



THE UNIVERSITY OF BRITISH COLUMBIA

Office of Experiential Education
Faculty of Pharmaceutical Sciences



BACHELOR OF PHARMACEUTICAL SCIENCES PROGRAM

RESEARCH HANDBOOK

Effective December 2022

INNOVATIVE LEADERS OF EXCELLENCE IN PHARMACY EXPERIENTIAL EDUCATION

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Acknowledgement

The University of British Columbia (UBC) Point Grey Campus is located on the traditional, ancestral, and unceded territory of the xʷməθkʷəy̓əm (Musqueam) people. The land it is situated on has always been a place of learning for the Musqueam people, who for millennia have passed on in their culture, history, and traditions from one generation to the next on this site.

We would also like to acknowledge that our students and research supervisors are from many places, near and far, and acknowledge the traditional owners and caretakers of those lands.

The Bachelor of Pharmaceutical Sciences program and the Office of Experiential Education would like to express our gratitude to our partners in experiential education. Our research supervisors play an integral role in student learning and development. By sharing their expertise and providing a space where students can explore the pharmaceutical sciences and biotechnology industry, students are able to practice their acquired skills and apply their knowledge in a safe environment. Thank you for being a research supervisor with the UBC Bachelor of Pharmaceutical Sciences program, and providing our students with the opportunity to refine and develop their professional and practical skills, explore potential career paths, and participate in the social, political, and economic discussions as emerging professionals of the industry.

SECTION 1 – RESEARCH PROJECT OVERVIEW

In program year four; the final year of the program, students may choose to complete their Bachelor of Pharmaceutical Sciences (BPSc) degree through four stream options:

- 1) Course-Based Studies
- 2) Experiential Education (Research Project)
- 3) Experiential Education (Practicum)
- 4) Experiential Education with Honours

Students who elect to complete their degree requirements through the *Experiential Education (Research) with or without Honours* stream are required to enroll in PHAR 485 Research Project in program year four. The goal of the research project is to serve as a bridge between academia and the professional world so that students can gain hands-on experiences that prepare them for the workforce upon graduation.

PHAR 485 Research Project is a full-time (35 hours per week), 13-week research project experience in a professional area of pharmaceutical research, including basic science, clinical, education, outcome-related, pedagogical, or other research in pharmaceutical sciences at UBC. Students will receive advanced training in research and project coordination and will gain the skills needed to contribute as a functional member in an academic or industrial setting. Direct supervision by an approved academic principal investigator with an active research laboratory in the UBC Faculty of Pharmaceutical Sciences is required. Subject to approval, co-supervision with a researcher from another UBC Faculty is allowed. This course is not eligible for Credit/D/Fail grading.

1.1 Learning Objectives

- 1) Apply knowledge in the theory of hypothesis-driven research to a research project in a specialized area of pharmaceutical sciences.
- 2) Demonstrate knowledge of information and database searching techniques.
- 3) Demonstrate knowledge of data aggregation and analysis techniques utilized in the research laboratory setting.
- 4) Demonstrate the practical skills essential in the design, performance and analyses of experiments.
- 5) Participate in team-based research with research team peers, including professors, postdoctoral fellows, technicians and graduate students.
- 6) Participate in management and mentorship practices with academic researchers through group interactions, laboratory meetings, peer teaching and individual instructions.
- 7) Communicate scientific knowledge effectively and the appropriate audience-specific language through written reports and oral presentation, using appropriate programs, software and visual aids.

1.2 Course Eligibility

Experiential Education - Research

To be eligible for a research project, students must successfully secure a research position with an approved research supervisor prior to program year four. As per faculty policy (AP-22), students must complete all [pre-research experiential course requirements](#) by the specified deadline(s). To be eligible for registration in PHAR 485, the student must pass all required courses in program years one to three and be promoted to program year four. The UBC Faculty of Pharmaceutical Science's Office of Student Services (OSS) is responsible for assessing student eligibility for the different BPSc program stream options. Student eligibility will be assessed after the submission of the *BPSc Program Stream Option Application Form* and is based on academic year standing, student GPA (for Honours students) and completion of all applicable program stream prerequisites. Should the student meet the *Experiential Education (Research Project)* prerequisites and requirements, the OSS will register the student in PHAR 485. For any inquiries related to eligibility for the different stream options, please [contact](#) the OSS.

Experiential Education (Research Project) with Honours

Students applying for the Honours stream must do so by the end of term two in program year three and have a minimum 72% combined average across all program years. Participation in the honours stream requires the preparation of a graduating thesis in PHAR 491 Honours Thesis. Honours theses may be prepared from the research or practicum options. Students who would like to complete the *Experiential Education (Research Project) with Honours* option must complete PHAR 485 Research Project in the Winter Session, term one and PHAR 491 Honours Thesis in the Winter Session, term two. Subject to approval, the honour theses may be published and shared outside of the research project course in PHAR 491 Honours Thesis. Honours stream students should not pursue research laboratories that limit or prohibit the dissemination of the student's work product.

1.3 Placement Process

Research projects are scheduled at various research laboratories at UBC. Students are responsible for securing their own research project and supervisor. Students must make declaration for any potential or actual [conflict of interests](#). Research projects and sites are subject to review before they are approved as affiliated teaching sites by the UBC Faculty of Pharmaceutical Sciences. Course enrolment is competitive as research positions are limited. Not all students are eligible for a research project, some conditions may apply. Please note, the placement process is subject to change on a yearly basis.

1) Apply for Research Positions

Students will identify and apply for research opportunities that align with their research interests within UBC. Students should connect with the academic principal investigator of an active research laboratory and solicit opportunities to become involved in their research project. Students should prepare a curriculum vitae when applying for research positions.

2) Submitting Research Proposal for Faculty Approval

Once the student has secured a research position, the student and the research supervisor must co-complete the [BPSc Research Project Outline Form](#). The *BPSc Research Project Outline Form* is intended for the research supervisor (the principal investigator) to provide an overview and timeline of the proposed research project. The student is responsible for submitting the form on Canvas by **April 30** in year three Winter Session, term two. The Faculty will review and approve research projects and supervisors on a rolling basis.

