

**CARLETON UNIVERSITY ART AND ARCHITECTURAL HISTORY UNDERGRADUATE AND GRADUATE
PRACTICUM DATES 2020-2021**

FALL TERM

June 22 to end of August	Students submit practicum application and resume, and set up a meeting to discuss possible placements with Practicum Coordinator Morgan Currie. Meetings will take place end of August and early September.
September 9	Fall term classes begin.
By September 19	Students will have been informed of their prospective placements. Students are to contact the on-site supervisor to set up an interview. Once a placement is confirmed, and before the first day of work, students and on-site supervisors must complete and return the Health and Safety Forms and the Safety Orientation-Checklist (Steps 4 & 5 on page 6 of On-site Supervisor's Handbook).
September 23	Last day to register for practicum (last day for Fall term add/drop).
By October 1	Students to have begun work at their practicum.
October 19-23	Mid-term meeting with Practicum Coordinator Morgan Currie. Students are to email morgan.currie@carleton.ca to confirm a time for this meeting.
October 26-30	Fall break, classes not held. You may work at your practicum. Be sure to make arrangements with your on-site supervisor if this is a scheduled working day and you plan to be away.
November 30	Students submit practicum application and resume if beginning a new practicum in Winter Term.
December 11	Written work for all practicum students to be submitted. Please note: late papers will not be accepted.

WINTER TERM

December and early January	Students set up a meeting to discuss possible placements with Practicum Coordinator Morgan Currie. Meetings will take early December and early January.
January 6	Winter term classes begin.
By January 19	Students will have been informed of their prospective placements. Students are to contact the on-site supervisor to set up an interview. If and when placement is confirmed, and before the first day of work, students and on-site supervisors must complete and return the Health and Safety Forms and the Safety Orientation-Checklist (Steps 4 & 5 noted on page 6 of On-site Supervisor's Handbook).
January 20	Last day to register for practicum (last day for Winter term add/drop).
By January 30	Students to have begun work at their practicum.
February 15-19	Winter break, classes not held. You may work at your practicum. Be sure to make arrangements with your on-site supervisor if this is a scheduled working day and you plan to be away.
February 22-25	Mid-term meeting with Practicum Coordinator Morgan Currie. Students are to email morgan.currie@carleton.ca to confirm a time for this meeting.
April 9	Written work due. Please note: late papers will not be accepted.