



# Practicum Handbook

Medical Laboratory Assistant Certificate Program

Winter 2026



SCHOOL OF CONTINUING EDUCATION

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## Introduction

Welcome to your practicum, the exciting final component of the University of the Fraser Valley's Medical Laboratory Assistant (MLA) certificate program.

Throughout your coursework in the MLA program, you've worked hard to build a strong foundation in laboratory knowledge, patient care, and professional practice. Now it's time to bring that learning into a real-world setting. Practicum is a hands-on work experience placement that bridges the gap between classroom theory and clinical application. It's an opportunity to apply your skills to solve real-world problems, gain practical experience, observe workplace routines, and start building your professional network. While practicum is unpaid, the real-world work experience you gain will be highly valuable as you prepare to enter the workforce.

As part of the School of Continuing Education's commitment to career-focused learning, the MLA program is designed to ensure you graduate with both the technical and interpersonal skills employers need. You will complete a four-week practicum in a clinical laboratory as the final component of the program. To participate, you must have completed all prior courses in the program and met all grade requirements. Successful completion of practicum is necessary for graduation.

Before your practicum begins, please take the time to review this handbook carefully, along with the School of Continuing Education's [practicum information for students webpage](#) and the [Practicum Expectations Guide for Students](#). These resources will help you understand what's expected of you, how to prepare for your practicum, and how to make the most of this opportunity.

During your practicum, you must follow all policies and instructions provided by your host organization, preceptor, instructors, and UFV's Practicum Coordinator, including those in this handbook. Professionalism, safety, confidentiality, and respect are key not only for your success, but for the well-being of the patients and teams you'll work with. If you have any questions about the content of this handbook, please feel free to reach out to [cepracticum@ufv.ca](mailto:cepracticum@ufv.ca) for clarification.

You are stepping into an important role in the healthcare system, and we are proud to support you as you take this next step. We hope your practicum is a meaningful, confidence-building experience, and a strong foundation for your future as a medical laboratory assistant.

## UFV's vision, mission, and values

UFV is built on our shared commitment to the university's purpose, principles, and our future direction.

### *Our vision*

A vision statement describes what we want to become in the future in a way that challenges and inspires us. UFV's vision statement is as follows:

UFV will be known as a gathering place for learners, leaders, and seekers. We will pursue diverse pathways of scholarship, leading to community connection, reconciliation, and prosperity, locally and beyond.

### *Our mission*

A mission statement communicates in a single sentence who we serve, what we do, and what impact we make. UFV's mission statement is as follows:

Engaging learners, transforming lives, building community.  
*yoystexw ye totilthet, ayeqet kw'e shxwaylexws, thayt kw'e st'elt'elawtexw*

### *Our values*

Values are the core beliefs and guiding principles governing daily behaviour, communication, decision making, and leadership within an organization. UFV's values are as follows:

#### **Integrity | letse o sqwelewel**

We act honestly and ethically, upholding these values and ensuring our mission is delivered consistently.

#### **Inclusivity | lexwsq'eq'ostexw**

We welcome everyone, showing consideration and respect for all experiences and ideas.

#### **Community | st'elt'elawtexw**

We cultivate strong relationships, acting as a hub where all kinds of communities — educational, scholarly, local, global, and cultural — connect and grow.

#### **Excellence | ey shxweli**

We pursue our highest standard in everything we do, with determination and heart.

Learn more at <https://www.ufv.ca/about/vision-mission-values/>.

## Overview of the practicum process

### Submitting your supporting documents

You must provide UFV with certain documentation before you can receive a practicum placement. You can start to submit this documentation as soon as you have applied to the program, and all documentation is due no later than two weeks before your program starts. It's important to ensure you meet this deadline, as not submitting your documents on time may result in being ineligible to attend practicum and complete your program as scheduled.

#### 1. Immunization records

Because you will be working in a healthcare setting, you must have up-to-date immunizations. You can either provide UFV with your immunization records, or you can download the [Practicum Student Immunization Record](#) and take it to your doctor, who can verify which immunizations you have received.

