

PRACTICUM POLICY



**HERITAGE
COLLEGE**
LEARN TO WORK

REVISED: August 11, 2022

Forward

This document is a reference for the staff and students of Heritage College and partners at practicum sites. This document highlights commonalities that apply to all practicums offered at Heritage College, in addition to specific criteria as it relates to each unique practicum.

Definitions

A “**practicum**” is a temporary unpaid training experience placement of eligible students with a Practicum Provider. Heritage College has designed our practicums so students can gain real-world practical experience in a supervised workplace environment.

Heritage College offers practicums in six (6) programs:

- Accounting & Payroll Administration (120 Hours over 3 Weeks)
- Addictions & Community Support Worker (180 Hours over 5 Weeks)
- Business Administration & Management (120 Hours over 3 Weeks)
- Early Learning & Child Care (400 Hours over 15 Weeks at two practicum sites)
- Pharmacy Assistant (120 Hours over 3 Weeks)
- Unit Clerk and Medical Office Assistant (120 Hours over 3 Weeks)

Practicums are a **core component** of our programs’ curriculums, and students are required to pass their practicum assessment before achieving a diploma.

Practicum Providers are real employers Heritage College coordinates with to provide Practicum Placement opportunities to our students.

Practicum Placement refers to the active term of a practicum at a Practicum Provider.

A **Practicum Supervisor** is the manager, mentor, or another supervisor to whom the student reports during the duration of their **Practicum Placement**.

A **Practicum Instructor** is a Heritage College instructor who teaches the theoretical components of a Practicum. Only specific programs have Practicum Instructors. Currently, Practicum Instructors are assigned for:

- Early Learning & Childcare
- Addictions & Community Support Worker

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A **Practicum Coordinator** is a Heritage College employee who monitors the student's practicum process, including aiding with the practicum search if needed. Your Practicum Instructor may also be your Practicum Coordinator.

1 Practicum Overview

- 1.1 Heritage College provides **Practicum Placements** for students who have completed **100%** of the relevant **theoretical** (in-class) portion of their program of study.
- 1.2 Heritage College ensures that Practicum Placements provide an opportunity for our students to enhance the knowledge and skills they have learned throughout their program of study. This is done through a **Practicum Training Skills Form**.
- 1.3 Heritage College will seek out a **Practicum Placement** for our students with relevant **Practicum Providers**. Only Practicum Providers committed to introducing students to the real-world practices of their field of study will be considered.

2 Requirements for Practicum Placement

- 2.1 Students **must** complete **100%** of the theoretical (in-class) portion of their program of study before Heritage College will place them for their Practicum.
 - 2.1.1 If the student wishes to **search for** a Practicum Provider of their own choice, the student **must** receive express **written** permission from their program's Practicum Coordinator, stating the student has completed enough of their studies that they may **search for** their own Practicum Provider. This permission will typically not be granted until a student has successfully completed **at least 70%** of the theoretical (in-class) portion of their program. However, permission is ultimately at the discretion of the student's Practicum Coordinator and may be refused due to academic performance or outstanding fees. A student who finds their own Practicum Provider must still complete **100%** of their program's theoretical (in-class) courses **before** they will be approved to start their Practicum Placement.
 - 2.1.2 For programs with multiple practicums, students must complete **100%** of the theoretical (in-class) portion of the preceding semester of study before Heritage College will place them for their Practicum, and **70%** before the student will be permitted to find their own practicum placements, pursuant to rules under **Section 2.1.1**.
 - 2.1.3 Regardless of the circumstances regarding a student's Practicum Placement, students are **NEVER** permitted to start their practicum before completing

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100% of their program's theoretical (in-class) courses. A student who cannot start their practicum on their proscribed start date may instead seek their Practicum Coordinator's approval to **delay** the start of their practicum by up to six (6) months, until circumstances permit them to start. Please see **Section 6.5** and **Section 6.6** for more information.