For research projects external to the UBC Faculty of Pharmaceutical Sciences, the student must identify and nominate a faculty member within the UBC Faculty of Pharmaceutical Sciences as a co-supervisor. The student must ensure both the research and faculty co-supervisors have agreed to supervise the student before submitting the *BPSc Research Project Outline Form*. Subject to approval, the student may complete the research project under co-supervision.

3) Selecting Year Four Stream Option

Upon confirmation and approval of the research project and supervisor, students must complete the *BPSc Program Stream Option Application* by **April 30** in year three Winter Session, term two.

4) Preparing for the Research Project

Over the summer term leading to program year four, the OSS will register students in PHAR 485 (and PHAR 491, if accepted into Honours) based on [student eligibility](#). Students must complete all pre-research experiential course requirements as mandated by the research laboratory before undertaking the research project. This must be done prior to the research project start-date.

1.4 Pre-Research Experiential Course Requirements

Students are responsible for completing all pre-research experiential course requirements prior to the commencement of their research project. Students should review faculty policy (AP-22) for information related to missed deadlines and academic concession requests.

Students must complete the [UBC Mandatory Health and Safety Training for All UBC Workers](#) prior to their research experience. The training includes:

- 1) [New Worker Safety Orientation](#)
- 2) [Preventing and Addressing Workplace Bullying and Harassment Training](#)
- 3) [Workplace Violence Prevention Training](#)

Students must have workplace safety insurance while undertaking a research project. As research projects must be undertaken in UBC-affiliated research laboratories, students will be insured by WorkSafeBC for activities related to their research project during the course block dates. In the event that the student is working remotely outside of British Columbia, it is the student's responsibility to identify alternate insurance coverage options. The student must provide proof of workplace safety insurance coverage for the period during which the research project takes place by the stated deadline. Students who work with human tissues or infectious agents or work at research laboratories where vaccinations are required must complete an immunization review with the UBC Student Health Services and receive all outstanding vaccinations before proceeding with their research project. This should be done prior to the research project start-date. In addition, students must complete all site-specific pre-research experiential course requirements as directed by the research supervisor and/or their designated person.

Students will declare their intent to complete all pre-research experiential course requirements prior to commencing their research project at the time of stream option application by **April 30** in year three Winter Session, term two. As per faculty policy (AP-22). If a student fails to complete the above, they will not be eligible for research project. Please note that students are responsible for producing and submitting records of completion of pre-research requirements and activities to the Faculty by the designated deadlines.

1.5 Timeline Overview

	Month	Process Details
Program Year 3 Winter Term 2	January	Students identify research opportunities within UBC. Students should meet with the academic principal investigator and seek their permission to participate in the research project. The research supervisor must agree to supervise the student throughout the research term. The student and the research supervisor must the BPSc Research Project Outline Form . The student must submit the completed form on Canvas by April 30 . Research projects and supervisors will be approved on a rolling basis.
	February	
	March	
	April	Students submit <i>Stream Option Application</i> by April 30 .
Program Year 3 Summer Term	May	Students complete mandatory UBC training modules and any pre-research experiential course requirements . The OSS assesses student eligibility and confirms student enrolment in the <i>Experiential Education – Research (with or without Honours)</i> stream.
	June	
	July	
	August	

SECTION 2 – RESEARCH PROJECT STAKEHOLDER ROLES AND RESPONSIBILITIES

A research project is comprised of four main parties who have varying roles and responsibilities in facilitating the teaching and learning process. The four parties are the research supervisor, the course coordinator, the expert reviewer, and the student. This section outlines the roles and responsibilities of these stakeholders.

2.1 Research Supervisor

The research supervisor is responsible for supervising and contributing to student learning through feedback, knowledge exchange, and skills training. Research supervisors will provide students with advanced training in a range of research skills. They are committed to providing a safe research site (physical or virtual depending on the project demand). This includes providing appropriate training in animal, biological, chemical and radiation safety and handling as necessary for the research project in accordance to UBC guidelines. If the student works with human tissues or infectious agents, the research supervisor is required to provide appropriate safety and proper material handling and disposal training. For research involving data, the research supervisor should review data safety, handling and privacy standards with the student within the first week of the research experience. In the beginning of the research project, the research supervisor or their designate should review all standard operating procedures in the research laboratory with the student. Throughout the research project, the research supervisor ensures the student completes project deliverables, conducts assessment in the timely manner, and provides appropriate feedback to support student learning.

2.2 Course Coordinator

The course coordinator has the overall responsibility for the effective delivery of the course. They are responsible for overseeing and coordinating all aspects of the course delivery. They orient students and research supervisors to course objectives, educational activities, assessment processes, and communicate course updates. They collaborate with the OEE to coordinate the course planning and placement process. The course coordinator provides support to students by addressing issues related to the course and the placement process, and make referrals to other resources as required. They provide support to research supervisors including conducting site visits where necessary.

2.3 Expert Reviewer

The expert reviewer is a designated faculty member at the UBC Faculty of Pharmaceutical Sciences who is responsible for reviewing and grading the research report and the oral presentation. The course coordinator will assign an expert reviewer to the student based on their level of knowledge and familiarity with the research topic.

2.4 Student

The research project is intended to enrich student learning through practical experience on a defined research project in an area of pharmaceutical sciences. Students are responsible for fulfilling the [pre-research](#) and [research experiential course requirements](#) and completing all coursework. They contribute different perspectives to the research laboratory and are able to dedicate ideas, time and effort to their research project. Students should be familiar with the [UBC Faculty of Pharmaceutical Sciences Code of Conduct](#) and should consistently exhibit professional attributes and skills.

1) Before the Research Project

Students must complete all required requirements listed under [Section 1.4 Pre-Research Experiential Course Requirements](#). Students are highly encouraged to be in contact with an academic advisor at the OSS throughout their degree to make sure they are fulfilling all research project eligibility requirements. Year three students must submit the mandatory *BPSc Program Stream Option* application by **April 30** in year three Winter Session, term two. At the time of submission, the student must have successfully secured a research position with an approved supervisor for an approved project. The student and the research supervisor must co-complete and submit the *BPSc Research Project Outline Form* to the Faculty for approval by **April 30** in year three winter session, term two.

Students will secure research positions following the process described in [Section 1.3 Placement Process](#). Should the student be unsuccessful in securing a practicum by **April 30** in the pre-research project year, the student must pursue one of the other BPSc program streams.