To submit your immunization records, email [continuingeducation@ufv.ca](mailto:continuingeducation@ufv.ca) with the scanned (not photographed) document attached as a PDF. Label the email subject line in the following format: MLA Documents, Lastname, First Initial. (*Example: MLA Documents, Kaur, L.*)

#### 2. Criminal Record Check and Vulnerable Sector Screening

A satisfactory Criminal Record Check and Vulnerable Sector Screening is required for practicum. Complete the [Criminal Record Check and Vulnerable Sector Screening](#) using access code CACJXKC5VT.

After making the fee payment, you will receive an online receipt from the [Ministry of Justice](#). Your results are sent directly to the School of Continuing Education and will be kept confidential.

### Receiving a practicum placement

If you live in the Fraser Valley or Lower Mainland, UFV will arrange a practicum placement for you. If you reside outside this region, or if you decline the practicum placement that is

provided for you, you will need to locate an appropriate practicum site and submit details to the Practicum Coordinator at [cepracticum@ufv.ca](mailto:cepracticum@ufv.ca) for approval no later than six weeks before the practicum's scheduled start date.

Students who miss their practicum may re-register for practicum at the next intake date, but will be required to pay the tuition cost of the practicum again.

## **Practicum hours and location**

In the months prior to your practicum, the School of Continuing Education will arrange a practicum placement for you. You will receive details of your placement generally about three weeks before it begins, although the timing of this communication may vary.

Practicum dates may vary depending on your site, so your assigned practicum placement may not have the same start and end dates as other students' placements.

Your practicum hours will depend on the operating hours of your placement site. Students are expected to be prepared and ready to work at the scheduled start time for every shift during practicum.

While we try to place students close to their area of residence, you may need to travel. Practicum placements may be up to 100km away from your area of residence. It is your responsibility to ensure you have reliable transportation to and from your practicum site every day.

We recommend that currently employed students do not work during their practicum. If you choose to continue working, it is your responsibility to ensure that your workload and work hours don't interfere with your practicum requirements.

## **Supervision and evaluation**

Throughout your practicum you'll be supported by a professional team dedicated to your success, comprising your practicum instructor, your preceptor, and the Practicum Coordinator from the School of Continuing Education. Each plays an important role in guiding, evaluating, and encouraging you as you apply your learning in a real-world setting. Together they'll help you build confidence, grow professionally, and make the most of this important step in your career journey.

### **Practicum instructor**

Your practicum instructor's role is to monitor your progress throughout your practicum, including providing feedback and guidance to help you succeed. If your practicum requires

written assignments, such as reports or online forum posts, they will receive, grade, and provide feedback on these components. Working with feedback from your preceptor, they determine and enter your final grade for practicum.

### Practicum Coordinator

The Practicum Coordinator is an administrator within the School of Continuing Education. They arrange and facilitate all practicum placements, acting as a liaison between UFV and host organizations. They support practicum students with questions or concerns about their placements or practicum work, and support instructors in their work as well.

### Preceptor

Your preceptor is employed by your host organization, not UFV, and typically works in the role that you are being trained for or a related supervisory role. They, or their designate, will be supervising you directly and working with you every day at your practicum site. They also function as a role model and can offer you valuable guidance as you look ahead to starting your career in the field. In addition to training and supervising you, your preceptor will also work with UFV to provide feedback on your learning, effort, and performance that will contribute to your final grade.

### Evaluation

Your practicum work will be assessed on various factors including attendance, putting theory into action, knowledge, and professionalism. Various assessment methods may be used, such as supervisor evaluations, mid-way surveys, and reflective assignments. For further details on how your practicum is evaluated, refer to the practicum checklist and program guidelines. The Practicum Coordinator will provide these documents to you prior to the start of your practicum so the criteria for success are clear.

Please note that practicum is a mandatory graduation requirement. You must pass practicum to receive your certificate.

### Reporting illness or absence

If you miss a day of practicum due to illness or family emergency, you will be required to make up that day in order to complete your practicum. Please email your preceptor, practicum instructor, and [cepracticum@ufv.ca](mailto:cepracticum@ufv.ca) immediately to let them know you will be absent.



If you are experiencing extenuating circumstances that will prevent you from completing your practicum, please contact [cepracticum@ufv.ca](mailto:cepracticum@ufv.ca) immediately. Extenuating circumstances are defined as a situation beyond your control that prevents you from completing a course, program, or practicum. These are circumstances that are unexpected and/or uncontrollable and arise during the course of the program.