- 2.2 A student **must** receive approval from their Practicum Coordinator before attending their practicum. A student who attends a practicum without receiving approval from their Practicum Coordinator will **not** receive any academic credit for this practicum. Students will be expected to complete an approved practicum at their earliest convenience at a **new** practicum placement site.
- 2.3 Students are not typically permitted to select their current workplace as their Practicum Provider, due to Conflict of Interest concerns. Students who wish to select their current workplace as their Practicum Provider **must** receive written approval from **both** their Practicum Coordinator and their program's Academic Coordinator, must not report to their current manager or supervisor for the duration of their practicum, and are not eligible for financial compensation per **Section 7.1** of this Practicum Policy. Failure to adhere to this policy will result in the termination of the student's practicum due to Conflict of Interest.
- 2.4 Students must pass all applicable courses with a **minimum overall average of 60%** before Heritage College will permit them to commence their practicum. Students who are below this average will be required to retake exams, resubmit assignments or retake certain courses before they will be placed for their practicum.
- 2.5 Heritage College reserves the right to bar students who are not in good standing with the College from attending their practicum. Students who are on probation or suspension due to truancy, acts of academic dishonesty, failure to keep their accounts current, or other violations of the Heritage College Student Code of Conduct will not be considered to be in good standing.
- 2.6 Students must pay the entire balance of their tuition fees before they will be permitted to take their Practicum Placement. Students who have not paid the balance of their tuition, or have other outstanding charges with Heritage College, will not be provided with a practicum package for their Practicum Supervisor.
- 2.7 Heritage College will not begin the process of practicum placement unless the student has attended all the career development classes prescribed for their program, and have completed all the applicable career development assignments with a grade of Pass (P). Failure to attend these classes will result in the student being required to attend these classes with another class of students.

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- 2.8** The student is free to find their own Practicum Provider, pursuant to **Section 2.1.1** and **Section 2.3**. A student wishing to pursue their own Practicum Placement must communicate this with their Practicum Coordinator at least three (3) weeks before the start of their practicum, and only after the student has completed **70%** of their in-class program.

3 Practicum Placement Process

- 3.1** The student must submit a **Practicum Placement Application Form** to their program's Practicum Coordinator **a minimum of three (3) weeks before** starting their Practicum Placement period. Any forms submitted after this point may not be processed in time, delaying the approval of the student's Practicum Placement.
- 3.2** A Practicum Provider will be selected by a student in coordination with their Practicum Coordinator. A shortlist of Practicum Providers will be provided to the student by the Practicum Coordinator based on the student's location, transportation options, availability, skills, experience, and Practicum Providers' needs. Students may also provide their own Practicum Provider to their Practicum Coordinator should they prefer finding their own practicum location, pursuant to **Section 2.1.1**, so long as this Practicum Provider is compliant with **Section 2.3** of this Practicum Policy.
- 3.3** For programs with multiple practicums, each practicum is to take place at a different location with a different Practicum Provider. Students are not permitted to use the same Practicum Provider twice for the same program, even if that Practicum Provider operates multiple branches or sites.
- 3.4** The student must complete a **qualifying interview** with a Practicum Supervisor or other manager at the Practicum Placement location before having their practicum placement approved. A Heritage College Practicum Coordinator will be empowered to complete a qualifying interview on the Practicum Provider's behalf in certain circumstances. The purpose of this interview is to determine the student's suitability for their Practicum Placement.
- 3.5** If a student is approved for their practicum, they will be provided with a Practicum Agreement Form, a Log Sheet, and a Training Skills Evaluation Form. The Practicum Agreement Form must be signed by both the student and the Practicum Supervisor, and then forwarded to the Practicum Coordinator **within the first (3) days of Practicum Placement**. Students who do not submit this form by the end of their third day will be withdrawn from their Practicum Placement. A student who continues

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their practicum without meeting this requirement will not receive academic credit for their practicum, per **Section 2.2**.

3.6 Within one (1) week of the scheduled end of the student's practicum period, the student must submit the following forms to their Practicum Coordinator:

- A completed **Log Sheet**
- A **Training Skills Evaluation Form**, signed by their Practicum Supervisor

Failure to submit these forms within one week of the end of the student's practicum will result in the student failing their practicum (assigned a grade of 0%).

3.6.1 Students who require an extension to their practicum period must submit a request for an extension to their Practicum Coordinator at least one (1) week before the scheduled end date of their practicum to avoid the aforementioned penalties. Please consult **Section 6.6** for more information about practicum extensions.

