

**MHS 7991**

**(6 units)**

**HEALTH SYSTEMS RESEARCH INTERNSHIP GUIDELINES**

**2021-2022**

(NOTE: these guidelines are subject to modifications)

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**1. PREREQUISITES**

Students must seek guidance and approval from the MSc Health Systems Program Director to register for the Health Systems Research Internship. ***Students must complete the required coursework and have their thesis proposal approved prior to registering. Exceptions to this must be approved by the Program Director.***

**2. COURSE DESCRIPTION**

All MSc HS candidates will be required to undertake a one semester Health Systems Research Internship in a research institute or other organisation. The internship will allow the student to conduct research and at the same time learn about and be involved in one or several of the research projects conducted in the institute or organisation.

The student will work under the direct supervision of the thesis supervisor and the internship mentor from the organization. The research mentor may be involved in the student’s thesis research and may be a member of the student's thesis committee but they do not have to be. Further, the research project the student works on during the internship does not have to be related to the student’s thesis research (although it can be).

**3. INTERNSHIP OBJECTIVES, PROGRAM LEARNING GOALS AND THE INTERNSHIP PROPOSAL**

**3.1 OBJECTIVES**

The primary objective of the research internship is to enhance student research skills and knowledge through interaction with researchers in their field. The internship will also serve to immerse students in a research-intensive work environment, to prepare them for future work in the field, and to expose and involve students in outside research projects.

**3.2 PROGRAM LEARNING GOALS AND THE INTERNSHIP PROPOSAL**

The five Learning Goals of the MSc HS program will guide students throughout their internship. Students will develop research competencies that reflect to varying degrees these program goals while making substantive contributions to the host organization. The learning goals of the MSc in HS program are:

HS LG1 *Demonstrate the ability to recognise and articulate research problems related to healthcare systems*

HS LG2 *Demonstrate original and critical thinking, and the ability to develop theoretical concepts*

HS LG3 *Demonstrate knowledge of the different approaches and methods used in the pursuit of research*

HS LG4 *Demonstrate an awareness of, and sensitivity to, the social, ethical, political and security and privacy impacts of conducting health systems research*

HS LG5 *Demonstrate awareness of the importance of knowledge translation and competence in its execution*

**4. INTERNSHIP RESPONSIBILITIES**

A positive internship experience relies on effective communication between all parties; the student, the thesis supervisor(s), the program director, and the research mentor. Issues should be discussed as they arise to enable the successful completion of the internship within one semester.

In addition, all parties involved in the internship process have the following responsibilities:

**4.1 Student Responsibilities**

* To maintain registration for all semesters that the internship spans;
* To attend research seminars at the internship site while continuing to attend the *Healthcare Systems Management Research Seminar Series* at Telfer (if placed in Ottawa);
* To work with the thesis supervisor(s) and the program director to determine a suitable research internship that ideally complements the student’s thesis research;
* To agree to and to conduct ethical research based on guidelines established by the supervisor and the mentor. See the website of the [Office of Research and Ethics](http://www.research.uottawa.ca/ethics/index.html) for ethics requirements;
* To complete the Internship Agreement Form (*Appendix A & C*) and develop a Research Internship Proposal in consultation with the supervisor and mentor. *Appendix A & C* must be submitted to the Graduate Office at the beginning of the internship
* To complete a Proposal Review/Assessment of internship objectives and Final Evaluation Form (*Appendix B & D*) at the end of the internship with the supervisor and mentor. *Appendix B & D* must be submitted to the Graduate Office **prior to the date that grades are due for the semester;**
* To prepare a Seminar Presentation to be held in the term following the completion of the internship.

