
Course Objectives

Participants will have the opportunity to apply the knowledge and skills they are learning in formal class work to a specific area of research of interest to them.

Participants are responsible for identifying their own area of interest and securing practicum activities with a Faculty partner. The Program Director or CRC Practicum Coordinator can provide guidance and support.

Monthly Meetings with Faculty Partner

It is expected that you meet regularly with your Faculty partner to discuss your research practicum. These meetings are to be arranged by the learner.

If you require additional assistance in planning your practicum, contact the Program Director or CRC Practicum Coordinator.

Pre/Co-Requisites

In order to begin the practicum, learners must have already completed the required methods course that relates to their practicum methodology. Either:

- FD05: Research Issues in Family Medicine / Primary Care, or
- FD1001: Introduction to Qualitative Methods for Health Services & Policy Research

The practicum must be approved by the Faculty partner, CRC Practicum Coordinator and Program Director.

Practicum Requirements

40-half days (160 hours) in total (average of 1 half-day per week over 12 months)

Learners must identify a Faculty partner or “field supervisor” who will provide regular feedback and help to guide their practicum. It will be helpful for you to reflect on what your objectives are for the practicum and select your Faculty partner and practicum activities accordingly. The DFCM Practicum Coordinator would be a helpful resource to identify a Faculty partner. If you are having difficulty identifying an appropriate Faculty partner please contact your Program Director.

Certain hospital-based practicum activities may require learners who do not have CPSO licensure to apply for hospital observership privileges. Please see the AFGS program administrator for assistance with this process. Hospital policies with respect to observers must be adhered to at all times.

Portfolio Requirements:

Due: A minimum of 4 weeks prior to completing the certificate program

Need to submit to the Program Director (either **paper** or **e-portfolio**):

1. An initial learning contract (submitted within 3 months of starting the program)
2. A time log of all activities done related to the practicum
3. A 2-3 page reflection exercise containing the following:
 - a) Why this project?
 - b) Methods?
 - c) What went well?
 - d) What would you do differently?
 - e) Anticipated impact of project?
 - f) Next Steps?
4. A copy of any product generated by the practicum (even in draft form)/any evaluations, written feedback, etc.
5. Satisfactory attendance and participation in assigned practicum sessions

Examples of Research Activities:

- Working as part of a research team at any stage of a project (planning, implementation, analysis, dissemination)
- Developing the background materials for a project, completing a systematic literature review
- Developing a proposal for a research project
- Assisting with analysis of data generated from an existing project

Practicum Forms, Templates and Links:

1. **Research Practicum Checklist** (*see following page*)
The purpose of the checklist is to help you plan and organize practicum-related tasks in a timely fashion. Update your checklist on a regular basis as you will be discussing it with your Program Director.
2. **Time log sheet**
<http://www.dfcu.utoronto.ca/sites/default/files/TeachingLog.docx>
3. **Learning contract template**
http://www.dfcu.utoronto.ca/sites/default/files/GradStudies_LearningContract.doc
4. **Hollenberg Report**
www.deptmedicine.utoronto.ca/Assets/DeptMed+Digital+Assets/The+Hollenberg+Report.pdf

Research Practicum Checklist

Task	Completed? Y/N	Date Completed	Comment
Reviewed examples of practicum activities for some possible ideas			
Identified a Faculty practicum field supervisor			
Applied for requisite hospital observership privileges (as required)			
Have completed either FD01 (Research Issues) or FD1001 (Qualitative Methods)			
Prepared learning contract/outline and submitted to Program Director within three months of starting the program			
Familiarized self with the Practicum requirements			
If difficulties with above steps, have contacted or your Program Director			