3.7 Practicum Providers are not obligated to provide Practicum Students with a reference letter upon the completion of the Practicum Placement.

For Early Learning & Childcare Only:

3.8 At the beginning of each semester, the Practicum Coordinator will establish a list of practicum placements, using the Practicum Site Selection Form to evaluate a site's eligibility. Qualifications for applicable Practicum Partners include:

- a qualified level 3 educator who can act as a mentor
- the Practicum Partner is in good standing with Alberta Children's Services' Early Childhood Education branch.

3.9 Placements for ELCC practicums will be found for each students by the sixth week of each term, presuming the student continues to qualify under Section 2.3 of this policy. Final Practicum Placements are based on the best interests of the children, considering consistency and adult engagement, and are dependent on the student remaining compliant with the entirety of Section 2.

3.10 On the first day of their practicum, the student must complete an orientation, provided by their Practicum Supervisor. After this orientation, they must submit a completed copy of the *ELCC Practicum Preparation Checklist*, signed by the Practicum Supervisor and the student, to the student's Practicum Coordinator. This checklist must be submitted alongside the Practicum Agreement Form **within the first three (3) days of the practicum**. Failure to submit this checklist will result in the

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termination of the practicum, and potentially assigning the placement to another student.

4 Practicum Monitoring

- 4.1 The student's practicums will be monitored by a Practicum Coordinator assigned by Heritage College
- 4.2 **Regular check-in calls** will be conducted by the Practicum Coordinator, or another member of Heritage College's academic team, during the student's Practicum Placement duration.
- 4.3 The Practicum Supervisor is to provide constructive feedback aimed at guiding the student learning process towards desired outcomes. Feedback may also be provided by other colleagues over the duration of the practicum placement.

For Early Learning & Childcare Only:

- 4.4 The Practicum Instructor will complete two (2) onsite visits through the duration of each Practicum Placement. The purpose of the visit is to observe the student making effective connections between theory and practice and to provide feedback with the intent of building the student's capacity as a Childhood Educator. The Practicum Instructor will also regularly contact the Practicum Supervisor to review required course materials, including self-reflective tools, instructional material, and pedagogical documentation.
- 4.5 Both the Practicum Instructor and the Practicum Supervisor will complete an ELCC Practicum Evaluation Form at the conclusion of each Practicum Placement.

5 Premature Termination of Practicum Placement

- 5.1 If the student decides to terminate the Practicum Placement prematurely, the student **must** advise their Practicum Coordinator and state their reasons for the premature termination.
 - 5.1.1 If the student has accepted a practicum placement, the student will not usually be permitted to change that placement **unless** the student's Practicum Coordinator determines, after a thorough investigation, that the Practicum Provider is found to have acted improperly or unreasonably, or otherwise failed to fulfil their part of their Practicum Agreement.
 - 5.1.2 A new Practicum Placement will be arranged with the student **only** after the Practicum Coordinator determines it is appropriate to change the practicum

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location for the affected student and terminate the student's current practicum placement.

- 5.2 In cases where a Practicum Provider acted in an abusive or harmful manner towards a Practicum Student, created unsafe work conditions for the Practicum Student, or otherwise failed to uphold the terms of their Practicum Agreement, the student's Practicum Coordinator must be informed immediately. The Practicum Coordinator will then launch a formal investigation into the Practicum Provider. The student may be withdrawn from their Practicum Placement until the conclusion of this investigation.
- 5.2.1 If, after an investigation, the Practicum Provider is found to have violated the terms of the Practicum Agreement, Heritage College will end all current and future partnerships with that Practicum Provider. The student's Practicum Coordinator will then work with the student to find a new Practicum Placement.
- 5.3 In cases when the Practicum Coordinators find a student not eligible for changing practicum sites, the student may still choose to change their practicum site. However, in these circumstances, the student **must** find their own Practicum placement after they withdraw from their original Practicum Placement. Heritage College will provide all required practicum documents as required by the student for their new practicum.
- 5.4 Any transgression of the Practicum Provider's policies, procedures, and practices may result in the immediate termination of the practicum.
- 5.5 If the Practicum Provider requests a termination of a Practicum Placement due to actions such as unprofessional behaviour or lack of attendance, Heritage College will commence a formal review of the situation that led to the Placement's termination. This review includes the following steps:
- The Practicum Coordinator and the student's Academic Advisor will examine the circumstances that lead to the termination. Both the student and the Practicum Supervisor will be invited to present their cases.
 - The student's Academic Advisor may choose to place academic sanctions on the student. Such sanctions will bar the student from a future Practicum Placement until the issues that lead to the student's termination is addressed.
 - The student may be required to take additional courses to review material that led to their termination. The student will be responsible for any additional educational fees.