**4.2 Thesis Supervisor(s) Responsibilities**

* To actively aid the student in securing a research internship site and research mentor;
* To guide the student in formulating the Research Internship Proposal and the Proposal Review
* To review the Internship proposal and sign the Internship Agreement Form (*Appendix A*) & Learning Objectives (Appendix C) before the beginning of the internship and the Final Evaluation Form (*Appendix B*) and Assessment of Objectives (Appendix D) at the end of the internship;
* To communicate the expectations of the research internship at the outset to the mentor and maintain ongoing communication with this person throughout the internship;
* To enforce academic deadlines and ensure the internship starts and finishes on the agreed dates;
* To assess the student’s work based on the criteria outlined in the Research Internship Proposal, Learning Objectives and the Proposal Review/Assessment of Objectives

**4.3 Research Mentor Responsibilities**

* If the internship is part of the student’s thesis research, the mentor may be a member of the student’s Thesis Committee;
* To provide valuable research opportunities for MSc HS students;
* At the beginning of the internship, to sign the Internship Agreement Form (*Appendix A & C*) and contribute to the development of the student’s Research Internship Proposal providing guidance to the student in developing the objectives for the internship;
* To guide and to oversee the work of the student;
* To provide feedback to the faculty supervisor on the quality of work and research;
* To promptly report any issues to the supervisor that could prevent the successful completion of the internship;
* At the end of the internship, to sign the Final Evaluation Form (*Appendix B & C*).
* **4.4 Director Responsibilities**
* To provide guidance to the student about suitable internship opportunities;
* To approve and sign both the Internship Agreement Form (*Appendix A*) and the Final Evaluation Form (*Appendix B*).

**5. DURATION, TIMELINE AND REGISTRATION**

Student internships take place over one semester (12 - 16 weeks). The internship can be done in any semester once the thesis proposal has been successfully defended but ideally is completed in the summer term of the first year or the fall term of the student’s second year.

Any exceptions should be discussed with the program director and brought to the attention of the Graduate Office. These situations include delayed internships or internships that do not coincide with the regular schedule of the semester, etc.

In the event that an internship spans across more than one semester, the student must be registered for both semesters, have received approval from the director to do so and indicated this in their signed Internship Agreement Form (*Appendix A*) and the Research Internship Proposal (see *7.1*).

**In order to register**, students must submit the Internship Proposal the Internship Agreement Form (*Appendix A) and the Learning Objectives (Appendix C)* **to the**

**Graduate Office.**

**6. INTERNSHIP DETAILS**

**6.1 Selecting a Site**

Students can do the internship at any research institute or research intensive organisation provided that it is approved by the supervisor and the program director.

To determine the internship site, dialogue between supervisors and students should begin in the fall or early in the winter of the students’ first year. Supervisors must be active in helping students find an internship site.

**6.2 Stipends and Scholarships**

In principle, students can be paid a stipend from the research mentor’s grant or by the institution but it is not a necessary condition. The amount a student is paid is at the discretion of the organization. If a stipend is offered, it is recommended that the amount meets or exceeds the minimum annual stipend for a graduate student as suggested by the Canadian Institutes of Health Research: $5950 for four months.

**6.3 Working Hours**

It is crucial for the student, mentor and supervisor to work together to determine and agree to schedules and reasonable deliverables for the internship. The suggested work schedule for the internship is 35 hours per week.

**7. DELIVERABLES**

**7.1 Research Internship Proposal**

The Research Internship Proposal should guide students through the internship. It should include the objectives of the research internship, the deliverables and the timeline. The Proposal will be developed with the input of both the supervisor and the research mentor. The format can follow the headings below and must address all of the required criteria.

A comprehensive Proposal must address all of the following criteria:

* **Tasks and Responsibilities**
  + What role will the student be undertaking? What will be accomplished?
* **Timeline and Deliverables**
  + List major deliverables that are expected of the student by the research institute, and the dates of the internship.
* **Learning Objectives (Appendix C)**

**7.2 Research Internship Proposal Review**

The Research Internship Proposal, particularly, the student’s Learning Objectives, must be assessed, in writing, at the end of the internship.