2) During the Research Project

On the student's first day, they must review the [BPSc Experiential Education Health and Safety Orientation Checklist](#) with their research supervisor or their designate person. The checklist is not exhaustive and may contain guidelines that may not be applicable to the student's research project. These guidelines should be observed where applicable. The health and safety orientation is self-guided. Students should initiate the discussion with their research supervisor in order to complete the activity. This is a course requirement. Students must submit completed form to the faculty within the first 72 hours of the research project term. Any other site-specific health and safety orientation training will be provided by the research supervisor as applicable.

Within the first week of the practicum, students should complete the [BPSc Experiential Education Learning Contract](#) with their research supervisor. This form outlines expectations and learning goals between the student and the research supervisor. This is to ensure both parties have aligned expectations with respect to the tasks that the student will be performing during their experiential course term.

Students must complete their research project within a designated timeframe between specified block dates. This is to ensure students will be insured under WorkSafeBC for the duration of the research project. The timing of the required course work should be discussed and agreed upon between the

student and their industrial partner and is subject to review by the course coordinator. Students are responsible for contacting the course coordinator and alert them to any assessment scores below the expected level of performance at any point during the research experience to ensure appropriate support and guidance can be provided. Unless otherwise specified, students are required to submit and complete all mandatory course components no later than the final day of the term in which their research project is undertaken.

Students must abide by all policies listed under [Section 4: Policies and Procedures](#) and policies communicated by their research supervisor, failure to do so may lead to consequences including withdrawal from PHAR 485 (and PHAR 491, if applicable) and dismissal from the research laboratory.

3) After the Research Project

At the end of the research project, students must ensure all assessments are submitted on time and any required off-boarding is completed with their research supervisor. Students are strongly encouraged to submit the experiential program evaluation survey upon completion of their research project. This survey is valuable to gain information on student experience with the research supervisor and the research laboratory. The information shared will also be used to improve the process for future years.

SECTION 3 – COURSEWORK AND ASSESSMENT

3.1 Coursework

3.1.a Research Report

The research report describes the work performed by the student. It reinforces written communication skills, strengthens data analysis and interpretation skills, and fosters critical thinking about work performed, work load, interpersonal interactions and management styles. The report should be written in the format of a formal scientific report or a manuscript. Students must submit the research report to the course coordinator by the specified deadline. The report will be assessed by an expert reviewer, designated by the course coordinator. Students should review the *PHAR 485 Research Report Rubric* appended to the course syllabus prior to writing the report.

3.1.b Oral Presentation

The oral presentation improves communication skills and allows the student to practice connecting visual and verbal communication. Strong verbal and visual communication skills are fundamental to success in academia and industry. The oral presentation will be presented to and assessed by a committee of academic researchers and/or expert reviewers on a date determined by the course coordinator. Students should review the *PHAR 485 Oral Presentation Rubric* appended to the course syllabus when preparing for the oral presentation.

3.2 Course Assessment

Coursework and assessments were developed based on the course and program objectives, in accordance with the programmatic assessment model for the BPSc Program adopted by the Office of Educational Assessment.

Feedback is a critical component of a student's growth and learning throughout their degree program. Feedback should be given on a regular basis. Research supervisors are encouraged to provide verbal feedback and assessment of performance to the student on a daily basis. Research supervisors must complete a formal assessment at the midpoint and a summative assessment at the end of the research project.

Formative assessment is ongoing and progressive in nature and conducted throughout the learning process. It is intended to inform both the student and the research supervisor of the student's progress in achieving the course and program learning objectives. Formative assessment can be provided as verbal or written feedback throughout the course of the research project and identifies what the student is doing well, what they have learned, and what they still need to learn. It creates opportunities for action to assist the student in closing gaps between their current performance and the performance level expected by the end of the course. With frequent and regular feedback, the student is expected to self-reflect, make corrections, and develop a strategy or learning plan, utilizing the feedback provided to improve in the specified areas. The research supervisor will complete a formative midpoint assessment at week-7 of the research project. The research supervisor will document their observation and assessment of the student's performance based on student outputs, professionalism, engagement, and achievement.

Summative assessment is conducted at the end of the course and is intended to evaluate student learning and achievement of the intended learning objectives. It involves making a judgment about a student's performance by comparing the observations of student performance to a specified rubric. A rubric is an assessment tool that provides a defined set of criteria and descriptions of levels of student performance. Summative assessments are utilized to ensure students achieve program-level outcomes and inform the Faculty in making decisions about student advancement and promotion. The research supervisor will complete a summative final assessment at week-13 of the research project. This is intended to assess student learning and their achievement of the course learning objectives. The research supervisor should have sufficient and multiple opportunities to interact with the student and observe their interactions to appropriately determine their level of performance in completing the course activities and learning objectives. Depending on the research laboratory and the project itself, a student may regularly interact with or be supervised by multiple supervisors. In this case, there may be a designated person who will complete the formal midpoint and/or final assessment of the student and provide feedback after reviewing the course work and consulting with other supervisors who have observed or interacted with the student, as necessary. The research supervisor and the student are

expected to meet at the midpoint and on the last day of the research project to formally discuss the student's progress and review the assessment forms.

Students should review the course activities outlined in [Section 3.1 Coursework](#) on this handbook and refer to the course syllabus for marks allocation assigned to each summative course activity.

3.3 Coursework and Assessment Timeline

Coursework and assessment deadlines are subject to change each term. Student should refer to the course syllabus for the most current information.

Winter Session, Terms 1 and 2	Details
Week 7	Midpoint Assessment The research supervisor will complete a formal formative assessment at the midpoint of the research project. The research supervisor will document their observation and assessment using the <i>BPSc Research Project/Practicum Student Assessment Form</i> . The student will be assessed on domains related to student outputs, professionalism, engagement and achievement. The research supervisor and the student are expected to meet at the midpoint to formally discuss the student's progress and review the completed form. This form is due on week-7 of the research project.
Between Week 7 to 13	Oral Presentation A committee of academic researchers and/or expert reviewers will assess student presentations on a pre-determined date each term. Each reviewer must complete and submit the assessment form to the course coordinator following the session. The grades will be averaged and will count towards the student's final grade.
Week 13	Final Assessment The research supervisor will complete a final summative assessment at the end of the research project using the <i>BPSc Research Project/Practicum Student Assessment Form</i> . The research supervisor should consider all sources of information to assess overall student performance throughout the course of the research project including, but not limited to, project outputs, collaboration with team members, etc. The research supervisor and the student are expected to meet on the last day of the research project term to formally discuss the student's progress and review the completed form. This form is due on the last day of the practicum in week-13.