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- Once the student is cleared for a second practicum, the student will be required to find a practicum site on their own. The student will be expected to complete their remaining practicum hours at this new provider. The student has three (3) months from the termination of their first practicum to find a second practicum placement.
- 5.6 If a student receives a second termination request at their second Practicum Placement, Heritage College will commence a second review. Additional sanctions may be applied at this point, up to and including expelling the student from the program, per the Heritage College Withdrawal Policy.

6 Practicum Timing

- 6.1 The Practicum Student is expected to complete their practicum within the timeframe agreed upon at the start of their Practicum Placement. Failure to complete the required number of hours by the end of this timeframe **must** be communicated to the student's Practicum Coordinator in writing. The required number of hours and timeframe is as follows:
- Pharmacy Assistant: 120 Hours over 3 Weeks
 - Unit Clerk and Medical Office Assistant: 120 Hours over 3 Weeks at one Practicum Site, or two 60 Hour Practicums over 4 Weeks at two separate sites
 - Accounting & Payroll Administration: 120 Hours over 3 Weeks
 - Addictions & Community Support Worker: 180 Hours over 5 Weeks
 - Business Administration & Management: 120 Hours over 3 Weeks
 - Early Learning & Child Care Practicum 1: 200 Hours over 10 weeks
 - Early Learning & Childcare Practicum 2: 200 Hours over 5 weeks
- 6.2 Practicum Students are expected to start their practicums within one (1) week of their final day of classes. Any delay in a practicum start date may affect a student's funding.
- 6.3 Practicum Students are not permitted to take days off or vacations without taking written approval from their Practicum Coordinator and their Practicum Supervisor. Permission will be granted for family emergencies, health emergencies, and other extenuating circumstances, but students must inform both the Heritage College and their Practicum Provider before taking any leave of absence.
- 6.4 Practicum Students not permitted to quit their practicum without following the procedures laid out within **Section 5.1** of this Practicum Policy.

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- 6.5 If a Practicum Student cannot complete their practicum in the agreed-upon timeframe, they may apply for an extension to their Practicum Placement. Students must submit such requests to their Practicum Coordinator in writing one (1) week before the end of their practicum period. Failure to do so may result in the student failing their Practicum, per Section 3.6.
- 6.6 If a student cannot complete their practicum as scheduled, they have six (6) months from their scheduled program end date to complete their required hours. If a student exceeds this six-month timeframe or fails to notify their practicum coordinator of their need for an additional extension, Heritage College will consider the student withdrawn, per the Withdrawal Policies laid out in the *Heritage College Student Handbook* and issue a Letter of Expulsion effective six months after the student's scheduled end-of-program date (per the student's Enrollment Contract).

A withdrawn student must reapply to Heritage College, per the policies laid out in the *Heritage College Student Handbook*, should they wish to complete their program.

- 6.6.1 Additional extensions past six months will only be considered in exceptional cases, such as maternity leave or trauma. Any student who is approved for an extension that extends six months past their scheduled end-of-program date **must** complete an **assessment of skills** before they are permitted to commence their practicum.
- 6.7 A withdrawn student who re-enrolls at Heritage College may be required to complete an **assessment of skills** before they are permitted to attend their practicum. This assessment will typically be conducted by an instructor in the student's program. This assessment will typically take 4 hours and costs a flat fee of \$250. A student must pay this fee in full before they will be scheduled for an assessment of skills.

There are two potential outcomes for an assessment of skills:

- The instructor declares the student **clear to attend their practicum**
- The instructor determines the student **requires retraining** and will prescribe a number of courses the student will need to complete (with a minimum grade of 60%) before the student will be approved to take their practicum. Any additional educational fees associated with this retraining will be charged at a rate of \$250 per credit hour of the courses that need to be retaken. The student is responsible for covering the costs of these courses before they will be re-enrolled.

