

**CARLETON UNIVERSITY ART AND ARCHITECTURAL HISTORY UNDERGRADUATE AND GRADUATE  
PRACTICUM DATES 2018-2019**

**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 5	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 18	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 18-20	Mid-term meeting with Practicum Coordinator Morgan Currie. Students are to email <a href="mailto:morgan.currie@carleton.ca">morgan.currie@carleton.ca</a> to confirm a time for this meeting.
October 22-26	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 7	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 7	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 18	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 12-14	Mid-term meeting with Practicum Coordinator Morgan Currie. Students are to email <a href="mailto:morgan.currie@carleton.ca">morgan.currie@carleton.ca</a> to confirm a time for this meeting.
February 18-22	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.
April 9	Written work due. Please note: late papers will not be accepted.