

## PRACTICUM PROPOSAL

Name of Student \_\_\_\_\_ UID \_\_\_\_\_

### PRACTICUM TYPE:

☐ \*DBMI Course (no need for outline or faculty signature) ☐ Industry Sponsored Practicum

Name /# of course: \_\_\_\_\_

Industry Name: \_\_\_\_\_

☐ Sociotechnical Practicum

☐ Research Practicum

☐ Natural Language Processing Practicum

Name of lab \_\_\_\_\_

Semester: \_\_\_\_\_

Practicum Title: \_\_\_\_\_

Credit Hours: \_\_\_\_\_ (0-3 CH)

Working hours/week: \_\_\_\_\_

Practicum Location: \_\_\_\_\_

Project Mentor (Direct Supervisor, If Applicable) \_\_\_\_\_

Email \_\_\_\_\_

DBMI Faculty Mentor (if course, instructor name): \_\_\_\_\_

Committee Chair Approval (PhD Only) ☐ Yes ☐ No

PRACTICUM EXPECTATIONS: (**ATTACH ON A SEPARATE PAGE** 1-page only)

**\*Not required for a course practicum.**

1. Overview of practicum experience
2. Scope of project
3. Skills needed
4. Practicum requirements (e.g. vaccinations, HIPPA, dress code, etc.)
5. Time expectations
6. Expected outcomes and how outcomes will be measured

### AGREEMENTS FOR EXTERNAL PRACTICUMS:

1. Project mentor and student will meet at least once a week. Meetings with faculty mentor should be monthly.
2. Student will send a mid-term report to the external and faculty mentors. They would then review the mid-term together.
3. Student will submit a 1-page evaluation/summary to get credit to the internal (DBMI), external mentors, and the Academic Advising Coordinator at end.
4. Contact the department as soon as possible if any issues arise.
5. Project mentor will complete an evaluation form at end of practicum.

**\*By signing this, the mentors acknowledge that the proposed project if completed is sufficient for a capstone project.**

### Signatures:

Project Mentor \_\_\_\_\_ Date \_\_\_\_\_

DBMI Faculty Mentor \_\_\_\_\_ Date \_\_\_\_\_

Student \_\_\_\_\_ Date \_\_\_\_\_

## DEFINITIONS

- **PRACTICUMS** are hands-on activities to allow groups or to give individual students experience in clinical, operational, and/or industrial settings. The Biomedical Informatics Department will sponsor two different practicums:
  - Student initiated
  - External initiated (hospital, U of U department, industry)

The enrollment cap for the course will depend on the practicum.

## POLICY

1. **At least 1 credit hour practicum is required.**
2. Students must submit a proposal to be considered.
3. Students may do up to 3 credit hours of practicum every semester (12 CH max)
4. Students should work with the DBMI faculty member responsible for the practicum to be considered for acceptance.
5. Students must choose a practicum experience to be used for their capstone presentation.
  - a. The practicum they choose must be signed off by the faculty supervisor
  - b. The faculty mentor must be willing to review the presentation
6. Credit hours may vary based on the practicum requirements.\*
7. Practicums are graded if receiving credit.
8. Students participating in a Practicum have to comply with the same rules as local employees or trainees (immunizations, HIPPA, dress code, etc.)
9. Internal practicum requires permission from the instructor.
10. Student/Mentor will meet at least once a week
11. Student will provide a mid-term evaluation report and a final evaluation summary/report by the last day of the semester to the faculty mentor (DBMI), project mentor and the Academic Advising Coordinator, Francine Stirling.

## PROCEDURES

1. Complete the proposal form with signatures and submit to the Academic Advising Coordinator.
2. Proposal forms should be submitted at least two weeks before the semester begins
3. A DBMI faculty member will be the liaison between the department and the project mentor/student.

\*A University credit hour shall represent approximately three clock hours of the student's time a week for one semester. It is generally expected throughout the University that there is at least one hour in class and two hours outside of class per week or the equivalent combination connected to every credit hour for the appropriately prepared student. In laboratories it is expected that at least 2 to 3 hours are spent in class and approximately the same amount outside for each credit hour awarded. Where these minimums are exceeded, the approximate workload should be made clear in catalog descriptions, advising materials, and course syllabi. Courses of one hour or less are usually graded as credit/no credit. More information can be found at: <http://regulations.utah.edu/academics/6-100.php>

Please take the time to read over the University's policy 7-002 on patents and inventions found here: <https://regulations.utah.edu/research/7-002.php> If you have any questions you may reach out the Center for Technology and Venture Commercialization found here: <https://tvc.utah.edu/> or the Vice President for Research's office found here: <https://research.utah.edu/>.