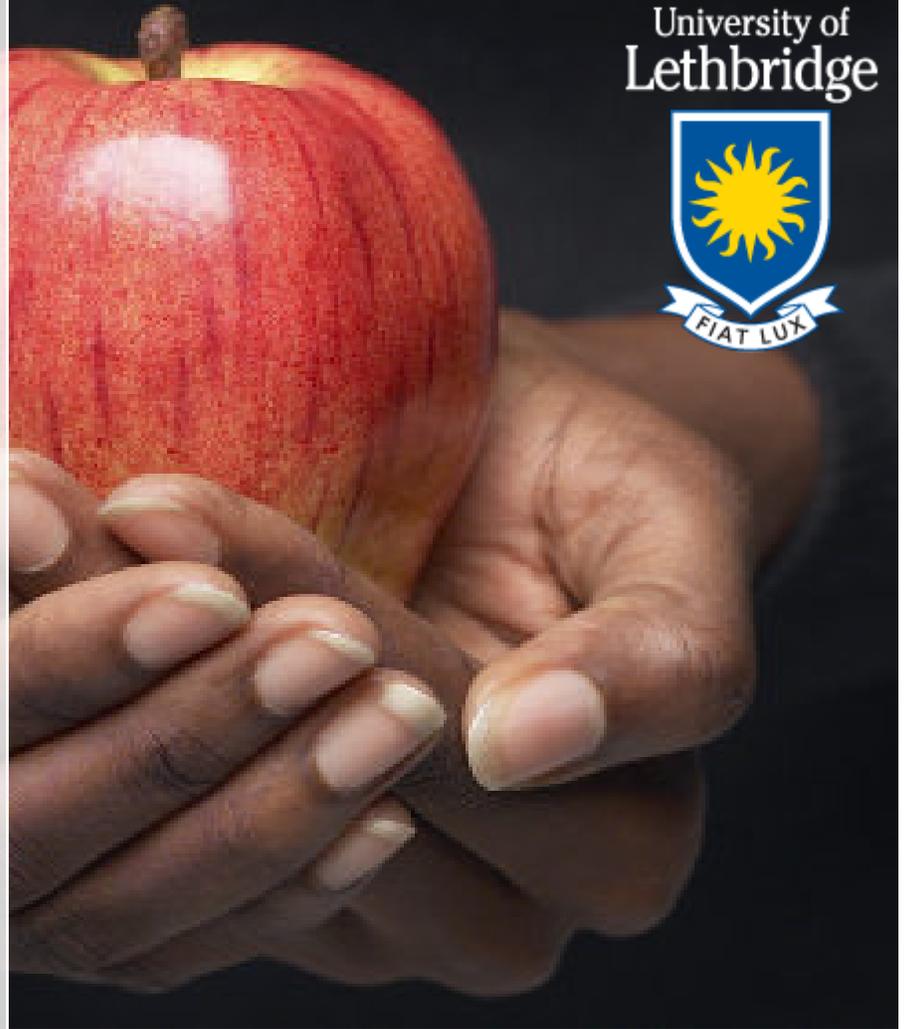


Public Health Student Handbook

Faculty of Health Sciences

2015 - 2016



University of
Lethbridge



The Policies and Procedures Described Herein Apply to the
2015/2016 Academic Year

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Preface

The Public Health major in the Bachelor of Health Sciences program prepares students for non-clinical work and graduate study in the field of public health. Graduates will have the practical skills and the theoretical knowledge needed for employment in a variety of public health roles including: health promotion (individual or population-health focused), disease prevention, analysis and surveillance, health policy, project management, and community development.

Health is explored as a multidimensional concept with an emphasis on the economic, social, political, and cultural dimensions. The strong emphasis on relationships between health, biological and social sciences within this program provides the foundation for the critical thinking and analytic skills required for practice in the rapidly changing field of public health.

Students have the opportunity to complete an optional practicum or undergraduate thesis. The practicum placement provides an opportunity for students to gain experience, while developing their skills and competencies for public health practice. Students who choose to complete a practicum or thesis may count the practicum/thesis course towards their elective requirements. Please see the Faculty of Health Sciences academic advisor for more details.

Program Goals

- Provides an interdisciplinary education and collaborative practice focused on promoting the health of populations, groups and individuals.
 - Utilizes traditional lectures, problem-based and cooperative/team learning/teaching processes to facilitate student engagement and promote life-long learning.
 - Prepares graduates with a foundational understanding of critical public health, health sciences, social sciences and health promotion and supports students in developing a range of competencies¹ for public health practice or graduate studies.
 - Integrates theoretical knowledge and practical skills with an emphasis on cultural, social, political, and health issues, particularly related to seniors, and rural and Aboriginal populations.
 - Collaborates with interdisciplinary and intersectoral community partners in supporting public health education, practice, and research.
-

Welcome from Dr. Chris Hosgood, Dean of the Faculty of Health Sciences, University of Lethbridge

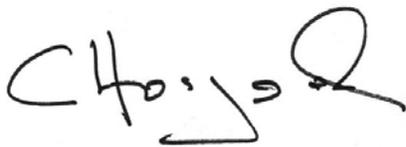
It is my pleasure to welcome you to the Public Health major in the Bachelor of Health Sciences program. My colleagues and I are delighted that you have selected our Public Health major, the only undergraduate degree in public health within the province of Alberta. This unique program will provide you with many opportunities to gain knowledge, skills and competencies, preparing you for future employment and graduate study in the interdisciplinary field of public health.

I know that you will enjoy your studies and experience both growth and personal development. We are committed to offering a dynamic and innovative curriculum that will engage you, and encourage you to think critically about the world around you, expose you to the complexities of promoting the health of individuals and populations and immerse you in settings that will prepare you for public health practice in a complex and challenging global environment.

The Public Health major is offered as a collaborative program between the Faculties of Health Sciences and the Faculty of Arts and Science. Unique to our program, both practicum and thesis options are available. Students may also gain valuable work experience through the Co-operative Education program which is coordinated through the Faculty of Arts and Science. We work closely with administrators and staff members in Alberta Health Services, as well as a range of government and non-governmental organizations involved in promoting the health of the public, to support opportunities for student learning. The University of Lethbridge also has agreements with the University of Alberta and the University of Calgary to support public health education within the province of Alberta. Your education will place you in the midst of faculty, health care researchers, and experts in public health practice who will provide you with a first rate education. Such a partnership model fosters a learning culture that supports continuing professional development and lifelong learning.

On behalf of all faculty members in the Faculty of Health Sciences, I extend best wishes to each of you as you embark upon your educational journey.