PHARMACY ASSISTANT

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6.8 Students must complete their practicum within five weeks from the starting date and complete a minimum of 24 hours per week. This requirement will be clearly communicated to the practicum provider.

MEDICAL OFFICE ASSISTANT & UNIT CLERK

6.9 Students must complete their practicum within five weeks from the starting date and complete a minimum of 24 hours per week. This requirement will be clearly communicated to the practicum provider(s).

ACCOUNTING & PAYROLL ADMINISTRATION

6.10 Students must complete their practicum within five weeks from the starting date and complete a minimum of 24 hours per week. This requirement will be clearly communicated to the practicum provider.

ADDICTIONS & COMMUNITY SUPPORT WORKER

6.11 Students must complete their practicum within eight weeks from the starting date and complete a minimum of 24 hours per week. This requirement will be clearly communicated to the practicum provider.

BUSINESS ADMINISTRATION & MANAGEMENT

6.12 Students must complete their practicum within five weeks from the starting date and complete a minimum of 24 hours per week. This requirement will be clearly communicated to the practicum provider.

EARLY LEARNING & CHILDCARE

6.13 Students must complete their first practicum within 10 weeks of the starting date and complete a minimum of 20 hours a week. Heritage College will seek to ensure this first practicum is only offered as half days (4 hours per day) unless the student arranges otherwise. This requirement will be clearly communicated to the practicum provider.

6.14 Students must complete their second practicum within 10 weeks of the starting date and complete a minimum of 20 hours a week. This practicum can either be offered as 25 full-days (8 hours of work) or 50 half-days (4 hours of work).

7 Practicum Student Responsibilities

7.1 Students are not permitted to accept monetary payment for their services during a Practicum Placement **unless** their Practicum Provider offers them employment.

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However, the student's Practicum Coordinator **must be notified** before this employment may begin. Failure to notify the Practicum Coordinator may result in the student being withdrawn from their practicum due to Conflict of Interest.

- 7.2 Practicum Students are expected to follow their Practicum Provider's mandate and structure, particularly those policies related to ethics and confidentiality.
- 7.3 Practicum Students must abide by the policies and procedures of the Practicum Provider in all matters, including absences due to illness, family emergencies, or holiday observances.
- 7.4 Practicum Students agree to work diligently and apply their classroom learning towards mastering their skills as appropriate to the practicum work experience. Practicum Students are ambassadors of Heritage College, and should be aware their actions, behaviours and performance reflect upon the College and their own program.
- 7.5 Practicum Students are expected to follow the following code of conduct:
- Students must follow the Student Code of Conduct as found in the Heritage College Student Handbook
 - Students must always conduct themselves professionally while at their Practicum site
 - Students must demonstrate a professional appearance while at their Practicum site, including following the dress code of their Practicum Provider
 - Students must ensure the safety of all fellow students, staff, and members of the general public they interact with (clients, patients, or students)
 - Students must observe all applicable safety procedures, accident control measures and injury policies
 - Students should be organized, prepared and on-time for their practicum shifts
 - Students should not use vulgar language or profanity when at their practicum site
 - Students should demonstrate a willingness to help their fellow students, coworkers and members of the public who they interact with
 - Students should respect the profession they are entering in to, and act in accordance with all applicable industry codes of conduct and ethics
 - Students should honestly assess their own performance, and self-reflect on how to improve their skills over the duration of their Practicum Placement

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- 7.6 Practicum Students **must** actively participate in feedback and evaluation meetings with their Practicum Coordinator, Practicum Supervisor, and other college faculty as required.
- 7.7 Students are expected to adhere to all confidentiality and privacy requirements of their Practicum Provider, as well as all legislation that governs their industry, as appropriate.

For Early Learning & Childcare Only:

- 7.8 Students are expected to adhere to the *Alberta Child Care Licensing Act*, the Child Abuse Protocols, the Childcare Code of Ethics, the Occupational Standards for Early Child Educators, and *FLIGHT: Alberta's Early Learning and Care Curriculum Framework*.

