



Preamble

The University's Practicum Intervention Policy provides a means by which, because of public interest, public safety, or public health considerations, a Student can be withdrawn from or denied placement in a practicum, or the Student's practicum can be suspended, varied or restrictions or conditions can be imposed that must be satisfied prior to the Student's commencement or continuation in a practicum. The Policy provides for first right of appeal to the Faculty prior to any appeal to the University's Practice Review Board and establishes a basic framework for appeals to "Faculty Practice Review Committees." (Overview, University of Alberta Practicum Intervention Policy, section 87 of the General Faculties Council (GFC) Policy Manual).

Application and Jurisdiction

1. Intervention Authority

The Dean of Education, may intervene in the Practicum of a Student where there are reasonable grounds to believe that this is necessary because of public interest, public safety, or public health concerns. In making a decision to intervene, third parties may be consulted. Any person acting as a delegate of the Dean of Education in initiating a Practicum Intervention shall take steps to immediately inform the Dean of Education of any actions taken under the delegated authority. The intervention shall take effect immediately upon verbal or written notification by the Dean of Education.

2. Form of Intervention

A Practicum Intervention may consist of one or more of the following decisions:

- a) denial of placement in or assignment to a Practicum;
- b) withdrawal from placement in a Practicum;
- c) suspension, variation or termination of placement in a Practicum including the imposition of restrictions or conditions/remediation which must be met by the Student as part of or prior to commencement or continuation of the Practicum.

A Practicum Intervention may result in an assessment of academic standing in accordance with the Faculty of Graduate Studies and Research academic standing regulations.

3. Grounds

Circumstances in which the Dean of Education may intervene in a Practicum include, but are not limited to:

- a) public interest - which may include, but is not limited to, protection from unprofessional, incompetent or unsafe practice, including as provided for in the Professional Standards governing the respective profession and the practice of its discipline;
- b) public safety - which may include, but is not limited to, protection from behaviours of the Student as a result of mental illness, harassment by the Student or other perceived violent or disturbing behaviour by the Student
- c) public health - which may include, but is not limited to, protection from infections by blood borne or other pathogens

4. Conditions

Restrictions or conditions ("Conditions") forming part of a Practicum Intervention may include, but are not limited to:



- a) the taking of additional training, remediation, or skill development;
- b) the improvement of language, study and/or interpersonal skills;
- c) the undergoing of counselling;
- d) the undergoing of medical testing (including psychological testing);
- e) prohibitions against attendance by the Student at the, or any, Practicum Site and/or exclusion from all or parts of campus.

5. Implementation

A Practicum Intervention shall take effect immediately upon verbal notification to the Student. Subject to any imposed Conditions, Students subject to a Practicum Intervention may continue to attend non- practicum classes that they are otherwise entitled to attend unless in the opinion of the Dean (Education) there is an issue of public safety or public health.

6. Applicability

Interventions in Practicums are governed by the procedures and jurisdiction provided for in this Policy. Students whose academic standing is affected by a Practicum Intervention are subject to this Policy and the appeal procedures herein are applicable. Further, this Policy has application where the circumstances that give rise to a Practicum Intervention also result in charges under the Code of Student Behaviour (COSB).

7. Non-Applicability

This Policy has no application to the academic standing or the Professional Program of a Student in circumstances where no Practicum Intervention has taken place. In such circumstances any appeal recourse available to a Student shall be in accordance with other applicable University and Faculty policies, e.g. an appeal of their grade in accordance with the Faculty of Education's grade appeal regulations, or, if a failure to meet the Faculty of Graduate Studies and Research (FGSR) Academic Standing regulations has resulted from the failure, eligibility to appeal to the Faculty of Graduate Studies and Research (FGSR) Academic Appeals and the General Faculties Council Academic Appeals Committee (GFC AAC) may arise. Further, this Policy has no application where the circumstances of a Practicum give rise to charges under the COSB but do not result in a Practicum Intervention.

8. Practicum Sites

These provisions do not affect the entitlement of Practicum sites to refuse placement of a Student or to require that a Student be withdrawn from a Practicum. The decisions of Practicum sites are not appealable under this or any other University Policy. Any resulting or subsequent Practicum Intervention on the part of the Dean of Education remains subject to this policy.

9. Other Proceedings

Nothing in this Policy shall prevent the University from referring an individual matter to an appropriate law enforcement agency.