	<p>Research Report</p> <p>The student must submit the research report to the course coordinator at the end of the research project term. This report is due on the last day of the practicum in week-13.</p>
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3.4 Research Experiential Course Requirements

To be successful in the course, students are required to attend and complete the required hours-of-work described in the course syllabus and submit all required coursework to the course coordinator by the stated deadlines. Fulfilling the research project time requirement is considered a **mandatory experiential activity**. Any student who misses 25% or more of their experiential course activities will not be granted credit for the course. The research project is not considered *complete* until the student has submitted all **evidence of learning**. Students should review faculty policy (AP-22) regarding requests for academic concession for research experiential course requirements. Unless otherwise specified, students are required to submit and to complete all mandatory course components no later than the final day of the term in which the research project is undertaken.

All coursework and forms listed below are considered **evidence of learning**. They must be completed and submitted to the course coordinator by the specified deadlines.

Description	Coursework / Course Form	Due Date
BPSc Experiential Education Health and Safety Orientation Checklist	Course Form	Within the first 72 hours of the research project.
BPSc Experiential Education Learning Contract	Course Form	Submission is not required.
BPSc Research Project/Practicum Student Assessment Form (at midpoint; formative)	Course Form	Students should refer to the PHAR 485 course syllabus.
Oral Presentation	Coursework	Between week 7 to 13, refer to the PHAR 485 course syllabus.
Practicum Report	Coursework	Friday in week-13 of the research project at 11:55 pm PST.
BPSc Research Project/Practicum Student Assessment Form (at the end of practicum; summative)	Course Form	Friday in week-13 of the research project at 11:55 pm PST.

Please note that the student, the research supervisor and/or the expert reviewer must complete all course forms including forms that are not required for submission. The student is responsible for submitting the completed forms to the Faculty no later than the specified deadlines within the term in which the research project is undertaken.

3.5 Grade Assignment

The University of British Columbia grants the degree and therefore assigns the final course grade. Although satisfactory academic performance is a prerequisite to advancement, it is not the sole criterion in the consideration of the suitability of a student for promotion or graduation. The Faculty reserves the right to require a student to withdraw from the Faculty if that student is considered to be unsuited to proceed with the study. Students should be familiar with the [UBC Faculty of Pharmaceutical Sciences Academic Regulations](#).

Although this is a weighted-percentage (%) course, research supervisors cannot override the [course requirements](#). To pass the course, students must achieve 50% in their final course grade.

SECTION 4 – POLICIES AND PROCEDURES

4.1 Communication

Information related to the experiential program and placements are communicated by e-mail. Students must ensure their e-mail addresses are correct and current with the OEE. In preparation for the research project, all students are expected to set up and use a UBC student e-mail address (i.e., CWLusername@student.ubc.ca). Students are expected to check their UBC student e-mail address frequently throughout the course of the academic year to stay current with program communications. Students must use their UBC student e-mail address for all experiential program-related communications. All other e-mail addresses are not permitted. Please review faculty policy (AP-05) on digital technologies and communications for further information.

Should students wish to contact the OEE or their research supervisor by e-mail, please observe the following:

- Include your first and last name and the course number in the subject heading.
- Be concise and clear in your question or concern.
- Sign your email with your first and last name and your UBC student number.
- Ensure you have reviewed all available online resources to ensure your query is not already addressed within course materials.
- Include industrial partner and the student's contact information within the body of the e-mail to expedite a reply, should students have questions about their practicum.

Students are expected to communicate in a respectful and professional manner. Students may find it helpful to review [UBC Distant Learning's Communication Online: Netiquette](#) web page.

4.2 Students with Disabilities or Ongoing Medical Conditions

UBC recognizes its moral and legal duty to provide academic accommodation. In accordance with [Policy LR7 – Accommodations for Students with Disabilities](#) (Joint Senate and Board Policy), UBC is committed to responding to the needs of students with disabilities while maintaining academic and technical standards. Provision of academic accommodations is accomplished through collaboration between the course coordinator, the student, and an accessibility advisor from the UBC Centre for Accessibility (CFA).

If a student has an ongoing medical condition or disability that may impact their ability to perform during the research project, the student must register with the CFA at the beginning of the academic year in which the research project is scheduled. Please note, if the research project begins in Winter Session term one, the student must register with the CFA prior to the academic year in which the research project will be undertaken. This should be done as early as possible at the beginning of the placement process. Specific accommodations will be determined by the CFA and will vary for each student depending on their individual needs. Any accommodations required are provided by the CFA to the student typically in the form of a letter. Failure of the student to meet with the CFA in a timely manner to determine the required accommodations or in providing the written documentation outlining the required accommodations to the OEE may delay the student's research project and subsequently their graduation.

Should a research project already be scheduled and a need for academic accommodation is identified, it is the student's responsibility to immediately notify the CFA and the OEE. In such cases, there is no guarantee that the research laboratory will be able to meet the accommodations requested. Prior to accepting the research offer, it is the student's responsibility to ensure the research laboratory can meet the needs of the student. If an alternate research project is required to meet the accommodations, the student will work to identify an alternative research supervisor and laboratory as soon as it is possible however, a delayed course schedule or graduation for the student may be beyond the control of the OEE. Please note that students are not permitted to make any accommodation requests directly with the research laboratory. All accommodations must be requested through the established university and faculty processes.

Students are reminded of the following:

- Letters of accommodation received from the CFA may have an expiration date and/or only be applicable to a specific experiential course.
- Should unforeseen issues related to the student's disability arise during the research project, the student should immediately connect with their accessibility advisor and the course coordinator to address the concern and determine next steps.

For further information, please visit the [UBC CFA website](#).

4.3 Conflict of Interest

Students are not permitted to work at a research laboratory where an actual, potential, or perceived conflict of interest may exist from the student, and/or the research supervisor and/or the research laboratory perspective(s). This is to avoid potential bias during the assessment process and to ensure the student-supervisor relationship is upheld. The student is responsible for disclosing of any actual, potential or perceived conflict of interest.