Examples of extenuating circumstances include:

- Death of an immediate family member
- Car accident
- Medical emergency
- Incapacitating illness
- Serious personal situation

The following do not qualify as extenuating circumstances:

- Inability to achieve a passing grade
- Unawareness of deadlines
- Unfamiliar with UFV policies
- Unfavorable weather conditions
- A short-term illness
- An unmanaged, pre-existing health condition
- Vacation or travel plans

UFV may require you to submit documentation of extenuating circumstances, such as a medical certificate.

Please discuss any challenges that may affect your practicum assignment with the Practicum Coordinator ([cepracticum@ufv.ca](mailto:cepracticum@ufv.ca)) immediately after applying to your program.

### **After your practicum**

Once your practicum is complete, we encourage you to take a moment to thank your preceptor and host organization using the blank card provided by UFV. These individuals play a vital role not only in your practicum experience, but also in your future career — they may one day be your colleagues, references, or even hiring managers. While

preceptors cannot give or receive personal gifts due to their involvement in your evaluation process, a thoughtful thank-you card (not a gift card) or shared treats are appropriate and appreciated ways to show your gratitude.

Once all grades for your courses and practicum are available and you have successfully completed all program requirements, you'll need to apply for graduation through your [myUFV](#) account using the instructions [here](#).

## Licensing and professional associations

UFV's MLA program is currently seeking approval from the British Columbia Society of Laboratory Science (BCSLs). Pending approval, you may apply for licensing as a medical laboratory assistant following the successful completion of your program. Certification is granted through BCSLS.

Certification allows graduates of approved programs to demonstrate they have met recognized standards of training. Those who complete their education through BCSLS-recognized institutions receive a Certificate of Qualification, which is essential for employment in most health authority and corporate laboratories across British Columbia.

### BCSLs membership

BCSLs membership is renewed annually and offers a range of benefits, including leadership opportunities, discounted rates for educational seminars, voting rights at the Annual General Meeting, and the ability to run for elected positions within the organization. Learn more about BCSLS membership on [their website](#).

### National certification with CSMLS

The CSMLS provides national certification for medical laboratory assistants. This is achieved by writing the CSMLS national exam and allows you to work in any province in Canada. While certification is not yet mandatory in every province, it is increasingly recognized as the standard qualification in the field. More information about the certification process is available on the [CSMLS website](#).

### Regulatory changes on the horizon

At time of writing, the BC Ministry of Health is currently reviewing how health professionals in BC are regulated. This includes the possible establishment of professional colleges that would be responsible for protecting the public interest by ensuring their registrants meet defined standards of practice and ethics, and by addressing any complaints or misconduct.

As the regulatory landscape continues to evolve, medical laboratory assistants in B.C. can expect to see further developments over the next 3 to 5 years.

## Program learning outcomes

The MLA program's learning outcomes are listed below. During your practicum, you may need to apply any and all of the listed skills. However, not all students will gain exposure to all the procedures listed during their practicum.

1. Demonstrate basic use of a computer system.
2. Communicate effectively in speech and writing.
3. Work collaboratively in a team to solve problems.
4. Comply with legislation and governing bodies related to healthcare and medical laboratory practices.
5. Describe duties that are within the scope of a Medical Laboratory Assistant.
6. Describe the anatomy and physiology of the major body systems.
7. Define medical terminology used in the laboratory.
8. Describe the tests performed in the following laboratory disciplines: chemistry, hematology, transfusion medicine, microbiology, histology, and cytology.
9. Demonstrate critical thinking skills related to their work environment.
10. Participate in quality improvement.
11. Use laboratory equipment as directed.
12. Maintain laboratory analyzers, reagents, and supplies.
13. Stain specimen slides using various stains.
14. Describe Infection Control.
15. Demonstrate proper use of PPE.
16. Demonstrate decontamination and sterilization of laboratory equipment and premises.
17. Interpret legislation for WHMIS, TDG, and WorkSafe BC.