Definitions

Advisor	A person who will assist the Student or a Faculty member during the appeal process. Assistance may be provided by the Student OmbudService, or some other advisor.
Appeals Coordinator	The person who receives the appeal package and initiates the appeal process.
Appellant	The student launching the appeal.
Chair	The Chair of the Faculty Practice Review Committee (FPRC).
Conditions	Conditions or restrictions forming part of a Practicum Intervention.
Dean (Education)	The Dean of Education or any delegate acting on behalf of the Dean of Education who invokes a Practicum Intervention offered by the Faculty of Education.
Dean (FGSR)	The Dean of the Faculty of Graduate Studies and Research or any delegate acting on behalf of the Dean. In cases where a Student is required to withdraw from his/her program, “Dean (FGSR)” shall be interpreted as the Dean of Faculty of Graduate Studies and Research.
Dean’s (Education) decision	The written decision in which the Dean (Education) or delegate indicates the nature, reasons, and conditions of the Practicum Intervention.
Deemed receipt	Delivery is deemed to have been effected with one of the following: <ul style="list-style-type: none">▪ on the date of pick up▪ receipt of hand or courier delivery▪ five (5) working days after being sent by Canada Post to Canadian addresses, and seven (7) working days after being sent by Canada Post to International addresses.
Practicum*	Any placement (volunteer or otherwise) which is part of a Student’s Professional Program and which places or may place the Student in contact with the public. Practicums include, but are not limited to, hospital rotations or other clinical placements in the disciplines of medicine, pharmacy, nursing, nutrition, and rehabilitation medicine, residencies; education placements in schools; and placements in cooperative work settings.
Respondent	The Dean of Education or delegate.
Witness	A person who can present evidence or information to support an Appellant or a Respondent at a hearing.
Working Day*	A day on which University administrative offices are open.

*definition taken from section 87, the GFC Practicum Intervention Policy



FPRC (Graduate) Membership

The Faculty Practice Review Committee (FPRC Graduate) will be formed on an ad hoc basis and will have the following composition:

- a) one (1) Education Faculty member as Chair, one (1) practitioner from the discipline or field relevant to the appeal selected by the appropriate professional body, or in the case of the School of Library and Information Studies (SLIS), selected by the SLIS Director;
- b) two (2) faculty members from the Faculty of Education, with at least one faculty member from the relevant department or unit (i.e., Department of Educational Policy Studies, Department of Educational Psychology, Department of Elementary Education, Department of Secondary Education, School of Library and Information Studies);
- c) one (1) Graduate Student from the relevant department or unit;
- d) the Dean, the Department Chair, Associate Chair, and Graduate Coordinator of the home department may not serve on this committee.

FPRC members may complete their service in a given appeal notwithstanding a change in their status that would otherwise disqualify them from membership.

Procedures Prior to FPRC Hearings

1. **Within ten (10) working days of a Student being verbally notified of a decision to intervene**, the Dean (Education) shall provide the Student with notice in writing:
 - a) of the nature of and the reasons for the Practicum Intervention and, if applicable, any adverse effect to the Student's academic standing or upon the Student's Professional Program as a result of the Practicum Intervention;
 - b) of any Conditions applicable to the Practicum Intervention, including those which must be met by the Student before the Student will be permitted to take up, continue or return to a Practicum (if applicable);
 - c) of the Student's first right of appeal of the Practicum Intervention to the Faculty;
 - d) of the applicable Faculty appeal deadlines and procedures;
 - e) where on-campus assistance is available;
 - f) that any Conditions imposed must be appealed at the time they are imposed and that if the Student subsequently fails to meet the conditions imposed there is no further right of appeal;
 - g) that, where applicable, the Student is not permitted to go to the placement site for any reason without the Dean's (Education) written permission.
2. **To initiate an appeal**, the Student shall submit a formal appeal within fifteen (15) working days of deemed receipt of the Dean's (Education) written notification of the decision. The Student must submit two (2) copies of a written statement to the Appeals Coordinator of the FPRC. Students will sign their written statement, which shall include:
 - a) the substance of the matter to be appealed, including any conditions imposed and, if applicable, any adverse effect to their academic standing resulting from the intervention, the full grounds for the appeal, and the relief requested;
 - b) all relevant information, including an outline of the procedures undertaken to date;
 - c) contact information, including current mailing address, phone number(s), and email address.

In addition to the written statement, all relevant supporting documents must be included as appendices with the submission.



Written submissions should be addressed to: Appeals Coordinator, FPRC (Graduate), c/o Governance Administrator / 845 Education South / 11210 – 87 Ave / Faculty of Education / University of Alberta / Edmonton AB T6G 2G5

All appeals of Conditions imposed by the Dean (Education) must be made at the time the Conditions are imposed. If the Student subsequently fails to meet the Conditions imposed, there is no further right of appeal to the FPRC.