The following points should be considered:

* Were each of the Learning Objectives set forth in the Proposal achieved? If so, was it by the expected means?
* If the Learning Objectives were altered from what was developed in the Proposal, why?
* Were there any unexpected Learning Objectives that were developed? How?

This reflective exercise will be the basis of the student’s internship assessment and must be approved by the supervisor and the research mentor, and signed off on in the *Final Evaluation Form* (*Appendix B & Appendix D*). The student’s ability to meet the Learning Objectives described in the Proposal and in Appendix C will determine whether the internship will be evaluated as *Satisfactory* or *Non- Satisfactory*.

**7.3 Health Systems Seminar Research Internship Student Presentation**

The Internship Presentation is generally 15 minutes in length and will be scheduled by the Research Office in collaboration with the Graduate Office once all the students in a cohort have completed their internship. Ideally, the supervisor, research mentor, current MHS students and interested faculty should attend.

The Internship Presentation should provide a summary of the student’s research during the internship. Points to include are:

* Background to the organization and research
* Methodology
* Results
* Time for questions

**8. PERFORMANCE EVALUATION**

The MSc HS Research Internship is evaluated on a *Satisfactory* (PASS) or *Non-Satisfactory*

(FAIL) basis.

As it is a compulsory course, students who are evaluated as *Non-Satisfactory* must retake and successfully complete MHS 7991 in order to finish the program.

**APPENDIX A**

**Master of Health Systems**

**Research Internship Agreement Form**

*Please note: This form, accompanied by the Research Internship Proposal and Appendix C, must be submitted to the Graduate Office* ***prior*** *to beginning the internship.*

**Student Name**:

**Student Number**:

**Research Institute/Organisation Name:**

**Research Internship Topic**:

**Amount of Stipend, if offered: $**

**Internship Dates** Start: / /

End: \_/ /

**Semester(s) of Internship Registration**

Fall

Winter

Summer

**Thesis Supervisor(s) Agreement**

Supervisor:

Signature:

Co-Supervisor: Signature:

Date: / /

**Research Mentor Agreement**

Name:

Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Title \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: / /

**MSc HS Program Director Signature:**

**Internship Research Proposal Received: Yes \_\_ No \_\_**

**Date:** / /

**APPENDIX B Master of Health Systems**

**Research Internship Final Evaluation Form**

*Please note: This form, accompanied by the Assessment of objectives (Appendix D), must be submitted to the Graduate Office*

**Student Name**: \_\_\_\_

**Student Number**: \_\_\_\_\_\_\_

**Research Institute Name**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

## EVALUATION:

**Thesis Supervisor(s) Final Evaluation**

Supervisor: Signature

Co-Supervisor: Signature

Date: / /

*Satisfactory Non-Satisfactory*

**Research Mentor Final Evaluation**

Name: Signature:

Date: / /

*Satisfactory Non-Satisfactory*

**Msc HS Program Director Signature:**

**FINAL EVALUATION *Satisfactory***

***Non-Satisfactory***

***APPENDIX C***

**Master of Science in Health Systems Research Internship (MHS 7991)  
LEARNING OBJECTIVES**

**Student**:      **Research** **Mentor**:       **Location**:

| **Competency or specific skills** | **Acquired competency or specific skill goals to be learned during the Research Internship** |
| --- | --- |
| 1. Understanding of the importance of system’s thinking and a system’s approach to the analysis of health care issues. |  |
| 1. Ability to effectively carry out research including:   a) Ability to synthesize and critically evaluate information produced by other researchers.  b) Ability to frame researchable questions and to formulate hypotheses.  c) Ability to effectively select from, integrate, and apply a range of conceptual frameworks and research methods drawn from different disciplines.  d) Ability to select from and apply a variety of analytic approaches that match the research question(s) and context.  e) Ability to work in an interdisciplinary research team.  f) Awareness of ethical issues relating to all aspects of the research process. | This section should include information regarding what research question you are trying to answer. What methodologies will be used etc… |
| 1. Understanding of the issues of security and privacy and their impact on conducting health systems research. |  |
| 1. Understanding of the issues of knowledge production, translation, and uptake, including the social, economic, political and ethical factors that influence knowledge production; and, the diverse assumptions embedded in knowledge production. |  |
| 1. Ability to effectively communicate research results research. |  |

