**CARLETON UNIVERSITY ART AND ARCHITECTURAL HISTORY PRACTICUM DATES 2024-2025**

**FALL TERM**

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| June 21 to end of August | Students submit practicum application and resume, and set up a meeting to discuss possible placements with Practicum Coordinator Jill Carrick. Meetings will take place end of August and early September. |
| September 4 | Fall term classes begin.  |
| By September 13 | 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 17 | 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 14-18 | Mid-term meeting with Practicum Coordinator Jill Carrick. Students are to email jill.carrick@carleton.ca to confirm a time for this meeting.  |
| October 21-25 | 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 6 | 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 Jill Carrick. Meetings will take early December and early January. |
| January 6 | Winter term classes begin.  |
| By January 15 | 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 17 | 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 17-21 | 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 24-28 | Mid-term meeting with Practicum Coordinator Jill Carrick. Students are to email jill.carrick@carleton.ca to confirm a time for this meeting.  |
| April 8 | Written work due. Please note: late papers will not be accepted. |