3. Upon receipt of an appeal, the Appeals Coordinator shall:

- a) provide the Student (now Appellant) and the Dean (Education) with a written acknowledgement of the appeal;
- b) ask the Dean (Education) to indicate who will respond to the appeal on behalf of the Faculty (now Respondent);
- c) provide the Respondent and the Appellant with the name of the FPRC Chair;
- d) provide the FPRC Chair with the names of potential members of the FPRC.

4. The hearing shall be held as soon as possible after receipt of the written appeal, allowing a reasonable time for both the Appellant and the Respondent to prepare. Appeals are intended to proceed in a timely manner and the hearing date will normally be set to occur within thirty (30) working days of the receipt of the appeal. The normal timeframe of (30) working days may not apply if there are also COSB charges (see GFC Section 87.4(d)). The Appeals Coordinator shall consult with the FPRC Chair, who shall set a time and place for the hearing of the appeal. The Appellant and Respondent shall be provided with reasonable notice of the hearing date. The Chair shall provide at least ten (10) working days notice to the Appellant by registered mail or courier [see Definitions “Deemed receipt”] and to the Respondent by campus mail of the time and place for the hearing. The requirement of ten (10) working days notice may be waived if there is unanimous agreement of the Chair, the Appellant and the Respondent.

5. Upon receipt of the statement of appeal, the FPRC Chair shall:

- a) determine whether the appeal falls within the FPRC jurisdiction (See Section 87 Practicum Intervention Policy);
- b) provide the Appellant and Respondent with the names of all FPRC members. The Appellant and the Respondent will have five (5) working days to submit a written challenge of a potential member of the FPRC to the Chair. Challenges may be made only on the grounds that the member may have a bias that would prevent a fair hearing and must include written reasons to support the challenge. If the Chair concurs with the challenge, they will replace the member with another member who will be selected from the same constituent group (i.e., faculty member, professional representative or graduate student);
- c) set the date for the hearing after consulting with FPRC members, the Appellant and Respondent;
- d) inform, in writing, the Appellant and Respondent of the date of the appeal.

6. The Appellant and Respondent must notify the Chair immediately upon selecting an Advisor for purposes of attending the hearing and provide the Chair with the name of the Advisor.

7. A witness list must be provided to the Chair by both the Appellant and Respondent at least five (5) working days prior to the hearing date. The Chair shall inform the other party and the FPRC of the identity of the witnesses. Each part is responsible for securing the attendance of their witnesses at the hearing.

8. The function of the FPRC is to hear evidence and submissions brought forward by the Appellant and the Respondent, and, on the basis of such information, to arrive at its decision. The FPRC may



consider any evidence that in its sole discretion it considers proper and is not bound by the Alberta Evidence Act or by rules of evidence or procedures applicable to a court of law.

9. Subject to existing University regulations governing the confidentiality of information, all documents relative to the appeal, including documents submitted during the informal levels of appeal, shall be made available to the members of the FPRC and to both parties. The Chair will ensure both the Appellant and the Respondent have copies of all documents to be placed before the hearing ten (10) working days prior to hearing.

In exceptional cases where relevant documents or witnesses are identified or become available only after the submission of an appeal to the FPRC, those documents or witnesses may be admitted if the Chair finds that the documents or witnesses could not have been identified or obtained prior to the submission of the Appeal with the exercise of reasonable diligence.

If documents or witnesses are identified or become available only after the submission of the appeal to the FPRC, then the Chair shall determine whether the admission of such documents or witnesses would prejudice either party and at the Chair's discretion, grant an adjournment to alleviate any such prejudice where appropriate.

10. Prior to the hearing, members of the FPRC shall take such steps as are necessary to familiarize themselves thoroughly with the relevant Faculty regulations.

Procedures at the FPRC Hearing

1. The appeal hearing shall be held 'in camera' (i.e., closed; only those directly involved will be present).
2. The quorum for the FPRC shall be the Chair and three (3) members. A member who is unable to participate in a FPRC panel may be replaced by an alternate member from the same category as the absent member, prior to the commencement of the hearing.
3. Both the Appellant and the Respondent may have an Advisor present at the hearing for support or advice, but the case must be presented by the Appellant or Respondent.
4. The FPRC may seek advice from the Appeals Coordinator or other third party as to procedural, evidentiary, expert or legal issues raised during the time of the appeal.
5. In the event that the Appellant is absent, the FPRC has two alternatives: (1) upon proof of notice of the date, time and place of the appeal hearing to the Appellant, the FPRC may proceed with the hearing (using the written documentation received from the Appellant if the Appellant is absent) or (2) to reschedule the hearing. The Chair will make the decision based on the circumstances of the individual case.
6. Subject to the University's Practicum Intervention Policy and this policy, the FPRC shall determine its own process. Procedural matters or questions will be resolved by the Chair and the Chair's decision shall be final and binding. Any party to an appeal before the FPRC may, without a hearing, request an adjournment or extension of time and the Chair may, in the Chair's discretion, grant the request where reasonable.
7. The following suggested hearing procedures will normally be followed:
 - a) the FPRC Chair provides an opening statement and review of hearing procedures;
 - b) the Chair shall invite the Appellant to state his/her case and call witnesses;
 - c) the Chair shall invite the Respondent to cross-examine the Appellant and the Appellant's witnesses as they appear;
 - d) the Chair and other FPRC members may cross-examine the Appellant and the Appellant's