8 Practicum Safety

- 8.1 Practicum Students are expected to discuss safety procedures with their Practicum Provider before starting their first shift. Practicum Students should clearly understand their Practicum Placement's policies and procedures regarding emergency events, including fires, lockdowns, or robberies. Students should also take general precautions regarding workplace safety and familiarize themselves with any best practices regarding workplace hazards and safety incidents.
- 8.2 Practicum Students must follow and adhere to all the Practicum Provider's policies and procedures regarding health and safety at the Practicum Placement site.
- 8.3 In the event a Practicum Student should feel unsafe during their Practicum Placement, the student must immediately inform their Practicum Supervisor, and contact their Practicum Coordinator to inform them of the issue.
- 8.4 Should an emergency event, such as a fire, lockdown, robbery, or burglary, occur during the Practicum Student's Practicum Placement, students must contact their Practicum Coordinator within 24 hours and inform them of the incident
- 8.5 Students are covered under Worker's Compensation Board protection for the duration of their practicum. In the case of an accident during their practicum shift, the student's Practicum Supervisor must be immediately notified. In addition, the student must notify their Practicum Coordinator within 24 hours of the incident.

9 Responsibilities of the Practicum Coordinator and Heritage College

- 9.1 Heritage College agrees to arrange one (1) Practicum Placement for the student. To facilitate the Practicum process, the student will be assigned a Practicum Coordinator, who will coordinate a Practicum Placement between the student and a Practicum Provider.
- 9.2 The Practicum Coordinator will assist students with job searches through the following means:
- Reviewing the student's resume
 - Providing the student interview training
 - Reviewing the student's LinkedIn page
 - Providing the student access to the Heritage College jobs database
- 9.3 Heritage College is not responsible for any damage, harm, or illegal action inflicted upon or by the Practicum Student, either directly or indirectly, during their practicum period and while at their Practicum Placement sites.

10 Grading and Scores

- 10.1 Students will be graded on the following criteria:
- Following the rules and regulations of the Practicum Provider.
 - Attending all Practicum Placement shifts on-time and not arriving late
 - Complying with the rules and regulations outlined in your Practicum Agreement.
 - Maintaining communication with your Practicum Coordinator.
 - Achieving success in the Training Skills Evaluation Form, as signed by the Practicum Supervisor at the end of a practicum.
- 10.2 Students enrolled in the **Addictions & Community Support Worker** and **Early Learning & Childcare** programs are required to complete a collaborative evaluation with their Practicum Instructor. This process will be completed twice during the Practicum Placement, one at the halfway point, and once at the end of the Practicum Placement. A midterm evaluation will provide an opportunity to receive feedback to guide student practice. A student's course assignments as well as practicum hours will contribute to the final grade.

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10.3 A student's Practicum Coordinator will regularly follow-up with the student's Practicum Supervisor over the course of a student's Practicum Placement. The Practicum Supervisor will be requested to report on the student's progress. Examples of items that may be inquired about include:

- **Unprofessional Behaviour**, including lack of punctuality, lack of motivation, lack of preparation, disruptive behaviour, etc.
- **Unsafe Behaviour**, including practicing with due care or attention, failure to follow workplace safety practices, or failure to follow proper sanitation guidelines.
- **Application of Skills**, including the translation of appropriate technical and theoretical knowledge into workplace situations.

10.3 Students who fail to obtain a passing grade of 60% during their practicum but otherwise complete all assigned practicum hours may still be considered for graduation presuming the student has:

- Completed all assigned practicum hours for their program
- Have a final grade average across their program above 60%
- Failed fewer than three courses, including their practicum, across their entire program.

Students who meet these criteria will not be permitted to retake their practicum and will graduate from Heritage College with all the grades they received over the course of their studies. Students who fail to meet all these criteria may be permitted to take another practicum after passing an **assessment of skills** as described in **Section 6.7**.