18. Perform an electrocardiogram.
19. Recognize normal and abnormal ECG patterns.
20. Maintain electrography equipment.
21. Apply Holter monitors.
22. Identify tests ordered on a requisition.
23. Correctly identify a patient prior to specimen procurement.
24. Correctly label laboratory specimens.
25. Perform blood collections.
26. Describe the containers used for specimen procurement.
27. Perform point-of-care testing.
28. Maintain integrity of patient samples from collection to storage.
29. Evaluate specimen suitability for all laboratory tests.

## Progression through your practicum

### First week of practicum

For the first few days of your practicum, all hands-on procedures must be performed under the direct supervision of your preceptor or another certified MLA. At this early stage, you will primarily observe and assist with specimen collection procedures as you are introduced to the clinical environment for the first time.

### Second week of practicum

By the second week of practicum, you should begin to carry out basic phlebotomy tasks independently, provided you can demonstrate proper technique, safety, and adherence to professional standards. While you are encouraged to attempt procedures once you've observed or assisted with similar cases, you should wait for clear approval and direction from your preceptor before proceeding. An acceptable entry-level standard of performance should be reached by the end of the second week, allowing you to move forward.

### **Third week of practicum**

In your third week of practicum, if you have met the expected performance standards and are approved by your preceptor to proceed, you will expand your clinical abilities by taking on more complex procedures and demonstrating a higher level of autonomy and decision-making. You must consistently apply best practices and show confidence in adapting to a broader range of scenarios.

### **Fourth week of practicum**

By the fourth and final week of practicum, you should have accumulated sufficient experience to have successfully completed multiple types of procedures independently (excluding rare or unavailable tasks). You should spend your final week demonstrating proficiency across a variety of clinical tasks that require adaptability, accuracy, and professional judgement.

## **Laboratory safety, rules, and regulations**

All of the following laboratory safety standards must be adhered to at all times during your practicum, in addition to any other standards and safety requirements communicated by your practicum host organization.

### **Laboratory safety**

#### **Personal protective equipment (PPE) and waste disposal**

You must use the provided personal protective equipment and tools during all laboratory activities. All waste must be disposed of in the appropriate containers as designated.

#### **Eyewash stations**

Each lab is equipped with an eyewash station. You must locate and familiarize yourself with the position of these stations within your lab environment.

#### **Safety data sheets (SDS) and hazardous spills**

Safety data sheets (SDS) will be available for all chemical products used in your lab. Ask your preceptor to show you where the SDS binders are located in each lab and review the relevant sheets as needed, including familiarizing yourself with safety procedures such as

how to address hazardous spills.

### Latex sensitivity

If you have a known latex allergy, you must inform your preceptor and work together to identify suitable alternatives that minimize your latex exposure.

### Sharps disposal

Sharps containers will be available in the laboratory. Dispose of all sharps safely in these designated sharps containers. Do not place any other items in sharps containers, and do not dispose of sharps in any other type of container.

### Disinfection

You are responsible for ensuring all laboratory surfaces and supplies you use are thoroughly cleaned and disinfected after use.

### Reporting injury or illness

WorkSafeBC (WSBC) coverage is extended to all students during your practicum. If you are injured in the course of your practicum work, you must report the injury to your preceptor as soon as possible after receiving medical attention and follow your practicum site's processes for injury reporting, including filling out any required forms.

### Use of equipment and supplies

You will receive instruction on the proper use of all laboratory equipment and accessories during your coursework and practicum orientation. Follow all provided equipment guides, signage, and instructions regarding the safe and responsible usage of laboratory equipment.

If you encounter difficulties with equipment, ask for assistance. Never force or misuse equipment. Report any damaged or malfunctioning equipment or accessories to your instructor immediately.

Notify your preceptor if consumable supplies (e.g., gloves, needles, linens) need restocking.

## Lab conduct and cleanliness

No food, beverages, or gum are permitted in laboratory environments at any time. Your preceptor will show you where lunches, snacks, and beverages including water bottles may be kept and enjoyed during breaks.

When returning from a break, especially after eating, drinking, smoking, or using the washroom, ensure you wash your hands and follow all your worksite's required hygiene policies before re-entering the lab environment.

You are responsible for completing all assigned lab duties and following policies and procedures per your preceptor.

Follow the dress code at all times. See the [Dress code](#) section below for details.