Best regards,



*Chris Hosgood, PhD
Dean, Faculty of Health Sciences*

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1. Academic Standing

It is very important to your success in the Public Health major that you achieve minimum standards, both in required Public Health and Health Sciences courses and in your support courses. If you have questions or concerns, please speak to your academic advisor.

A student shall be placed on academic probation if his/her term (semester) grade point average (GPA) and/or cumulative grade point average falls below the minimum listed for all courses or below the minimum listed for required Public Health courses for one semester at the University of Lethbridge:

Number of Completed Courses	Term & Cumulative GPA in all courses	Term & Cumulative GPA in ADCS/HLSC//NURS/PUBH courses
1 – 10	1.70	2.00
11 – 20	1.85	2.30
21 – 40	2.00	2.50

Required Withdrawal for One Full Year/Academic Disqualification

A student shall be required to withdraw from the program if his/her term GPA and/or cumulative GPA fall(s) below the minimum listed above for all courses or the minimum term GPA listed above for required Public Health or Health Sciences courses for two or more consecutive semesters.

A student dismissed for academic reasons may apply for readmission after a lapse of one full year from the beginning of the semester in which he/she was disqualified. Students dismissed for a second time will not be re-admitted to the program.

2. Health Requirements

Students are advised that certain health requirements need annual or periodic updates (see the Immunization History Form and the Immunization Follow-up Form Appendices I & II). This is particularly important prior to a practicum placement (see the pre-practicum check list).

It is recommended that all Public Health students review and maintain up to date immunization status. Immunizations protect both the student and those they will come in contact during classes, course assignments or a practicum placement. Annual influenza vaccination is recommended for all Public Health students. Influenza vaccine is usually available in the fall of each year and can be obtained from the Health Centre at the University of Lethbridge (SU020) or at immunization clinics on or off campus during October and November.

Health requirements (meeting the immunization standard as defined by Alberta Health Services and recommended by a Health Care Professional) must be met and forms submitted to [Lansing Jacobson](#), 3rd floor Markin Hall, Faculty of Health Sciences office, M3083 **at least one month prior** to a practicum placement (see Section 3).

- Submit the completed *Immunization History Form and the Immunization Follow-up Form* or

- Submit the Acknowledgement of Risks and Consent to Decline Immunizations Form (available at the Faculty of Health Sciences office, M3083).

Students who fail to meet these health requirements may not be eligible for certain practicum placements or may be excluded from practicum during an outbreak of communicable disease. This may place the student at risk for not being able to complete course requirements during a term.

3. Student Planning

a) Program Planning - Consult the Academic Advisor, [Tara Froehlich](#) regarding selection of optional courses and career planning in relation to areas of public health practice or graduate studies. Students are encouraged to review and track progress in the Program Planning Guide. Advanced planning is recommended to support optimal progression through the degree requirements.

b) Practicum Planning - Consult the Practicum Coordinator, [Ashley Amson](#), to discuss opportunities to gain experience by completing a 13-week practicum placement. The optional practicum is highly recommended. Students are encouraged to contact the Practicum Coordinator 1 year prior to a practicum placement to begin planning, as a placement application is usually submitted 6 months prior to a practicum (see Section 7, Optional Practicum and Appendix V Practicum Checklist). For example, if you are interested in doing a practicum placement in the Fall of your last year, you would contact Ashley the fall of your Third year. See the website for more details:

<http://www.uleth.ca/healthsciences/practicum>

4. Student Support Services

a) Insurance

University of Lethbridge maintains a liability insurance program, inclusive of Comprehensive General Liability and Malpractice Insurance that extends coverage to public health students enrolled in the program **while acting within the scope of their academic requirements and duties**. The insurance provides coverage for activities required for completion of the course of studies including home visits, field trips, and contracted affiliations at other agencies. (Note any activities performed outside of the student's academic program or independent of the student's academic requirements is not insured under the University's liability insurance program. Also the student is responsible for ensuring that they have insurance in place for his/her health and dental coverage as well as his/her personal effects as well as any automobile which he/she may operate).

University of Lethbridge is not responsible for public health students who are working as volunteers (with the exception of service learning or field schools completed as a part of a course requirement) or paid employees in other institutions. Students participating in functions for other agencies do so as private individuals unless there is a contractual agreement between the institutions and the agency.

For insurance purposes all incidents/accidents occurring in the course of the student's academic initiatives that results in injury and/or property damage to others or that may have the potential to give rise to a claim against, **must** be reported to Risk & Safety Services at 403-382-7176. The Campus Accident Incident Report should be completed: <http://www.uleth.ca/risk-and-safety-services/node/add/cair>

b) Workers' Compensation

Students, in accordance with part 7 of the Alberta Workers' Compensation regulation, are eligible for benefits under the Workers' Compensation Board (WCB) for injuries/illnesses that occur while attending and participating in practicum learning experiences. In cases of an injury (any illness and injury that occurs at a worksite):

Inform your faculty advisor as soon as possible (within 24 hours) of any injury especially if medical treatment is required. Advise your doctor that the injury is work related.

Your faculty advisor will support you in reporting the incident/injury, completing forms and assuring appropriate medical follow-up or risk assessment.

The Campus Accident Incident Report should be completed:

<http://www.uleth.ca/risk-and-safety-services/node/add/cair>

c) Support Services for Aboriginal Students in Health Sciences

The Faculty of Health Sciences provides personal and academic support services to self-declared First Nations, Inuit and Métis students who are interested in careers in the health sciences. An integrated approach involving incorporation of Elders, mentors and advisors is used. Assistance is also offered to help locate resources such as laptops, tutors, scholarships and bursaries. Social networking opportunities help students successfully adjust to student life and create peer support systems.

If you would like to access our services or have any questions, you're encouraged to contact the Learning Facilitator at 403-332-4579, or stop by the office in Markin Hall, M3078.

d) Scholarships (see <http://www.uleth.ca/healthsciences/publichealth>)

The Public Health Travel Award is available to Public Health majors registered in Public Health 4550 or Public Health 4995. Students must be in academic good standing as measured by the Faculty of Health Sciences and have a confirmed practicum placement or thesis research work located outside of a 500 km commuting distance from Lethbridge. Students cannot receive this award more than once and recipients will be selected by the Faculty of Health Sciences.

Speak to Scholarships and Student Finance (AH151) about the scholarships available for qualified Public Health students.