Placement at a research laboratory is not permitted where a personal or financial relationship with the student exists:

- Personal relationships (e.g., spouse/common-law, family, relatives, or friends)
- Financial relationships (e.g., a practicum site where the student has received a wage in the past, is currently employed or has a contract or promise for future employment)

Students should avoid conflicts of interest that may in any way influence their research project, learning experience or assessment process. It is the student's responsibility to vigilantly guard against conflicts and to contact the OEE as soon as possible when a conflict is suspected or to seek further clarification when unsure. A student may be removed from the research laboratory at any time during the practicum if a conflict of interest has been determined. Failure to disclose such a conflict of interest may result in the student being deregistered from PHAR 485 (and PHAR 491, if applicable). In this case, the student will have to complete their degree program through the course-based studies which may affect the student's progress in the program.

4.4 Remuneration

Students shall **not** receive any remuneration for their research project. Students are responsible for all transportation, housing, food, and any other personal expenses associated with the research project.

Students requiring financial assistance should contact their Enrolment Services Advisor (ESA) – <https://students.ubc.ca/about-student-services/enrolment-services-advisors>

4.5 Privacy and Confidentiality

Students have an ethical and legal obligation to protect the privacy and maintain confidentiality of proprietary information at all times. Details of intellectual property are not to be discussed with anyone outside of the organization or with any individuals that are not involved in the research project without consent from the research supervisor. Any documentation submitted to the Faculty should be devoid of any proprietary information. If evidence of breach of confidentiality is uncovered during the academic year, the student will receive a Fail grade for the course and may be dismissed from the Faculty. If evidence is uncovered after the student has graduated, the individual may be subject to legal action by the research laboratory.

4.6 Respectful Environment

The UBC Respectful Environment Statement for Students, Faculty, and Staff speaks to UBC's commitment to building an environment for working, learning and living, where respect, diversity, opportunity and inclusion are valued. Students are expected to uphold these principles in all faculty affiliated teaching sites. Students are expected to review and understand the full statement at <http://www.hr.ubc.ca/respectful-environment/>.

Bullying or harassment are not acceptable and will not be tolerated in UBC or in any faculty affiliated teaching sites.

Students are expected to review and understand the information at <https://bullyingandharassment.ubc.ca>.

UBC is committed to providing an inclusive and welcoming environment for all sexual and gender diverse students, faculty, staff, and experiential partners. Individuals encountered during a research project, including students, course coordinator, research supervisors and any other teaching site staff do not always use the pronouns that may be expected based on their name or appearance or may prefer to use their name and avoid pronouns altogether. For more information on gender diversity at UBC, please review the resources from the UBC Equity and Inclusion Office at <https://equity.ubc.ca/resources/gender-diversity/>.

4.6.a OEE Workplace Bullying and Harassment Policy Statement

Prior to the start of a research project, students are expected to review and understand the resources and information available at www.worksafebc.com/bullying/. Please note that the word “worker” is used interchangeably with the word “student”.

Workplace Conduct

Bullying and harassment is not acceptable nor tolerated by the Faculty or by UBC. All students will be treated in a fair and respectful manner.

Bullying and Harassment

- Includes any inappropriate conduct or comment by a person towards a student that the person knew or reasonably ought to have known would cause that student to be humiliated or intimidated, but
- Excludes any reasonable action taken by an employer or supervisor relating to the management and direction of students or the place of employment.
- Examples of conduct or comments that might constitute bullying and harassment include verbal aggression or insults, calling someone derogatory names, harmful hazing or initiation practices, vandalizing personal belongings, and spreading malicious rumours.

Workers must:

- Not engage in the bullying and harassment of other workers.
- Submit a report if bullying and harassment is observed or experienced.
- Apply and comply with the employer’s policies and procedures on bullying and harassment.

Application

This policy statement applies to all workers, including permanent, temporary, casual, contract, and student workers. It applies to interpersonal and electronic communications, such as e-mail.

Annual Review

This policy statement will be reviewed every year. All workers will be provided with a copy.

Date created 11 April 2014	Annual review date 30 November 2022
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4.6.b OEE Workplace Bully and Harassment Reporting Procedures

How to Report?

Students working in a research laboratory can report incidents or complaints of workplace bullying and harassment verbally or in writing to the OEE. When submitting a written complaint, please use the [*Office of Experiential Education – Workplace Bullying and Harassment Complaint Form*](#). When reporting verbally, the reporting contact, along with the complainant, will fill out the complaint form.

When to Report?

Incidents or complaints should be reported immediately after the incident is experienced or witnessed. This allows the incident to be promptly investigated and addressed.

What to Include in a Report?

Provide as much information as possible in the report, such as the names of people involved, witnesses, where the events occurred, when they occurred, and what behaviour and/or words led to the complaint. Attach any supporting documents, such as e-mails, handwritten notes, or photographs. Physical evidence, such as vandalized personal belongings, can also be submitted.

Reporting Contact

Report any incidents or complaints to the research supervisor and to Dr. Janice Yeung, Director, Office of Experiential Education (or designate) at janice.yeung@ubc.ca or by telephone at 604 827 4846.

Alternate Reporting Contact

If the research supervisor is the person engaging in bullying or harassing behaviour, report the issue directly to the Director, Office of Experiential Education.

Annual review

These reporting procedures will be reviewed on an annual basis. All workers will be provided with a copy.

Date created 11 April 2014	Annual review date 30 November 2022
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4.7 Attendance

The research project will begin and end on the OEE scheduled block dates. Students must request permission from the OEE for any changes to the research project start- and end-date. Changes in the daily work hours within the OEE scheduled block dates, initiated by the site or the research supervisor, do not need approval by the Faculty. The daily scheduling of hours should be undertaken jointly by the research supervisor and the student and should cover times that optimize the student's exposure to pertinent learning experiences relevant to the course objectives.

Students are not required to work on UBC observed holidays. If a statutory holiday falls within the student's practicum period, they are not required to make up these hours. If the student is scheduled to work on a statutory holiday, the student is entitled to a day off in lieu.

Students are expected to work full-time for 13 weeks. For hybrid or remote research projects, the research supervisor may determine the student's time spent on site based on operational needs. The research supervisor and the student should be connecting at least once daily and whenever possible. Students should be working alongside their research supervisor at various time points throughout the practicum. Should it be determined that student health or safety is at risk as a result of excessive hours of work, limitations and other terms or conditions can be imposed ([BC Standards Act, Section 39](#)).