## Student conduct and program expectations

All students enrolled in the MLA program are expected to follow the policies, procedures, and professional standards outlined by the School of Continuing Education and your practicum host organization, including the following expectations. Students must:

- Comply with all UFV policies as outlined on the [university's website](#).
- Follow all Continuing Education and MLA program-specific guidelines, procedures, and requirements as outlined in this handbook and within course materials.
- Adhere to all instructions set out by the Practicum Coordinator, your practicum host organization and preceptor, and your practicum instructor.
- Respect and uphold patient confidentiality at all times, in accordance with your host site's policies, UFV's policies, and the [Freedom of Information and Protection of Privacy Act \(FIPPA\)](#).
- Participate fully in classroom, laboratory, and online activities required to gain the knowledge and skills necessary for professional practice.
- Permit the use of your photo for your practicum badge and any other usage required by your host site. (You may opt out of promotional photography.)
- Participate in supervised hands-on learning activities, which may include appropriate peer-to-peer practice of clinical skills relevant to the profession.

As part of your MLA training, students may be required to take part in exercises designed to align with the professional standards and practices of the medical laboratory field. This

may involve participation from students, medical professionals, volunteers, or consenting patients, and will take place in a safe, supervised, and supportive learning environment. Exercises may include procedures such as venipuncture, capillary collection, and the collection or handling of other biological specimens.

If you have questions about any of the above expectations, it is your responsibility to seek clarification in advance. Support is available from your instructors and the Practicum Coordinator ([cepracticum@ufv.ca](mailto:cepracticum@ufv.ca)).

## Professionalism during practicum

Throughout your practicum, you should always demonstrate appropriate levels of professionalism and behave in a respectful manner. This includes maintaining a neat appearance, communicating politely and effectively, and demonstrating a positive, learning-ready attitude.

### Punctuality and attendance

You will receive confirmation of your practicum details before your practicum begins, including information on your work hours.

- Practicum students are expected to be ready to work at the start of their shift and must return from breaks at the appropriate time.
- Any personal appointments, such as dentist appointments or doctor's visits, must be made outside of practicum hours.
- Your attendance at practicum will be recorded. If you are not able to attend your practicum for any reason, you must contact [cepracticum@ufv.ca](mailto:cepracticum@ufv.ca) as soon as possible. You are also required to inform your host and practicum instructor if you will be missing a day of practicum. You will be expected to make up any missed days/hours in order to successfully complete your practicum.

### Dress code

The dress code for the MLA program's practicum is as follows. You must adhere to all of the following unless directed otherwise by your preceptor. If you do not follow the dress code or bring your practicum ID, you may be sent home and will need to make up a day of practicum.

- Clean scrubs must be worn in laboratory settings. A lab coat may also be required. Lab coats can be purchased through the [UFV Bookstore](#).



- Wear closed-toe, comfortable shoes suitable for long periods of standing and walking. Your shoes must have soft soles, rubber heels, closed toes, low heels, and a closed back (no sandals or clogs permitted). **These standards are required by WorkSafeBC.**
- Keep your hair neat and secured away from your face and collar. Shoulder-length hair may be tied in a ponytail; longer hair must be tied back in a bun.
- Facial hair must be trimmed to a length that fits inside a mask and does not prevent proper mask fitting.
- Maintain appropriate personal hygiene standards for a professional environment. Students are required to bathe regularly and use deodorant.
- Fingernails should be short and clean. For safety and hygiene reasons, nail polish and artificial nails are not permitted.
- For hygiene and safety reasons, minimal jewelry is permitted. Plain wedding bands, stud earrings, and medi-alert bracelets or necklaces are acceptable. Watches and more elaborate rings are not acceptable as they may interfere with hand hygiene.
- Do not wear scented products.
- Do not wear anything that may interfere with your ability to use masks, gloves, goggles, face shields, or other PPE.
- Students must display their practicum badge in all practicum settings unless directed otherwise by your preceptor. This badge will be provided to you by the School of Continuing Education prior to the start of your practicum.

If you are uncertain whether any of the above dress code applies to your worksite, ask your preceptor for clarification. Always adhere to the instructions you are given regarding appropriate dress and appearance. All clothing must be appropriate for the work setting you are in.