5. University of Lethbridge & Community Resources

UNIVERSITY OF LETHBRIDGE	
Student Success Centre AH148 learning.strategist@uleth.ca tutoring.services@uleth.ca http://www.uleth.ca/student-success-centre	The Centre offers workshops, events, tutoring, and access to resources designed to support your success with a focus on three areas: 1) Study Skills and Learning Strategies, 2) Tutoring, and 3) Mental Health Awareness and Education.
Accommodated Learning Centre B760 University Hall Phone: 403-329-2766 alc@uleth.ca http://www.uleth.ca/ross/alc	The Accommodated Learning Centre offers registered students access to specialized supports including assistive technology, tutors, learning strategists, note-takers and educational assistants that may be needed in order to achieve success in their academic program. A consultation with our Specialized Support Coordinator is available.
Health Centre SU 020 Phone: 403-329-2484 http://www.uleth.ca/hr/health-centre	The Health Centre seeks to help students stay healthy. Offering Physician, Chiropractor, Registered Massage Therapist, and Dietician clinics as well as nursing assessment and care.
International Centre for Students SU 040 Phone: 403-329-2053 http://www.uleth.ca/global	Provides services and programs to international admission students, including English for Academic Purposes (EAP) and English Language Services.
Scholarships & Student Finance AH151 Phone: 403-329-2585 http://www.uleth.ca/ross/student-finance	Students can access information and applications for scholarships and financial assistance.
Writing Centre L1012 http://www.uleth.ca/artsci/academic-writing/writing-centre	All students have access to the Writing Centre where students may book a session with a writing tutor, access online tutorials, and access online writing guides.
ULSU Food Bank SU 180 Phone: 403-329-2039 food.bank@ulsu.ca http://www.ulsu.ca/?p=23	The U of L Students Union Food Bank supplies food to the neediest members of our university community. Please email the food bank 24 hours in advance for a food hamper.
OTHER SERVICES	
Interfaith Food Bank Society 1103 – 3 rd Avenue North Phone: 403-320-8779 http://www.interfaithfoodbank.ca/index.php/contact	Recognize the human dignity of people in need and to assist these people living in Lethbridge and the surrounding communities.
Lethbridge Food Bank Society 1016 – 2 nd Avenue South Phone: 403-320-1879 http://lethbridgefoodbank.ca/contact-us	Acknowledging the disparity in the availability of resources among Canadians and recognizing that while food banks will be needed for the foreseeable future, they are a short-term response for those living with difficult circumstances.
Immigrant Services, Lethbridge Family Services 701 – 2 nd Ave. S. Phone: 403-320-1589 http://www.lfsfamily.ca/IS/immigrant.php	Immigrant Services, a department of Lethbridge Family Services, provides support to help recently immigrated newcomers to settle into the community. Orientation sessions are open to all newcomers.

6. Public Health Directory

OFFICE	NAME/TITLE	PHONE
Administration		
M3090	Chris Hosgood, Dean, Faculty of Health Sciences hosgood@uleth.ca	403-329-2676
Public Health Faculty		
M3053	Sharon Yanicki, Program Coordinator & Faculty yanism@uleth.ca	403-332-5233
M3054	Ashley Amson, Practicum Coordinator, Faculty ashley.amson@uleth.ca	403-329-2299
M3011	Ali Walker, Faculty ali.bowden@uleth.ca	403-332-4097
M3051	Cheryl Currie, Faculty cheryl.currie@uleth.ca	403-332-4060
	Brenda Leung, Faculty brenda.leung@uleth.ca	403-329-2366
M3049	Chad Witcher, Faculty chad.witcher@uleth.ca	403-332-4439
Other Faculty		
M3059	Olu Awosoga, Faculty olu.awosoga@uleth.ca	403-332-4058
M3119	Jean Harrowing, Faculty harrjn@uleth.ca	403-394-3944
M3037	Bonnie Lee, Faculty bonnie.lee@uleth.ca	403-317-5047
M3067	Monique Sedgwick, Faculty monique.sedgwick@uleth.ca	403-332-5254
M3100	Janice Victor, Faculty janice.victor@uleth.ca	403-317-2861
Support Staff		
M3083	Tara Froehlich, Academic Advising health.sciences@uleth.ca	403-329-2649
M3078	Lansing Jacobson, Administrative Support lansing.jacobson@uleth.ca	403-329-2699
M3083	Sharon Lawson, Administrative Support sharon.lawson@uleth.ca	403-382-7186
M3083	Learning Facilitator, Support Services for Aboriginal Students in Health Sciences	403-332-4579
M2060	Faculty of Management Academic Advising Undergraduate Programs Office (re: Combined Degree) undergrad.management@uleth.ca	403-329-2153

7. Police Information Check

Contact the Academic Advisor, [Tara Froehlich](#) for a letter **before** requesting a police information check for a course (a discount is available for students). A police information check is required prior to courses involving service learning (e.g., PUBH 4000), the optional practicum (PUBH 4550), or an optional cooperative education work experience (See section 8)..

As per legislation and affiliation agreements, health care and community agencies (an outside agency) require police information checks of all students **prior** to participating in a service learning, practicum placement or work experience. The University of Lethbridge is authorized to collect this information on their behalf.

Students are advised to **keep their original police information check** and bring a photocopy of the police information check with them on the first day of a learning experience with an outside agency. Inability to produce a copy of the police information check, if requested by the agency, may result in a delay in starting your learning experience with an agency.

The initial police information check submission is usually sufficient for the duration of the program except in instances where an agency may require a more recent check. Students who leave the Public Health major for one semester or longer will be required to submit a new police information check upon returning to the program. Students are obligated to inform the program of any changes to their criminal record status while enrolled in the Public Health major and most agencies require notification if there is a change that may affect your status during a learning experience with an outside agency. Failure to inform the Faculty of Health Sciences office of a change of status is considered a breach of ethical student conduct.

8. Optional Practicum

Public Health majors may choose to complete a full-time unpaid 13 week practicum placement (15 credit hours) as part of their degree (see below and see Public Health 4550 – Practicum in Public Health, U of L Academic Calendar, p. 451). This course provides students a placement with a preceptor in a community setting and the opportunity to gain skills and competencies for public health practice. PUBH 4550 is a pass/fail course.

Student requests to repeat this practicum course (PUBH 4550) will be reviewed by a committee of the Faculty of Health Sciences. Repeat requests are subject to availability and meeting pre-placement requirements.

All Public Health degree students registered in PUBH 4550 are required to meet and maintain certain requirements to participate in a practicum placement during the program. Students may be excluded from a practicum placement if all requirements are not met or maintained.

Timelines for Practicum Planning:

- Declare your intention to register in the optional practicum or thesis course by the end of your 2nd year (notify academic advisor).
- Discuss your *areas of interest* (concentration area) for a practicum placement with the Practicum Coordinator by 12 months in advance or by the fall of 3rd year.
- Students interested in an *out-of-region practicum placement* (> 500 km from Lethbridge) must provide contact information for a proposed agency placement at least 12 months in advance of the placement. Proposed placement options will be assessed by the Practicum Coordinator.

