CARLETON UNIVERSITY ART AND ARCHITECTURAL HISTORY UNDERGRADUATE AND GRADUATE PRACTICUM DATES 2023-2024

FALL TERM

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| 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 6 | Fall term classes begin. |
| By September 17 | 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 19 | 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 Jill Carrick. Students are to  email [jill\_carrick@carleton.ca](mailto:jill_carrick@carleton.ca) to confirm a time for this meeting. |
| October 23-27 | 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 09 | Written work for all practicum students to be submitted. Please note: late papers  will not be accepted. |

WINTER TERM

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| 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 8 | Winter term classes begin. |
| By January 18 | 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 19 | 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 19-23 | 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 24-25 | Mid-term meeting with Practicum Coordinator Jill Carrick. Students are to  email [jill\_carrick@carleton.ca](mailto:jill_carrick@carleton.ca) to confirm a time for this meeting. |
| April 9 | Written work due. Please note: late papers will not be accepted. |