### Usage of phones and personal electronic devices during practicum hours

Personal phones and electronic devices must be turned off or silenced and kept out of sight during practicum hours. Use of devices is only permitted during breaks or with explicit permission from your supervisor. Students are required to follow all clinical site-specific policies regarding mobile device use, including when and where devices may be used.

Not only are personal devices disruptive to your learning experience, but they are a known source of contamination in clinical settings and can pose a risk to the cleanliness of the laboratory environment, including equipment and samples. After touching your phone for any reason, you must thoroughly wash your hands before returning to any clinical or learning activities.

Mobile devices also pose a significant risk to patient and client privacy. To avoid unintentional breaches of confidentiality, students must not take any photos of themselves or the clinical environment. Using personal devices to communicate or share any patient-related information is strictly prohibited. Even if identifying information is obscured and the intent is educational, such actions are considered privacy breaches. Consequences can include, but are not limited to, immediate termination of your practicum placement and failure to complete the program.

### **CSMLS code of professional conduct**

Because you are in a medical laboratory setting, your work will require additional levels of responsibility and care beyond the basic professional expectations listed above. The [Canadian Society for Medical Laboratory Science \(CSMLS\)'s code of professional conduct](#) is as follows:

- Medical laboratory professionals are dedicated to serving the healthcare needs of the public. The welfare of the patient and respect for the dignity of the individual shall be paramount at all times.
- Medical laboratory professionals work with other health care professionals, to provide effective patient care.
- Medical laboratory professionals shall promote the image and status of their profession by maintaining high standards in their professional practice and through active support of their professional bodies.
- Medical laboratory professionals shall protect the confidentiality of all patient information.
- Medical laboratory professionals shall take responsibility for their professional acts.
- Medical laboratory professionals shall practise within the scope of their professional competence.
- Medical laboratory professionals shall endeavour to maintain and improve their skills and knowledge and keep current with scientific advances. They will uphold academic integrity in all matters of professional certification and continuing education.
- Medical laboratory professionals shall share their knowledge with colleagues and promote learning.

- Medical laboratory professionals shall be aware of the laws and regulations governing medical laboratory technology and shall apply them in the practise of their profession.
- Medical laboratory professionals shall practise safe work procedures at all times to ensure the safety of patients and co-workers and the protection of the environment.

Additional resources on professional competencies and expectations of professionalism can be found below:

[CSMLS Code of Ethics](#)

[CSMLS Competency Profile: Medical Laboratory Assistant](#)

[BCSLS Competency Guidelines: Medical Laboratory Assistant](#)

## UFV's standards of academic and non-academic conduct

The University of the Fraser Valley is committed to an ethic of inclusion centered on the principles of mutual respect, co-operation, and understanding. We seek to cultivate positive learning spaces that respect differences and are open to diverse views, opinions, and identities that are thoughtfully expressed in a collegial manner. We welcome and value all student voices, including those from under-represented or marginalized groups.

All UFV students are required to abide by UFV's policies on academic and non-academic conduct, including those laid out below.

### Academic integrity

As a member of the university community, you are expected to demonstrate academic integrity. Academic integrity involves applying the values of honesty, trust, fairness, respect, and responsibility to your academic studies, even in the face of challenges. You are responsible for your actions, whether acting alone or in a group.

Your practicum work is subject to UFV's policies on academic conduct. Before your practicum begins, ensure that you familiarize yourself with the information at the following link regarding cheating, plagiarism, and other types of academic misconduct:

<https://www.ufv.ca/student-rights-responsibilities-office/academics/integrity/academic-misconduct/>

### Use of artificial intelligence

Unless otherwise indicated by your practicum host, artificial intelligence platforms such as ChatGPT are not permitted to be used for your practicum work. Unauthorized use of AI during your practicum or other coursework may be considered academic misconduct.

### Non-academic conduct

As members of the UFV community, students are required to conduct themselves in a mature and responsible manner consistent with the University mission, policies, and regulations and in compliance with federal, provincial, and municipal laws.

Behaviour that is abusive, demeaning, threatening, intimidating, hateful, or involves the misuse of authority or power will not be tolerated. Students will be held accountable for their actions, whether acting alone or in a group.