- Students interested in an *International Practicum Placement* must provide contact information for a proposed agency 12 months in advance of the placement. Additionally, students must meet the eligibility requirements listed in the ***International Practicum Criteria***. Proposed placement options will be assessed by the [Ashley Amson](#), Practicum Coordinator.

Prerequisites for Practicum:

Prior to registering for practicum (PUBH 4550), students must have met the following course requirements:

- Health Sciences 2003, Public Health 3000, Public Health 3420, and a minimum of 90.0 credit hours.

a. Pre-Placement Requirements for Practicum:

Students **are required to submit** the following documentation **one month prior to a** practicum:

- a completed Immunization History Form and Immunization Follow-up Form
- an Acknowledgement of Risk and Consent to Decline Immunizations Form is required if the requirements listed on the Immunization Follow-up Form are not met
- written notification of changes in immunization status
- current Standard First Aid certificate
- current CPR (HCP) certificate
- a recent police information check
- a security check prior to certain placements

Submit all documentation for these practicum requirements to [Lansing Jacobson](#), Faculty of Health Sciences M3083) at least **one month prior** to a practicum placement.

In the event that there is an influenza outbreak or pandemic affecting the facility/community agency in which the student is placed for a practicum, all unvaccinated students, or students for whom flu vaccination status is unknown, will be excluded from the practicum for the duration of the outbreak. Inability to access the practicum setting may subsequently contribute to failure to attain course outcomes and result in delays in program progression.

i. Standard First Aid & Health Care Provider Cardiopulmonary Resuscitation (HCP-CPR) Certification

Prior to a practicum placement, all public health majors are expected to hold current Standard First Aid and HCP-CPR certification (e.g., St John Ambulance or Red Cross). Students in public health are expected to be citizens capable of providing emergency assistance to others in a community setting. CPR certification is valid for one calendar year only regardless of any other expiration dates listed on documentation. Students will be **excluded** from all practicum settings if they do not have valid CPR certification. If current HCP-CPR certification is due to expire during the time of the practicum placement, students are encouraged to submit proof of renewed certification one month prior to the expiry date.

ii. Police Information Check

All students are required to submit a police information check that is dated no earlier than 90 days prior to the commencement of their practicum placement².

²While students may submit a police information check at the start of the program, a current police information check is usually required by health agencies prior to the start of a practicum.

Students will be advised by the Practicum Coordinator, Ashley Amson if additional security checks are required for a practicum placement.

iii. Security Check

Practicum placements with a child service focus may require a child security check, while a national security check is required for placements with federal government agencies (e.g., Health Canada or Public Health Agency of Canada). If required, complete three months prior to a practicum placement.

b. Ethical Conduct for Public Health Practice

Public Health faculty members are committed to maintaining freedom of thought, belief, opinion, and expression among teachers and learners. We have the responsibility for fostering academic freedom within the context of standards for ethical conduct. We are also committed to supporting your knowledge and skill development in the field of public health.

Students are expected to *review the principles of ethical practice of public health* prior to a practicum placement (as listed below and also see Public Health Leadership Society³). A breach of ethical conduct may result in dismissal from a practicum and the Public Health major. The following ethical principles guide practice and education in public health:

- Promoting and protecting the public's health, preventing disease and preventing adverse outcomes.
- Promoting population health in ways that respect the rights of individuals and communities (the common good and human rights).
- Engaging the public in the creation of healthy public policies, programs, and priorities (participation).
- Advocating for the empowerment of disenfranchised community members (health equity, social inclusion and social justice).
- Collaborating to address the social determinants of health (collaboration).
- Seeking the information needed to implement effective policies and programs.
- Creating accessible information to support individual and community decision-making (autonomy and self-determination).
- Taking timely action to prevent harm and promote health with available information (precautionary principle).
- Maintaining the public trust and informing the public of potential harm/risk (duty to inform).
- Anticipating and respecting the dignity of each person, diverse values, beliefs, and cultures in the community (human dignity and diversity).
- Acting to enhance and protect the physical and social environment (sustainable development).
- Protecting the confidentiality of individual information while acting to protect the public from significant harm (confidentiality, and do no harm).
- Promoting competency and excellence in public health practice.

The following standards describe the characteristics for **ethical public health practice** that should be visible to instructors, patients, and colleagues in your behaviours as a student in all classroom and practicum interactions.

³ Public Health Leadership Society (2002). *Principles of the ethical practice of public health*. Retrieved 25/01/2009, 2009, from <http://www.apha.org/NR/rdonlyres/1CED3CEA-287E-4185-9CBD-BD405FC60856/0/ethicsbrochure.pdf>

- Act in a manner that respects the dignity and rights of all persons without prejudice as to race, religious beliefs, colour, gender, age, ancestry, physical characteristics, or place of origin.
- Treat clients, peers, and personnel in agencies and faculty with dignity and respect and be considerate of their circumstances.
- Act in a responsible manner that includes being punctual, dependable, trustworthy, consistent, and reliable.
- Demonstrate empathy for others by showing concern for and understanding of others' feelings and/or ideas.
- Respond to feedback by listening, evaluating and responding to suggestions.
- Maintain positive interpersonal relationships by contributing, cooperating, participating and working with others in a flexible and adaptable way.
- Show maturity and sound judgment.
- Show enthusiasm and initiative by being actively involved as a participant while encouraging the involvement and participation of others.
- Respect the confidentiality of information about clients and their families, agency personnel, peers, or faculty that has been received in confidence in the course of public health practice.
- Apprise your public health advisor and preceptor at an agency practicum site in advance of unavoidable absences in recognition that **attendance** at all hours of assigned practicum experiences is **expected conduct for ethical public health practice**.
- Report unethical conduct (e.g., risk of harm to others in a practicum setting) through appropriate channels.

c. International Practicum Placement Criteria

An international practicum placement refers to a placement with a preceptor in a setting outside of Canada with distance supervision from a faculty advisor. Students are responsible for the cost of their tuition fees, travel, travel insurance, travel immunizations, living expenses and any additional fees associated with an international practicum placement. Students may apply for a Public Health Travel Award (see Section d. Scholarships).

Students interested in an international practicum placement should speak to the academic advisor and the Practicum Coordinator **at least 12 months prior** to a placement. Students are required to identify a suitable placement and provide contact information to the Practicum Coordinator and meet all pre-placement requirements and International Practicum Placement Criteria (see next page).