- witnesses as they appear;
- e) the Chair shall invite the Respondent to present the case and call witnesses;
- f) the Chair shall invite the Appellant to cross-examine the Respondent and the Respondent's witnesses as they appear;
- g) the Chair and other FPRC members may cross-examine the Respondent and the Respondent's witnesses as they appear;
- h) the Chair may invite expert witnesses or resource persons to address the hearing or to answer questions.
- i) the Chair shall invite the Appellant to present any evidence he/she may have by way of rebuttal. Such evidence shall be subject to cross-examination as before;
- j) the Chair shall invite the Respondent to present any evidence he/she may have by way of rebuttal. Such evidence shall be subject to cross-examination as before;
- k) the Chair shall invite the Appellant and then the Respondent to make brief final statements, the statements shall not be subject to cross-examination;
- l) the Chair shall then adjourn the hearing for the FPRC's deliberation.

8. Decision shall be by majority vote, with the Chair exercising a deciding vote only.

PROCEDURES FOLLOWING THE FPRC HEARING

1. The FPRC Chair will communicate the decision of the FPRC to the Appeals Coordinator who shall, where practical, communicate the FPRC decision to the Appellant and Respondent.
2. The FPRC Chair shall submit the written decision of the FPRC to the Appeals Coordinator within ten (10) working days. The appeals Coordinator shall then send a copy of the FPRC decision to the Appellant/Respondent and their respective advisor(s).
3. If the appeal is denied in whole, or in part, the Appeals Coordinator shall provide the Appellant, at the time of notification, of:
 - a) the Student's right to appeal to the GFC PRB;
 - b) the applicable GFC PRB appeal deadlines and procedures;
 - c) where on-campus assistance is available;
 - d) the name and contact information of the GFC PRB Appeals Coordinator, and;
 - e) the FPRC's written reasons, if applicable.
4. The FPRC has all of the powers of the Dean (Education) described in Section 87.1b of the General Faculties Council Practicum Intervention Policy and may confirm, reverse or vary the Practicum Intervention decision of the Dean (Education), and may establish conditions or restrictions which include:
 - a) the taking of additional training, remediation, or skill development
 - b) the improvement of language, study, and/or interpersonal skills
 - c) the undergoing of counseling
 - c) the undergoing of medical testing (including psychological testing)
 - d) prohibitions against attendance by the Appellant at the, or any, practicum site and/or exclusion from all or part of campus.
5. When the Hearing Decision has been accepted by the Appeals Coordinator, the FPRC shall be discharged.
6. The decision of the FPRC must be sent to the Appellant by registered mail or courier. The Appeals Coordinator shall submit a copy to the Dean (Education) and, in a case where the Respondent was a delegate of the Dean to the delegate.



If the Appellant does not receive the notification of the FPRC's decision and reasons within ten (10) working days of the appeal, it is the Appellant's responsibility to request a copy of the notification from the Appeals Coordinator, FPRC (Graduate), c/o Governance Administrator (845 Education South, Faculty of Education, Edmonton, AB T6G 2G5).

7. A written record of the proceedings shall be taken. Such records shall be retained on file in the Vice-Dean's Office for a minimum of one (1) year and until such time as the Appellant is no longer active in their program. All relevant materials shall be placed at the disposal of the GFC PRB in the case of further appeal.

Appeal to General Faculties Council Practice Review Board

The student has the right to appeal the Practicum Intervention further to the GFC PRB. The Appellant must be informed of this right by the FPRC Chair. An appeal can be made on the basis that a miscarriage of justice has occurred.

To initiate such an appeal, the student must, within fifteen (15) working days of notification of the adverse Faculty of Education decision, deliver to the Appeals Coordinator of the GFC PRC a signed written statement. This statement must set out the decision being appealed, the name of the person or body making the decision, the grounds for appeal, the nature of the injustice and the relief requested. Further information can be obtained from the Appeals Coordinator of the GFC PRC.