Students must notify the research supervisor or their designate and the OEE of any planned or unexpected absence from mandatory course activities. In this case, students must submit an academic concession form in according to faculty policy (AP-22). In the case of late arrival, students must notify the research supervisor immediately. If the student is unable to reach someone at the site, they should notify the OEE. The OEE will issue official warning to students who demonstrate frequent and/or extensive absence from the research project (close to the 25% threshold described in [Section 3.4 Research Experiential Course Requirements](#)). Students should review faculty policy (AP-26) for information related to attendance and punctuality.

4.8 Dismissal

At any time during the research project, the student may be dismissed from the research laboratory at the discretion of their research supervisor and/or the Faculty for unprofessional behaviour, insurmountable knowledge and skill deficits identified by the research supervisor and/or the OEE.

When there are matters pertaining to student safety during a research project, the OEE has an obligation to investigate and review all reasonable concerns. This includes contacting the research laboratory and speaking with all relevant parties involved, including but not limited to the research supervisor, project team and the student.

If the student has been removed from the research laboratory, they should not return to the site for any reason nor have any further contact with their research supervisor or the site staff through any communication method. When a research project has ended, all questions and queries should be directed to the OEE thereafter.

4.9 Academic Misconduct

Students are responsible for meeting the University and the Faculty's requirements for student conduct. Plagiarism and other forms of academic dishonesty are not tolerated and will be dealt with in accordance with UBC policies.

Students should review and understand the [UBC Policies on Student Conduct and Discipline](#).

4.10 Student Safety

4.10.a WorkSafeBC Coverage

Students participating in the experiential component of an educational program are covered by WorkSafeBC when both the student and the research laboratory are in the province of British Columbia (BC). This means that a student will receive WorkSafeBC health care benefits if they are injured when undertaking their research project in BC. In turn, the University is obligated to ensure its compliance with the Workers Compensation Act, including the health and safety of its research experiential students and the responsibility for orienting them to the research laboratory. This means that students must complete the [UBC Mandatory Health and Safety Training for all Workers](#) prior to their research project. Students are responsible for producing records of completion of training to the Faculty by the designated deadline.

WorkSafeBC coverage may not extend to situations in which students are located outside of BC (e.g., remote work outside of BC). Optional Workers Compensation insurance are only available for Alberta, Manitoba, Northwest Territories, Ontario, and Yukon. For more information related to out-of-province coverage, students should review information available on the UBC Safety and Risk Services webpage. Students must have workplace safety insurance while on practicum and should contact the OEE as soon as possible for assistance with identifying alternate insurance coverage options.

For more information, students should review the Policy Regarding WorkSafeBC Coverage for Post-Secondary Students Deemed to be Employees of the Crown issued by the Ministry of Advanced Education and Skills Training.

4.10.b Off-Campus Research Accident Insurance

Subject to policy terms and exclusions, students who conduct or participate in off-campus research activities on behalf of UBC, as required by their research project or supervisor, are insured under the [Student Travel – Off-Campus Research Accident Insurance](#). Please note, various coverage exclusions may apply. Students should contact the insurance analyst at UBC Safety and Risk Services to make a claim.

4.10.c Injuries

All students must adhere to all preventative precautions to mitigate any risk of injury. Should any injury occur at an affiliated teaching site, the student must immediately notify the OEE and the course coordinator. Both the student and the supervisor at the time of the incident must report the incident

within 24 hours through the [UBC Centralized Accident/Incident Reporting System](#). The student must initiate a WorkSafeBC claim by calling WorkSafeBC Teleclaim Contact Centre at 1 –888-WORKERS (1-888-967-5377). Students who are working remotely outside of BC should confirm coverage with the host province or country.

The following UBC Safety and Risk Service resources provide additional information on the accident and incident reporting process.

British Columbia Student Insurance for Practicum or Clinical Placements

<https://srs.ubc.ca/insurance/insurance-programs/practicum-clinical-placement-insurance-for-ubc-students/british-columbia-2/>

Student Travel – Off-Campus Research Accident Insurance

<https://srs.ubc.ca/insurance/insurance-programs/insurance-student-automatic/>

**Accident/Incident Reporting
(For Unpaid Workers, Visitors, and Contractors)**

<https://srs.ubc.ca/health-safety/safety-programs/accident-incident/accidentincident-reporting-for-unpaid-students-visitors-and-contractors/>

4.10.d Off-Site Student Safety

Off-site locations are places that, as part of the research project, are separate from the research laboratory. All OEE experiential course policies apply to off-site location and the normal place of work. In general, the following policies should apply. Throughout the research project, the student must:

- Follow the guidance of their research supervisor while working off-site.
- Follow any site-specific policies related to off-site activities.
- Keep the proprietary information of the research project and laboratory confidential and secure. Do not place or bring confidential information to places where it could be potentially lost or stolen.

Students have the right to refuse unsafe work. Any student issues or concerns about safety should be brought to the attention of the research supervisor, designated supervisor, and the course coordinator.

4.11 Site Property and Security

Students who wish to work independently at the research laboratory outside of the standard hours of operation, must seek prior permission from the research supervisor and the laboratory manager before doing so.

Students are responsible in ensuring any and all issued identification/access items, borrowed resource materials, etc. that are the property of the site are returned on the last day of the research project. Any property not returned by the student will be deemed stolen. Failure to return any identification/access items (e.g., magnetic swipe card, security tag, keys, etc.) on the last day of the research project will be deemed a breach of security.

4.12 Technology

Students are expected to refrain from activities such as e-mailing, instant/text messaging, and browsing/viewing content unrelated to the learning activity at hand during all working hours. The site policies regarding the appropriate use of cell phones, computers, Internet, storage devices and the accessing of networking or social media sites must be discussed by the student and the research supervisor at the start of the research project. Students are responsible for reviewing and understanding the faculty policy (AP-5) on digital technologies and communications.

4.13 Reporting Concerns on Practicum

Students and research supervisors are encouraged to provide feedback and report any concerns related to the experiential education program directly to the OEE. To maintain high quality in the research experience, students, research supervisors, and/or teaching site staff are encouraged to connect with the OEE immediately should an issue or concern be identified. This can be done via in-person meeting, phone conversation, videoconference and/or e-mail.