Students will be considered for an international practicum placement subject to meeting the following criteria:

- i) Minimum cumulative GPA of 3.0 in ten (10) core courses**
- ii) Letter of Intent written by the student, outlining:
 - Why (s)he is interested in this experience
 - Any previous experience (special skills, previous international travel)
 - How this experience will be of benefit to the student
 - How this experience meets three selected core competencies for public health
 - An understanding of international/cultural issues related to the specific program of study.
- iii) Three letters of reference including two from Health Sciences faculty or community professionals (i.e. supervisors, employers, faculty, clergy)
- iv) Interview with a panel of three faculty members
 - Practicum Coordinator – Faculty of Health Sciences

- Facilitator/instructor involved
- External faculty with international experience
- v) Guidelines for interview may include:
 - Academic role of student
 - Strong interpersonal skills & group work skills
 - Health care and self-care skills
 - Cultural competency and respect for diversity
- vi) Identify three Core Competencies for Public Health of interest (see Appendix VII Core Competencies for Public Health – Expectations) and describe in writing at least one of your learning goals for this International Practicum Placement.

**PUBH 1000, PUBH 2000, PUBH 3000, PUBH 3420, PUBH 4000, HLSC 2400, HLSC 2600/WMST 2100, HLSC 2700/SOCI 2700, HLSC 3450/PSYC 3450, SOCI 1000

d. Policies⁴

i. Attendance Policy

Attendance for all assigned **practicum** days is mandatory. Students are strongly encouraged to maintain excellent attendance in all of their public health courses.

Absence means a student is unable to be physically present to engage in the scheduled/assigned practice activities for a course.

Mandatory means that attendance is compulsory, obligatory, as well as morally and legally binding.

It is the responsibility of the student to notify their faculty advisor⁵ of any absence from scheduled practicum placement hours. At the discretion of the faculty advisor, additional documentation of absence(s) may be required (e.g., a note from a health care professional or other documentation). Travel, social, and recreational activities will not be accepted as valid or justifiable reasons for absence from scheduled practicum hours. Students are expected to be on time and attend all scheduled hours of a practicum placement.

Absence from required practicum hours that impact a student's ability to meet course objectives/outcomes or demonstrates violation of the principles of accountability and integrity for a public health practitioner may result in subsequent failure of the course. Student conduct is expected to comply with the principles of ethical practice in public health⁶. It is also the student's responsibility to not attend practicum when they are unfit for practice (e.g., an illness with fever or a cough). The student must notify their faculty advisor and preceptor of an absence at least 30 minutes before the start of a scheduled practicum day. In the event of an illness or injury⁷ during a practicum day, the student is required to notify their faculty advisor as soon as possible.

⁴ Adapted from Nursing Education in Southwestern Alberta (2010). Student Handbook.

⁵ A Faculty Advisor is a faculty member providing supervision of public health students in practicum placements.

⁶ Public Health Leadership Society. (2002).

⁷ In compliance with the Workman's Compensation Act and Occupational Health and Safety standards for Alberta, all injuries must be reported within 24 hours of the event (including weekends), therefore, contact with the faculty advisor is required as soon as possible after the incident. For more information see the section on student support and benefits.

If an absence interferes with the student's progression through the course and/or program, the student may be asked to meet with their faculty advisor and the Practicum Coordinator. *Students are cautioned that even under extenuating circumstances additional practicum hours are usually not available during the term.* Unapproved absences may result in a student being required to withdraw from the practicum.

Student Athletics Participation

The Faculty of Health Sciences acknowledges that some students are members of official athletic teams, and may have obligations to these teams in order to maintain scholarships. Students should attempt to register for courses so that their athletic commitments have the minimum impact on their academic commitments. All members of a University of Lethbridge athletic team, who anticipate **absence from a Public Health course or a practicum** related to their participation on a university team, should discuss this with their faculty advisor/instructor at the initiation of the course to determine if these planned absences can be accommodated without impacting the student's ability to attain the course outcomes and required practicum hours. Please note that students on athletic teams should also meet with the academic advisor to assist with course planning each semester.

Student Conference Attendance

Official student delegates for conferences (related to the Health Sciences Students Association or a Public Health Association) may be granted permission to attend official conferences/meetings during a **Public Health course or practicum** as long as participation in these activities will not adversely impact their achievement of course objectives. Student delegates should discuss a potential absence with faculty at their earliest convenience to determine if permission to attend these events can be granted. Permission to attend conferences will not be granted for any student that is not demonstrating an appropriate level of practice in a practicum setting or is not maintaining the GPA standards set for the Public Health major.

ii. Student Dress Policy

Ethical Principles Underlying Expected Student Dress for Practicum Placement

Students are responsible for presenting themselves appropriately during a practicum placement. Principles include:

- Do no harm – It is the responsibility of students to comply with the dress code in order to minimize harm to the public (including preventing the spread of infection).
- Respect for persons – It is the responsibility of students to respect the dignity of each person. Student personal attire should not offend clients (e.g., no low cut, revealing clothing; need to cover extensive tattoos).
- Diversity – It is the responsibility of students to respect client diversity (e.g., related to gender, culture, age, and sexuality).
- Autonomy – It is the student's responsibility to be appropriately attired for the practice setting. Student self-determination and self-expression must be balanced against the ethical principles of doing no harm, and respect for the dignity and diversity of all persons.

Principles for the Regulations of the Dress Code

- Complies with Occupational Health and Safety standards

- Complies with No Scent Policy⁸ (applicable in some organizations)
- Complies with the standards set by the applicable organization for each practicum.

Requirements for appropriate dress include:

- A Faculty of Health Sciences name tag must be worn by all public health students.
- Students must carry appropriate identification (e.g., U of L student ID).
- Students are expected to abide by the dress codes of the organizations in which they are placed for a practicum.

Check with your faculty advisor about expected dress for your practicum setting.

Settings for practicum placement will vary and may include community organizations and health care facilities.

8. Optional Thesis

Students may choose to complete an undergraduate thesis (6.0 credit hours), subject to meeting course prerequisites (see below and see Public Health 4995 – Undergraduate Thesis, U of L Academic Calendar, p. 450). The undergraduate thesis provides students an opportunity to undertake an original research project under the supervision of a Health Sciences faculty member. Thesis is a challenging, work-intensive, research-oriented course in which students will conduct research, report orally on the work, and submit a report in the form of an undergraduate thesis which will be made publicly available. Students should contact public health faculty members to confirm a Thesis Supervisor prior to applying for the course. In consultation with their Thesis Supervisor, students will undertake research focused on a public health issue. The thesis course is scheduled over two consecutive terms which begins in the Fall term and is completed in the Spring term.

