.</li> <li>• Submission of final product (i.e., policy development, curriculum, evaluation process, etc.) with any evaluations that you may have received.</li> <li>• Final 2-3 page reflection of how the product is innovative and has impacted the educational professional practice of the target audience.</li> <li>• All above to be submitted in an ePortfolio format to Program Director by deadline</li> </ul>
Creative Professional Activities (Other)	<ul style="list-style-type: none"> <li>• Scholarly dissemination of aspect of DFCM Enhanced Skills clinical fellowship</li> </ul>	<ul style="list-style-type: none"> <li>• CHL 5603Y</li> </ul>	<ul style="list-style-type: none"> <li>• Completion of initial learning contract (as per Malcolm Knowles) and submitted to supervisor and Program Director by the end of the first term for feedback</li> <li>• Up-to-date logging of practicum activities and hours.</li> <li>• Submission of final product (i.e., policy development, committee involvement, etc.) with any evaluations that you may have received.</li> <li>• Final 2-3 page reflection of how the product is innovative and has impacted the target audience.</li> <li>• All above to be submitted in an ePortfolio format to Program Director by deadline</li> </ul>
Leadership and Administration	<ul style="list-style-type: none"> <li>• Leading hospital/University committees</li> <li>• Undergrad/Postgrad Program Directorships</li> </ul>	<ul style="list-style-type: none"> <li>• CHL5623H</li> </ul>	<ul style="list-style-type: none"> <li>• Completion of initial learning contract (as per Malcolm Knowles) and submitted to supervisor and Program Director by the end of the first term for feedback</li> <li>• Up-to-date logging of practicum activities and hours.</li> <li>• Submission of final product (i.e., committee policy document, etc.) with any evaluations that you may have received.</li> <li>• Final 2-3 page reflection of how the product is innovative and has impacted the target audience.</li> <li>• All above to be submitted in an ePortfolio format to Program Director by deadline</li> </ul>