When a concern is brought to the OEE's attention, appropriate support for the student and/or research supervisor is identified and a process is initiated to ensure relevant information is collected from all parties involved. Responses to identified concerns are determined on a case-by-case basis. All conversations with individuals are considered private, and requests for confidentiality will be maintained whenever possible.

SECTION 5 – OFFICE OF EXPERIENTIAL EDUCATION

The UBC Faculty of Pharmaceutical Sciences' Office of Experiential Education is responsible for the academic and administrative leadership of the experiential components of the Bachelor of Pharmaceutical Sciences, Entry-to-Practice and Flexible Doctor of Pharmacy programs, and the Structured Practical Training for the Canadian Pharmacy Practice Program.

Faculty members provide support to research laboratories, research supervisors, and students for any issues related to:

- Course syllabus
- Course design
- Coursework and learning activities
- Student assessment
- Student performance
- Program evaluation
- Student absences
- Any confidential issues related to the research project

The administrative staff provides support to research laboratories, research supervisors, and students on:

- General enquiries
- Research project scheduling and placements
- Research supervisor or student contact information
- Submission tracking

For inquiries about the above or questions about our experiential education program, please contact the OEE. Appointments are available virtually on Monday to Thursday, 8.30 am to 3 pm PST, and on Friday, 8.30 am to 12 pm PST.

5.1 Contact Information

Dr. Janice Yeung
Director
janice.yeung@ubc.ca

Vicky Lai
Program Administrative Manager
vicky.lai@ubc.ca

Bachelor of Pharmaceutical Sciences Program Faculty Course Coordinator and Portfolio

Course Number, Description

Tristan Lai
Lecturer and Coordinator
tristan.lai@ubc.ca

PHAR 485 Research Project
PHAR 495 Practicum

Off-Hours Issues

If you have immediate safety concerns for yourself or others, please call 911. For additional student support, please see [Section 6: Student Support and University Resources](#).

Crisis Centre BC

1 (800) 784-2433
<http://crisiscentre.bc.ca/>

Victim Link

1 (800) 563-0808
Services provided in 110 languages

SECTION 6: STUDENT SUPPORT AND UNIVERSITY RESOURCES

Office of Experiential Education

Facilitates and coordinates experiential courses in all academic programs at the UBC Faculty of Pharmaceutical Sciences.

3112-2405 Wesbrook Mall

Vancouver V6T 1Z3

604 822 8077

phar.oe@ubc.ca

UBC Centre for Accessibility

Facilitates disability-related accommodations and programming initiatives for students with disabilities and ongoing medical conditions.

604 822 5844

info.accessibility@ubc.ca

<https://students.ubc.ca/accessibility>

UBC Counselling Services

Students can book an appointment with a Wellness Advisor for assessment and referral to appropriate support.

604 822 3811

<https://students.ubc.ca/health/counselling-services>

UBC Student Assistance Program

Offers free counselling and wellness resources supporting students' mental, emotional, physical, and financial health.

1 833 590 1328 (toll-free in North America)

<https://students.ubc.ca/health/ubc-student-assistance-program-sap>

UBC Go Global

Provides resources to support students prior to and during their time abroad.

<https://global.ubc.ca/go-global>

Office of Student Services

Provides support to students from admission and recruitment to program entry and graduation.

3125-2405 Wesbrook Mall

Vancouver V6T 1Z3

For current BPSc students

pharmsci.advising@ubc.ca

UBC Student Health Services

Provides on-campus health assessments and treatments.

604 822 7011

student.health@ubc.ca

<https://students.ubc.ca/health>

UBC PharmSci Counselling Services

Counselling services are accessible within the Faculty and include support, including, but not limited to, counselling to students in the Faculty.

pharmacy.counselling@ubc.ca

UBC Enrolment Services Advisors

Helps students navigate UBC, from making a budget or applying for loans to understanding UBC regulations and processes.

1 877 272 1422 (toll-free)

<https://students.ubc.ca/support>



BPSc Experiential Education Health and Safety Orientation Checklist

Instructions to Students: In order to ensure the student's health and safety, students should review the following items within the **first 24 hours** of your practicum or research project (first shift) with your industrial partner, research supervisor or their designate person. Students should initiate the discussion and review the *Orientation Checklist* with your supervisor. Please note, not all of the below guidelines are applicable to your practicum or research project but they should be observed where applicable. **Students must submit this form on Canvas within 72 hours from the start of the practicum or the research project term.**

Instructions to Industrial Partners and Research Supervisors: Please review the *Orientation Checklist* with the student in the **first 24 hours** of their practicum or research project term.

Safety Guidelines

I have read and understand the following (please note N/A in the adjacent checkbox if the item is not applicable):

☐ Safety is your first priority. Always be mindful of your safety by observing the following:

- Orient yourself to your practicum or project site and be aware of your surroundings and exits.
- Orient yourself to the practicum or project site, neighborhood and surrounding areas.
- Immediately discuss any concerns you have with the industrial partner or research supervisor and the course coordinator.

☐ If your work is client-facing,

- Respect personal space and maintain sufficient space between you and the client as this will allow you to exit from a situation.
- Go with your "gut feeling" and exit a situation or area early if you are in doubt or you feel uncomfortable.
- In an enclosed room/space with a client, position yourself close to exit but do **not** block the exit in case the other person wishes to promptly exit or leave the room.

☐ If your work is client-facing, beware of the following communication red flags:

- Client raises their voice.
- Client uses abusive language.
- Client comes too close to you physically.
- Client intrudes your personal space.
- Client is agitated and potentially unpredictable.

☐ I am aware that I should immediately remove myself from a threatening situation and get immediate assistance if a patient becomes threatening or abusive.