Inquiries about the availability of the Undergraduate Thesis option should be directed to Sharon Yanicki, Public Health Coordinator (Program Coordinator) or Tara Froehlich academic advisor. See Appendix VI for the Thesis Agreement Form (p. 27).

a. Prerequisites

Prerequisites for prospective Undergraduate Thesis candidates (only students meeting these criteria are eligible to apply for the thesis option):

- Fourth year standing (a minimum of 90.0 credit hours completed prior to the start of the applicable fall term).
- A cumulative minimum GPA of 3.50 (at the time of application).
- Agreement of a Thesis Supervisor (a letter of agreement must accompany the application form).

b. General Timelines

Application Process and Program Admission

- At least five months prior to the start of the first thesis semester (fall term), the student shall identify a faculty member that agrees to supervise the project.
- At least four months prior (April 15th), the student shall complete the standardized thesis proposal template and a formal application.

⁸ Some organizations have a policy banning all perfume or scent in the workplace to prevent those with allergies from being exposed to allergens.

- An application for ethics approval will be required after a student is accepted into the program.
- An unofficial transcript must be submitted for review by the Supervisory Committee.

Supervisory Committee

For each prospective Undergraduate Thesis candidate, a Supervisory Committee will be established. *The Supervisory Committee will be approved by the Faculty of Health Sciences.* It will be made up of a Thesis Supervisor (preferably a faculty member from the Public Health Degree program), and one other reader, who may be from outside the program. The topic matter of the proposed thesis will be approved at the time of application (as outlined in the standardized thesis proposal template).

First term of Thesis

- A Thesis Proposal must be reviewed and approved by Supervisory Committee and the ethics board no later than the end of the first term in which the student is registered in the Undergraduate Thesis course.
- Students who are unsuccessful in meeting the final deadline will not be eligible for the Undergraduate Thesis.

Second term of Thesis

- Completion of thesis work.
- An Oral presentation will be made to the Supervisory Committee during the last three weeks of the second term.

General Guidelines

- Undergraduate Thesis course is 6.0 credit hours, and tuition fees will be assessed on the regular fee basis.
- The grading mode will be standard letter grading.

Initial Approval

The prospective student must present the “standardized thesis proposal template” to be approved by the Supervisory Committee by **April 15th** to begin thesis in September of the same year.

- Subsequent changes to the Thesis Proposal must be approved by the Supervisory Committee.
- Admission to the course is achieved through approval of the Supervisory Committee, or Program Coordinator, endorsed by the Dean whose signature indicates that the necessary resources are available for the project.

Final Assessment

The final assessment for the undergraduate thesis is based on two criteria:

- *Written Component (80%)*
The Undergraduate Thesis must be a sustained piece of supervised research demonstrating a superior level of academic ability on a public health matter, as approved by the Supervisory Committee at the time of initial approval. The thesis should be of high quality and will be made publicly available. An electronic copy of the final thesis must be submitted to the Program Coordinator (Faculty of Health Sciences) after final approval by the Supervisory Committee.
- *Oral Component (20%)*
The student will be required to make a formal oral presentation demonstrating the ability to articulate clearly the nature of the project undertaken, the research methodology and the results of the project. This component is a demonstration of the student's competence in oral communication and not necessarily an oral defense of the thesis.

c. Honours Thesis Designation

Students who complete all requirements and satisfy the academic standards required for the undergraduate thesis course are eligible to receive the 'Honours Thesis' designation on their official transcript and degree parchment. Students are eligible to receive the 'Honours Thesis' designation on their official transcript and degree parchment only if they achieve a minimum grade of 'B+' (3.30 or higher) for the undergraduate thesis course, and have satisfactorily completed the required oral component. Students who achieve grades between 'D' and 'B', inclusive, and/or do not complete the oral component will retain credit for the equivalent of two courses (6.0 credit hours) but will not be eligible for the 'Honours Thesis' designation.

Inquiries about the availability of the 'Honours Thesis' option should be directed to the Public Health Coordinator or academic advisor.

9. Co-operative Education Studies

Co-operative Education is a program that integrates academic studies with relevant, full-time, paid work experience. Students may apply to complete work experience (paid or unpaid), typically four months long, to gain practical experience in a not-for-profit organizations, non-government or government agencies. Students may complete up to six work terms. Further information may be obtained from the Co-operative Education & Internships Office (AH154; 403-332-4461). See the [U of L Academic Calendar](#), p. 106.

 <p>University of Lethbridge Faculty of Health Sciences</p>	<h3>Appendix I PUBLIC HEALTH - IMMUNIZATION HISTORY FORM</h3>
Please identify if you are: <input type="checkbox"/> Faculty or <input type="checkbox"/> Student Date of Birth: _____ Name: _____ Program: _____ Student ID#: _____ Provincial Health Care #: _____	

ATTENTION: PUBLIC HEALTH NURSE (or other Health Care Professional)

The purpose of this form is to **provide a one-time snapshot of the current immunization status** of the above mentioned individual. Please indicate either "Met" or "Not Met" as per the immunization standard. These standards are based on the *Alberta Health Services Immunization Program Standard #08.302 (V2, dated July, 2013)*. If standard is met, please check the "Met" box and provide the information requested if applicable (e.g. date of vaccine). **If standard is "Not Met", please check the "Not Met" box. Please ensure you have checked either "Met" or "Not Met" for each immunization standard, i.e. do not leave any blank.**

These immunizations are strongly recommended (**exception is rubella – legislated requirement**) for a practicum placement in the Public Health degree. **Submit a copy** of the form to **the Faculty of Health Sciences Office (required 1 month prior to practicum)**.

DISEASE	IMMUNIZATION STANDARD	IMMUNIZATION STATUS	
Tetanus, Diphtheria	Primary series completed and booster every 10 years	<input type="checkbox"/> Met Provide date of last vaccine in series or booster: _____	<input type="checkbox"/> Not Met
Pertussis	One dose of acellular pertussis containing vaccine (dTdap) as adolescent or adult regardless of interval since last dose of Td	<input type="checkbox"/> Met Provide date of dTdap: _____	<input type="checkbox"/> Not Met
Polio	Primary series completed	<input type="checkbox"/> Met	<input type="checkbox"/> Not Met
Measles	Assumed immunity if born before 1970 <u>OR</u> If born in 1970 or later, 2 documented doses of measles containing vaccine after 12 months of age <u>OR</u> Documented laboratory evidence of immunity	<input type="checkbox"/> Met	<input type="checkbox"/> Not Met
Mumps	Assumed immunity if born in Canada or US before 1970 <u>OR</u> If born in countries other than Canada or US or born in 1970 or later, 2 documented doses of mumps containing vaccine after 12 months of age	<input type="checkbox"/> Met	<input type="checkbox"/> Not Met
Rubella	**Legislated requirement ** One dose of rubella containing vaccine after 12 months of age <u>OR</u> Documented laboratory evidence of immunity	<input type="checkbox"/> Met	<input type="checkbox"/> Not Met
Varicella (Chicken Pox)	Documented history of age-appropriate varicella vaccine <u>OR</u> 2 doses of varicella vaccine if negative or indeterminate varicella IgG <u>OR</u> STRONG history of past infection at 12 months of age or older <u>OR</u>	<input type="checkbox"/> Met	<input type="checkbox"/> Not Met