11 Vaccination Policies

11.1 Full Vaccination

11.1.1 The following programs have a **mandatory full vaccination requirement** before Heritage College will place the Practicum Student for their practicum:

- Medical Office Assistant and Unit Clerk

11.1.2 Before being approved to start their practicums, a Practicum Student in the aforementioned programs must share a vaccination record with their Practicum Coordinator demonstrating that they have received the following vaccinations:

- A booster dose of **tetanus and diphtheria vaccine** within the past 10 years (Available for free via Alberta Health Services)

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- An adult booster dose of **pertussis (whooping cough) vaccine**, often combined with one of the tetanus / diphtheria boosters (dTap) (Available for free via Alberta Health Services)
- An adult booster of the **measles, mumps, and rubella (MMR) vaccine** (Available for free via Alberta Health Services)
- Two doses of a **COVID-19 vaccine** (Available for free via Alberta Health Services)
- An annual dose of the **influenza vaccine** (Available for free via Alberta Health Services)
- **Hepatitis B** (Available at a cost at most local pharmacies.)

11.2 Partial Vaccination

11.2.1 The following programs have an optional partial vaccination regimen that Heritage College recommends for students before they start their practicum:

- Pharmacy Assistant
- Addictions & Community Support Worker
- Early Learning & Childcare

11.2.2 This partial vaccination includes the following vaccines:

- Two doses of a **COVID-19 vaccine** (Available for free via Alberta Health Services)
- An annual dose of the **influenza vaccine** (Available for free via Alberta Health Services)

11.1.3 While students are not required to obtain a partial vaccination, Practicum Providers retain the right to refuse students who are unwilling or unable to provide proof of the aforementioned vaccines.

11.1.4 Students involved in any other practicum are **strongly encouraged** to get vaccinated for influenza and COVID-19. Practicum partners reserve the right to refuse to accept students who are not vaccinated for influenza or COVID-19.

12 COVID-19 Policies

12.1 For the duration of the COVID-19 pandemic, all students wishing to participate in their practicum must sign Heritage College's **COVID-19 Practicum Consent Form** before they are permitted to start.

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- 12.2** Students must follow their Practicum Provider's COVID-19 policies and ensure sure they are clear on all procedures that must be taken.
- 12.3** If the student has any COVID-19-related concerns during the period of their Practicum Placement, they must notify their Practicum Coordinator immediately.
- 12.4** Should the Practicum Student come in close contact with a person who has tested positive, they must immediately notify both their Practicum Supervisor and Practicum Coordinator.
- 12.5** Students cannot attend their Practicum Placement if, in the 14 days leading up to the start of their Practicum Placement, they:
- have travelled outside Canada
 - Been in close contact with a positive COVID-19 case
 - have any COVID-related symptoms.

In such a circumstance, the student must contact Alberta Health Services and take a COVID-19 test. The student must then self-isolate until they receive the results of their test. At this point, they must inform both their Practicum Supervisor, and their Practicum Coordinator of the results.

Appendix I: How to get Police Clearance

To be placed in a practicum at Heritage College, all students must submit a valid Police Information Check completed within three (3) months before the start date of their practicum.

The following programs require a basic Police Information Check:

- Pharmacy Assistant
- Medical Office Assistant & Unit Clerk
- Accounting & Payroll Administration
- Business Administration & Management

The following programs **also** require a Vulnerable Sector Search:

- Addictions & Community Support Worker
- Early Learning & Childcare

You can obtain a Police Information Check by following these steps.

Either:

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A. Visit a Calgary Police Service or other local police service location and bring with you:

1. Two (2) valid pieces of government ID (expired ID is not acceptable). This can either be two (2) pieces of photo ID, or one (1) piece of photo ID and one (1) piece of non-photo ID.

Photo Identification can be one of the following:

- Driver's License
- Alberta Photo Identification card
- Passport
- Permanent Resident Card

Non-photo Identification can be one of the following:

- Provincial Health Card
- Birth certificate
- Marriage certificate
- Immigration papers
- Citizenship card or certificate

2. Payment for the Police information Check

A fee of \$15.00 is required for unpaid practicum (Please email your request to Reham.j@heritage-college.ca for letter of proof, should it be required)

Or:

B. Apply online by visiting <https://policeinformationcheck.calgarypolice.ca/>

For more detailed instruction and information please go to the City of Calgary police information check website: <https://www.calgary.ca/cps/public-services/police-information-checks.html>

For additional assistance please contact Calgary's Police Information Check

Email: cps-picunit@calgarypolice.ca

Phone number: 403-428-2052