Orientation Checklist

I understand and I am aware of the following (please note N/A in the adjacent checkbox if the item is not applicable):

- ☐ The location of eyewash equipment, emergency exits, fire alarms, and fire extinguishers.
- ☐ The designated assembly area in the event of an evacuation.
- ☐ When to wear personal protective equipment, including gloves and eye protection.
- ☐ The proper hand washing techniques to use before and after each person encounter as needed.
- ☐ The proper safety, material handling and disposal procedures for human tissues and infectious agents.
- ☐ The animal, biological, chemical and radiation safety and handling procedures as necessary for the practicum or research project.
- ☐ The data safety, handling and privacy standards for practicum and research projects that involve data an
- ☐ The appropriate procedures in case of a blood or bodily fluid incident and clean up.
- ☐ That I may be exposed to infectious diseases during my practicum or research project, as noted in the *Practicum Handbook for Students* or the *Research Handbook for Students*. As part of infection control procedures, students should review BCCDC guidelines and contact the OEE at phar.ooo@ubc.ca for more information.
- ☐ That I cannot wear fragrance or scented personal products (including shampoo).
- ☐ That I must wear close-toed shoes.
- ☐ That I must use a break-away lanyard.
- ☐ That I must wear my hair closely cropped or pulled back in a ponytail.
- ☐ That I may refuse unsafe work or work for which I am not sufficiently supervised or trained.
- ☐ That I should not be harassed, bullied, or discriminated against. Should this occur, I am aware that I should contact the OEE and speak to the director and the course Coordinator. If I am injured or involved in a safety incident, I am aware that I should contact the industrial partner or the research supervisor and the OEE and speak to the director or the course coordinator.
- ☐ That if I am visiting multiple sites during the practicum or research project, I will ensure that I understand and am aware of all of the noted provisions above for each affiliated site. I will provide each site's location to the OEE phar.ooo@ubc.ca.
- ☐ That if I am working remotely for any portion of my practicum or research project, my industrial partner or research supervisor has explained my roles and responsibilities when working remotely an/or at each site. I understand the safety guidelines described above pertaining to clients or other individuals still apply to remote interactions.

Industrial Partner / Research Supervisor Name (Print)	Industrial Partner / Research Supervisor Phone Number	Industrial Partner / Research Supervisor E-Mail Address
Student Name (Print)	Student Phone Number	Student E-Mail Address
Student Signature		Date



THE UNIVERSITY OF BRITISH COLUMBIA

Office of Experiential Education
Faculty of Pharmaceutical Sciences

BPSc Experiential Education Learning Contract

Instructions to Students: This form should be completed within the first week of the practicum or research project to ensure that both the student and the industrial partner or the research supervisor have aligned expectations with respect to the tasks that the student will be performing during their experiential course term. **Please note that submission of this form is not required but is subject to review by the course coordinator.**

Instructions to Industrial Partners and Research Supervisors: Please review and complete this form with the student. You may request a copy of this form for your own record.

Student Name (Print): _____

E-Mail Address: _____ **Phone Number:** _____

Practicum / Research Project Site: _____

Industrial Partner / Research Supervisor Name (Print): _____

E-Mail Address: _____ **Phone Number:** _____

Student's Responsibilities *(To be discussed and determined in collaboration with the industrial partner or research supervisor)*

1. _____
2. _____
3. _____
4. _____
5. _____

Student's Learning Goals *(To be determined by the student)*

1. _____
2. _____
3. _____
4. _____
5. _____

I have read and agree to the Learning Contract as outlined above.

Student Signature

Date

I have read and agree to the Learning Contract as outlined above and I agree to supervise or provide supervision for the aforementioned student.

Industrial Partner / Research Supervisor Signature

Date



OEE Workplace Bullying and Harassment Complaint Form

Please review the resources and information available at www.worksafebc.com/bullying.

Name and Contact Information of Complainant:
Name of Alleged Bully or Bullies:

Personal statement

Please describe in as much detail as possible the bullying and harassment incident(s), including:

- Names of the parties involved.
- Names of witnesses to the incident(s).
- Location, date, and time of the incident(s).
- Specific details about the incident(s) (e.g. behaviour and/or words used).
- Any additional details that would help with an investigation.

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Attach any supporting documents, such as e-mails, handwritten notes, or photographs. Physical evidence, such as vandalized personal belongings, can also be submitted.

Signature	Date
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THE UNIVERSITY OF BRITISH COLUMBIA

Office of Experiential Education
Faculty of Pharmaceutical Sciences

Bachelor of Pharmaceutical Sciences Program Research Project Outline Form

Instructions: Please complete and submit form to the Office of Experiential Education through the BPSc Information Hub Canvas page. The deadline for submission is **April 30, 2023**. The Faculty will review and approve research projects and supervisors on a rolling basis. Students may elect the *Experiential Education (Research) with or without Honours* option at the time of stream option application only after the research project **and** supervisor have been approved by the Faculty.

UBC Research Laboratory Name: _____

Research Laboratory Address: _____

Province/Territory (Canada only): _____ Country: _____ Postal Code: _____

Research Supervisor Name: _____ Pronouns: _____

Preferred Method of Communication: ☐ Email Address: _____
☐ Telephone: _____ - (_____) _____

Complete this section **only** if the research project/supervisor is external to the UBC Faculty of Pharmaceutical Sciences.

Faculty Co-Supervisor Name: _____ Pronouns: _____

Preferred Method of Communication: ☐ Email Address: _____
☐ Telephone: _____ - (_____) _____

Introduction to the Research Laboratory

Provide a brief overview of the research laboratory including focus areas and team structure.

Research Project Description

Include project title, work involved, and deliverables.



Research Project Timeline

Outline the timeline of work to be completed in the 13-week term period.

Research Term Offered (check all that apply): ☐ 2023 WT1: September 2023 to December 2023

☐ 2023 WT2: January 2024 to April 2024

Research supervisor supports honours student practicum: ☐ Yes ☐ No

Note: Research supervisors who accept Honours students should offer research project in WT1 and must agree to provide support to the student as they write their honours thesis in WT2. Please note that subject to approval, honour theses may be published and shared outside of the course. Conditions may apply, please contact the Office of Experiential Education for more information.

Pre-Research Experiential Course and Site Requirements (E.g., immunizations)

On-Site Accessibility Features

- ☐ Accessible parking spaces available.
- ☐ Accessible entrance including ramp(s) or elevator(s).
- ☐ Power-assisted or automatic door opener(s) in the building or office entrance(s).
- ☐ Ramp(s), escalator(s), elevator(s) or lift(s) available to all levels.
- ☐ Single-occupancy or all-gender restroom(s) available.
- ☐ Other, please specify: _____

Please indicate any research project/laboratory accessibility requirements, if applicable.