History of herpes zoster (shingles)			
Appendix I (continued)			
DISEASE	IMMUNIZATION STANDARD	IMMUNIZATION STATUS	
Influenza	One dose annually during flu season (Vaccine available each fall at LC or various influenza clinics in the South Zone)	<input type="checkbox"/> Met Provide date of vaccine: _____	<input type="checkbox"/> Not Met
Hepatitis B	Immunity evidenced by HBs AB level >10 (Applicable to students with anticipated risk of exposure to blood, body fluids, or sharps)	<input type="checkbox"/> Met	<input type="checkbox"/> Not Met
Tuberculosis	A one-step tuberculin skin test (TST) with results <10 mm within the last year <u>OR</u> Chest xray if TST results are >10 mm or history of BCG	<input type="checkbox"/> Met Provide date of last TST: _____ <u>OR</u> Provide date of chest xray: _____	<input type="checkbox"/> Not Met

Initial review of the current immunization status of the above mentioned individual was completed by:

Name (print): _____ Title: _____

Agency/Health Unit: _____ Phone Number: _____

Date: _____ Signature: _____

ATTENTION STUDENT/FACULTY:
Bring photocopy of this form to the Health Sciences Office (M3083)
once completed and signed by Health Care Professional

The personal information requested in this form is collected under the authority of the Post Secondary Learning Act, Section 33(c) of FOIPP Act and Sect .27 and Sect. 20(b) of the Health Information Act (HIA). Certain personal information may be made available to federal and provincial government department authorities and agencies under appropriate legislative authority. Personal information is protected under the Alberta FOIPP Act, the Health Information Act and in conformance with the University records retention policies. Questions can be directed to the Public Health Coordinator, Faculty of Health Sciences, University of Lethbridge (403) 332-5233.

To the best of my knowledge, the above information is true and accurate. Any falsification of information may result in disciplinary action. I understand that failure to meet immunization requirements may result in my practicum placements not being facilitated.

Student's Signature

Date

 University of Lethbridge Faculty of Health Sciences	Appendix II PUBLIC HEALTH - IMMUNIZATION FOLLOW-UP FORM
Please identify if you are: <input type="checkbox"/> Faculty or <input type="checkbox"/> Student	
Name: _____ Date of Birth: _____	
Student ID#: _____ Program: _____	
Provincial Health Care #: _____	

ATTENTION: PUBLIC HEALTH NURSE (or other Health Care Professional)

The purpose of this form is to identify and facilitate necessary immunization follow-up. Student to submit copy of this form to the Health Sciences Office once an immunization has been verified as met by a PHN.

IMMUNIZATION FOLLOW-UP (check and initial if required)	FOR HEALTH OFFICE USE ONLY	IMMUNIZATION STANDARD MET (Based on Immunization History Form)
Tetanus, Diphtheria		<input type="checkbox"/> Met Date: _____
<input type="checkbox"/> Initial		Signature: _____
Pertussis		<input type="checkbox"/> Met Date: _____
<input type="checkbox"/> Initial		Signature: _____
Polio		<input type="checkbox"/> Met Date: _____
<input type="checkbox"/> Initial		Signature: _____
Measles		<input type="checkbox"/> Met Date: _____
<input type="checkbox"/> Initial		Signature: _____
Mumps		<input type="checkbox"/> Met Date: _____
<input type="checkbox"/> Initial		Signature: _____
Rubella		<input type="checkbox"/> Met Date: _____
<input type="checkbox"/> Initial		Signature: _____
Varicella (Chicken Pox)		<input type="checkbox"/> Met Date: _____
<input type="checkbox"/> Initial		Signature: _____
Influenza		<input type="checkbox"/> Met Date: _____
<input type="checkbox"/> Initial		Signature: _____
Hepatitis B		<input type="checkbox"/> Met Date: _____
<input type="checkbox"/> Initial		Signature: _____
Tuberculosis		<input type="checkbox"/> Met Date: _____
<input type="checkbox"/> Initial		Signature: _____

**Appendix III - Consent for Collecting and Disclosing Student Information
Public Health Major**

**Consent for Collecting and Disclosing Student Information
and Acknowledgement of Procedures**

This consent form outlines the process for collecting and sharing personal student information within the Public Health Major

The personal information requested on this form is collected and protected under the authority of the Post-secondary Learning Act of Alberta and the Alberta Freedom of Information and Protection of Privacy (FOIP) Act for the purpose of authorizing the collection and disclosure of personal information. Questions can be directed to the Public Health Coordinator (403-332-5233).

Last Name	First Name	Middle Initial
University of Lethbridge Student ID Number		

PLEASE READ THE FOLLOWING BEFORE SIGNING BELOW

With regard to collection and disclosure of my personal information, by signing this form:

- I authorize the Faculty of Health Sciences to collect and disclose information about me with administration, faculty, and support staff, practicum site administration, teaching and support staff, and others as appropriate. Types of information may be information about my practicum placement requirements, learning needs and goals, and other information, as appropriate, for my success in the program.
- I understand that the purpose of the collection and disclosure of information about me in this regard is for the purpose of helping me further my public health education and/or practicum experience. I further understand that giving my consent to do so will greatly facilitate my learning opportunities.
- I understand that this consent is valid for the duration of my registration in the Public Health major

With regard to acknowledgement of procedures, by signing this form:

- I acknowledge my receipt and understanding of the terms and conditions of the Public Health major as outlined in the Public Health Student Handbook, course syllabi, and University of Lethbridge Calendar.
- Further, I understand that failure to meet requirements (e.g., health requirements, police information check, current HCP-CPR, and as required a security check) for practicum placement may result in my practicum placements not being facilitated.

