



Ethics and Public Affairs

Procedures for the Practicum (EPAF 5500)

Effective January 2017

1. Students will normally take the Practicum after their first or second year of coursework.
2. Aim. Practicum placements will involve service-based learning, in which the practicum student assists in carrying out tasks in a workplace, or for an organization or consultant. Tasks will either require or benefit from the student's knowledge of ethics and value-based public reasoning.
3. Workload. A practicum placement for EPAF 5500 will normally require approximately 100 to 150 hours, including work directed by the practicum supervisor and work on the student's journal.
4. Duties and supervision. A Practicum Agreement will specify the nature of the project on which the student is working along with specific duties, expectations, and deliverables (if any); a supervisor will also be listed, with contact information. The Agreement will also specify due dates for the supervisor's assessment of the student's performance (at latest, end of the examination period for an academic term). The Agreement will be signed by the sponsoring/supervising organization, the Program Director, and the student.
5. Journal. Writing a journal with weekly entries is an integral component of the Practicum. Topics addressed should include: (a) ethical issues pertinent to the placement project, duties, or deliverables; (b) the bearing and implications of public reasoning, based both on evidence and values, on the placement project.
6. Grade. The Program Director will submit a grade of Satisfactory or Unsatisfactory for EPAF 5500 Practicum based on: (a) the supervisor's assessment, and (b) assessment by the Program Director or a designate of the student's practicum journal.
7. Insurance. The University (Ministry of Training, Colleges and Universities) is responsible for claims management if any accidents should occur involving students registered in the Practicum while they are off campus at a sponsor's workplace. Students are covered by Workplace Safety and Insurance Board insurance or private insurance. Information forms must be completed by the student and the sponsor and returned to the Practicum coordinator prior to the start of the Practicum. The insurance information and forms to be filled out are available online at:
<http://carleton.ca/financialservices/risk-management/student-unpaid-placements/>