### Chat groups and forums

Students are reminded to exercise caution when discussing practicums or other academic topics in chat groups and forums. Discussion of peers, instructors, preceptors, or UFV personnel in a derogatory, abusive, threatening, or unethical manner in digital settings such as chat groups or forums may fall under the Student Non-Academic Conduct policies located at the below links:

- [http://www.ufv.ca/media/assets/secretariat/policies/Student-Non-Academic-Conduct-\(204\).pdf](http://www.ufv.ca/media/assets/secretariat/policies/Student-Non-Academic-Conduct-(204).pdf)
- [https://www.ufv.ca/media/assets/secretariat/policies/Discrimination,-Bullying-and-Harassment-Prevention-\(18\).pdf](https://www.ufv.ca/media/assets/secretariat/policies/Discrimination,-Bullying-and-Harassment-Prevention-(18).pdf)

### Further resources on student rights and responsibilities

- Review UFV's [Statement of Student Rights and Responsibilities](#).
- Read UFV's rules on [Student Conduct](#) within the Academic Calendar's section on Regulations and Policies.
- Review UFV's [policy 70](#) regarding student academic misconduct.
- Review UFV's [policy 204](#) regarding student non-academic conduct.
- Review UFV's [harassment prevention policy](#).
- UFV is committed to equity, diversity, and inclusion (EDI). Learn about UFV's [EDI Guiding Principles](#).

## Supports and resources for UFV students

### Student Support Centre

When you are looking for assistance to help you during your learning at UFV, contact the Student Support Centre. The team is available to help students be successful with their studies by connecting you to teams who can assist with such things as how to study, student counselling, accessibility requirements, financial aid, academic advisors or other areas of academic need.

From time to time, an instructor may be concerned about student progress and may refer a student to the Student Support Centre. The referral is treated confidentially and is sent because instructors care about student progress and success. A student can accept or decline a referral to the Student Support Centre. Learn more: <https://www.ufv.ca/student-services/student-support-centre/>

### Centre for Accessibility Services

The Centre for Accessibility Services provides accommodations and services for such things as additional time for examinations, note taking assistance, applications for disability related funding and more. They provide support services to students with documented disabilities. The Centre works to remove barriers that prevent or inhibit students from full participation in university. To inquire about the services provided or to make an appointment, contact a disability advisor. Learn more: <https://www.ufv.ca/accessibility/>

### Indigenous Student Centre

UFV's Indigenous Student Centre provides easy-access resources and a friendly, home-away-from-home environment to encourage our students to reach their maximum potential. We work to provide cultural and academic support, to help bridge the gap between the University and Indigenous peoples. Learn more: <https://www.ufv.ca/isc/>

### Additional services provided to students

In addition to those listed above, UFV has a number of other supports and services available to students. Go to [www.ufv.ca/services](http://www.ufv.ca/services) for a comprehensive list of services. Please note that because Continuing Education students do not pay ancillary or student union fees, you may not be eligible for all services listed. Reach out to [continuingeducation@ufv.ca](mailto:continuingeducation@ufv.ca) for more information.

## Contact information

For questions or support related to your practicum, contact the Practicum Coordinator at [cepracticum@ufv.ca](mailto:cepracticum@ufv.ca).

For general program-related questions that are not specifically related to your practicum, contact [continuingeducation@ufv.ca](mailto:continuingeducation@ufv.ca).

You can also call the School of Continuing Education at 604-851-6324 during regular business hours, excluding statutory holidays. If we are unavailable, please leave a voicemail and we will return your call as soon as we can.

Emails and calls will generally receive a response within two business days.

## Looking ahead

Practicum is a time of growth, challenge, and discovery. This is your chance to see your hard work take shape, gain confidence in your abilities, and recognize the vital role that you'll play in a healthcare team as a medical laboratory assistant. You may find yourself stepping outside your comfort zone as you adapt to new routines and unfamiliar settings. These moments are where meaningful learning happens. Every challenge you face adds to your knowledge, strengthens your resilience, and helps you become a capable and confident professional.

As you move through your practicum, we encourage you to approach each day with curiosity, professionalism, and care. Even the smallest tasks you complete are part of someone's health journey. Your work matters.

We're proud of all that you've accomplished to get here, and we wish you every success as you take this important step toward your future.