_____ Student Signature			
DATE OF SIGNING	MONTH:	DAY:	YEAR:

Appendix IV Core Competencies for Public Health – Expectations

Graduates of the Public Health major of the Bachelor of Health Sciences program will:

- 1. Demonstrate knowledge of the core theoretical foundations for public health including the social determinants of population health and principles of health promotion.**
 - a. Knowledge of the determinants of health and illness.
 - b. Knowledge of and able to identify trends in population health status.
 - c. Knowledge of concepts, models, and theories related to the health status of populations, inequities in health, and the determinants of health and illness.
 - d. Knowledge of strategies for health promotion and disease and injury prevention.
 - e. Knowledge of policies and legislative strategies for health protection.
 - f. Aware of a range of disciplines, interdisciplinary roles and services in public health at community, provincial, national and global levels.
- 2. Demonstrate knowledge of approaches to public health assessment and surveillance to support evidence-informed decision-making.**
 - a. Recognize and identify public health issues.
 - b. Identify applicable information, assets and resources to address public health issues.
 - c. Identify and collect appropriate information.
 - d. Respects confidentiality and privacy.
 - e. Store, retrieve and manage information based on applicable guidelines or policies.
 - f. Participate in information analysis and interpretation with assistance
- 3. Demonstrate the ability to appraise information and evidence to guide planning, policy, implementation and evaluation.**
 - a. Identify applicable literature on a public health issue.
 - b. Identify strategies and options to promote health and prevent disease/injury with community members/partners.
 - c. Reviews applicable legislation, regulations and policies.
 - d. Participate in collaborative planning.
 - e. Participate in evaluating and adapting health promotion strategies and interventions.
- 4. Demonstrate the ability to collaborate with partners in addressing public health issues.**
 - a. Identify partners in the community with shared public health issues.
 - b. Work effectively in teams/groups.
 - c. Identify differing interests and group dynamics.
 - d. Co-facilitate group discussions with prepared questions.
 - e. Identify healthy public policies with community members and partners and support advocacy efforts.
- 5. Demonstrate respect for diversity among peoples.**
 - a. Recognize and identify how the determinants of health impact the health and wellbeing of specific population groups.
 - b. Respect for diversity and human dignity in interactions.
 - c. Adapts written and oral communications for literacy and population diversity.
 - d. Engage community members and vulnerable groups in identifying assets/issues to promote health equity and social justice.
- 6. Demonstrate effective communications (oral and written) in working with clients (individuals, groups and communities) in practice settings.**
 - a. Communicate effectively as part of an interdisciplinary team, partners and community members.
 - b. Communicate effectively with clients, groups, and community organizations/agencies
 - c. Utilize technology to communicate effectively.
 - d. Design presentations with appropriate media, materials and presentation approaches.
 - e. Knowledge of strategies for community mobilization and social marketing.
 - f. Knowledge of and use of vocabulary of terms used in the field of public health.
 - g. Effective written communications.
- 7. Demonstrate leadership and ethical practice in promoting the capacity of organization and communities to create healthy workplaces and environments.**
 - a. Apply public health ethical principles and standards and demonstrate ethical conduct.
 - b. Contribute to collaborative planning.
 - c. Contribute to team projects by sharing knowledge, tools, and resources.
 - d. Reflect on and apply knowledge in public health practice settings.
 - e. Work independently and with supervision.

Appendix V
Public Health Degree – Practicum Checklist (final preparations)

One Year Prior to Practicum (forms submitted to Faculty of Health Sciences office at least one (1) month prior to the start of practicum – either August 1 or December 1)

- _____ Updated *Health Requirements Form* (updated annually) or Acknowledgement of Risks Form (complete all immunizations/screening well in advance of the start of practicum)¹
- _____ Meet with Public Health Coordinator 1 year prior to practicum term to plan a placement

Term Prior to Practicum (submit to [Practicum Coordinator](#))

- _____ Consent for Collecting & Disclosing Student Information and Acknowledgement of Procedures (complete at least six (6) months prior to the start of practicum)

Government of Canada – National Security Check (Only required for federal government placements)²

- _____ Done if applicable – National Security Check – completed ≥ 3 months prior to the start of practicum

Pre-Practicum Requirements (forms submitted to FoHS office at least one (1) month prior to the start of your practicum term)³

- _____ Standard First Aid (renew every 3 years)
- _____ CPR (HCP) (renew annually – complete no more than 8 months in advance of placement)
- _____ Criminal Record Check (complete within 90 days of the start of your practicum) (can take up to two months to obtain)
- _____ U of L Public Health Student name tag (arrange early pickup for out-of-region placements)

Alberta Health Services (AHS) Pre-Practicum Requirements

- _____ HSPnet consent form (if applicable) – completed ≥ 6 months prior to AHS placement
- _____ HPSnet application form (if applicable) – completed ≥ 6 months prior to AHS placement
- _____ Computer Access (complete one month prior to practicum)
- _____ [AHS Security & Confidentiality video and on-line training](#) (1-2 months prior to practicum) – AHS Oath of Confidentiality form completed at the end of this module

Prior to Practicum – Orientation (forms submitted to FoHS office one (1) week prior to the start of practicum)

- _____ U of L Liability Waiver Form
- _____ U of L Driver Agreement
- _____ Health Hazard Assessment form (risk assessment for practicum site)
- _____ Government of Alberta [FOIP Training Certificate \(On-line\)](#)

Submit your Checklist and All Documentation One Month Prior to the Start of Practicum

I confirm that all requirements checked have been completed and documentation has been submitted prior to the start date for my practicum.

Student Signature

Date

- 1 Plan to book an appointment 3 months prior to the start of practicum to update immunizations – contact AHS Train Station site for an appointment (403-388-6666) for Adult Immunization Clinic (expect a 1 month delay for an appointment). Complete records transfer requests prior to your immunization appointment (for out-of-area records).
- 2 Failure to meet this requirement will exclude students from this practicum placement opportunity.
- 3 Failure to submit required documentation by deadlines may result in a delay in the start of practicum.

Appendix VI

Public Health Thesis Agreement Form

Name of Student:

Student ID:

Telephone Number:

Email Address:

Faculty Advisor:

Project Title:

Name of Thesis Reader:

Signature of Thesis Readers:

I agree to evaluate the thesis listed above upon completion of the final draft.

Grading Scheme (to be completed by Faculty Advisor):

Written Thesis:

Oral Component⁹ (if applicable):

Other (if applicable):

I agree to this grading scheme.

Student Signature

Faculty Advisor Signature

⁹The student will be required to make a formal oral presentation. This component is a demonstration of the student's competence in oral communication and not necessarily an oral defense of the thesis.

Notes: -A GPA of 3.50 or higher is required to be eligible for the thesis option; consult the academic advisor by March 31st of your third year.
-A minimum of 90.0 credits must be completed prior to thesis course registration.
-A faculty thesis supervisor and a topic for thesis must be identified by April 15 of the third year (at least five months prior to thesis course registration).