Internship start date:       Internship end date:

Research topic area during the Research Internship:      

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Student’s Signature Research Mentor’s Signature

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Primary Supervisor’s Signature Date:         
**Please return this form to Annik Dion, Graduate Programs Office (DMS 4160) or signed PDF version by email:** [**graduate@telfer.uottawa.ca**](mailto:graduate@telfer.uottawa.ca)**.**

***APPENDIX D***

**Master of Science in Health Systems Research Internship (MHS 7991)**

**ASSESSMENT OF OBJECTIVES**

**Student**:       **Research** **Mentor**:

**Location**:

| **Competency or specific skills.** | **What goals/objectives were set to be accomplished during the Research Internship? (Appendix C)** | **How were these attained during the Research Internship?** |
| --- | --- | --- |
| 1. Understanding of the importance of system’s thinking and a system’s approach to the analysis of health care issues. |  |  |
| 1. Ability to effectively carry out research including:   a) Ability to synthesize and critically evaluate information produced by other researchers.  b) Ability to frame researchable questions and to formulate hypotheses.  c) Ability to effectively select from, integrate, and apply a range of conceptual frameworks and research methods drawn from different disciplines.  d) Ability to select from and apply a variety of analytic approaches that match the research question(s) and context.  e) Ability to work in an interdisciplinary research team.  f) Awareness of ethical issues relating to all aspects of the research process. |  |  |
| 1. Understanding of the issues of security and privacy and their impact on conducting health systems research. |  |  |
| 1. Understanding of the issues of knowledge production, translation, and uptake, including the social, economic, political and ethical factors that influence knowledge production; and, the diverse assumptions embedded in knowledge production. |  |  |
| 1. Ability to effectively communicate research results |  |  |

Student Comments:

Research Mentor Comments:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student’s Signature Research Mentor’s Signature

Date:

**Please return this form to Annik Dion, Graduate Programs Office (DMS 4160) or signed PDF version by email:** [**graduate@telfer.uottawa.ca**](mailto:graduate@telfer.uottawa.ca)**.**

**It is possible that goals/objectives may change from the original objectives (appendix C) If so please explain any changes.**

**Beware of Academic Fraud**

Academic fraud is an act committed by a student to distort the marking of assignments, tests, examinations and other forms of academic evaluation. Academic fraud is neither accepted nor tolerated by the University. Anyone found guilty of academic fraud is liable to severe academic sanctions.

Here are a few examples of academic fraud:

- engaging in any form of plagiarism or cheating;

- presenting falsified research data;

- handing in an assignment that was not authored, in whole or in part, by the student;

- submitting the same assignment in more than one course, without the written consent of the professors concerned

In recent years, the development of the Internet has made it much easier to identify academic plagiarism. The tools available to your professors allow them to trace the exact origin of a text on the Web, using just a few words.

In cases where students are unsure whether they are at fault, it is their responsibility to consult the University’s Web site at the following address, where you will find resources, tips and tools for writing papers and assignments:

<http://web5.uottawa.ca/mcs-smc/academicintegrity/home.php>

Persons who have committed or attempted to commit (or have been accomplices to) academic fraud will be penalized. Here are some examples of the academic sanctions, which can be imposed:

- a grade of “F” for the assignment or course in question;

- an additional program requirement of between three and thirty credits;

- suspension or expulsion from the School.

Please be advised that professors have been formally advised to report every suspected case of academic fraud. In most cases of a first offence of academic fraud, the sanction applied to students who have been found guilty is an “F” for the course with an additional three credits added to their program requirements. Repeat offenders are normally expulsed from the School of Management.