

# Master of Public Health Program

## QCPH and Industry Associate Supervisor Protocols

The following roles and responsibilities for associate supervisors are intended to support the Dissertation Framework. For each collaborative research project the academic supervisor will negotiate with the associate supervisor the roles, responsibilities within these generic guidelines and submit to the head of the industry organisation for approval within the Framework timelines.

### Roles for Associate Supervisor:

1. To assist the student and academic supervisor in clarification of the research question, to ensure it is relevant to the organisation.
2. To facilitate access to relevant data, ensure data is appropriately de-identified and provide the academic supervisor and student with an understanding of the data set.
3. To assist with the direction of analysis to ensure consistency with the research question.
4. To provide workplace content knowledge by assisting in the interpretation of the analysis results to ensure research is in line with the policy and practice of the organisation.

### Responsibilities of Associate Supervisor:

1. To provide supervision and support for the student and project at the level agreed on within these roles.
2. To commit the equivalent of one hour per week over one semester for a full time student.

### Supporting Protocols for QCPH:

1. Provide complementary supervision support for the student and the project.
2. Provide an annual opportunity for associate supervisors to participate in a supervisor skills workshop.
3. To deal with administration matters relating to student.
4. To provide support for mediating disagreements involving any of the parties (workplace associate supervisor, academic supervisor and student).
5. The Director/or nominee will mediate any individual disputes arising from individual student supervision.
6. To provide additional academic support for unanticipated research difficulties eg higher level statistical support where reasonable within requirements of the academic level of a dissertation.
7. To ensure where practical (or possible) students follow through on commitments to the associate supervisor (eg appointments or other supervision arrangements students agree to undertake).
8. That all reasonable measures are taken to ensure that students reach completion of their projects, except in exceptional extenuating circumstances (as monitored by the Director/or nominee).

### Students in undertaking a project to be jointly supervised by an industry organisation:

1. Agree to adhere to the protocols set out within this document.
2. Make all reasonable efforts to complete a project once started.
3. Will in the event of difficulties consult with the academic supervisor and Head of School and participate in reasonable attempts to resolve issues.

We the undersigned agree to participate within the guidelines above and as submitted to the industry representative.

Student \_\_\_\_\_

Associate Supervisor \_\_\_\_\_