

**MGDS 5101, Practicum in Migration and Diaspora Studies (0.5 credit)**

**COURSE OUTLINE**

**Instructor/Advisor: Dr. Howard Duncan ([howard.duncan@carleton.ca](mailto:howard.duncan@carleton.ca))**

**Office Hours: given the Covid-19 situation, instructor-student conversations will be arranged by appointment and will take place either by phone or email**

**Course Description**

Carleton University established the Migration and Diaspora Studies program recognizing the contemporary and growing importance of migration to Canada and to most other countries in the world. The university regards the offer of a program in this area as among its responsibilities to equip students for their future and, importantly, to provide them with an education that will support our respective societies. The Migration and Diaspora Studies Practicum placement is intended to provide students with hands-on experience and mentorship in an area relevant to their professional development. By serving as a host for this practicum program, organizations will contribute to this broad effort and at the same time gain from the contributions that the students can offer to them.

**Placement Details:**

- Practicum placements are for 75 hours per term (ca. 10-12 weeks of one day per week during the Winter term). Details of the placement require approval by the practicum advisor.
- Practicum placements are taken for academic credit and in most cases are not remunerated by the host organization. Students are gaining valuable experience and academic credit for the placement that will help them in their professional development.
- Students are ultimately responsible for arranging a placement and securing a Practicum Sponsor (a person at the organization hosting them and who will supervise their activities). The MDS Practicum Advisor will provide guidance and support in this process and will be an important resource for contacts or suggestions of potential placement options. But it is ultimately the student's responsibility to secure a placement agreement with a Sponsor and have it approved by the Practicum Advisor. If a student is unable to secure a placement, the registration will not be approved.
- The Practicum Placement is evaluated on a Satisfactory/Unsatisfactory scale and includes written assignments. Students must receive a Satisfactory mark to receive credit for the placement course.

**Eligibility:**

- Students must be enrolled as a full-time or part-time graduate student in the Migration and Diaspora Studies MA or Graduate Diploma program.
- Students must have completed one term of study (full or part-time) in the MDS MA or Graduate Diploma program and have a minimum of a B+ (9.0) GPA. If a student is in first semester and has not received marks for courses at the time of application, MDS will confirm the GPA once marks are available.
- MDS MA students may count up to 1.0 credit of MGDS 5101 Practicum towards their MDS electives requirements. They should enroll in their first placement in the Winter term. For a second placement, they may enroll in a different term (see below)
- MDS Graduate Diploma students may count 0.5 credit of MGDS 5101 towards their MDS elective requirements. They may not repeat the course.
- Students already with a full-time job may NOT use their current position for a practicum placement. They may, however, opt to do a practicum placement at a different organization.
- Students should avoid any conflicts of interest in their practicum placement. For example, students should not arrange a placement under the supervision of any person to whom they are related.
- If a student has questions about eligibility or if there are special circumstances to take into account, please consult with the Practicum Advisor or the Program Director as appropriate.

### **First Time Placements:**

For first-time placements, students should plan to register for MGDS 5101 for the Winter term. Registration for MGDS 5101 in other terms is restricted to students who have already completed a MGDS 5101 placement. All placements require approval of the Practicum Advisor for that term and ultimately departmental approval before registration is confirmed.

### **Subsequent placements (M.A. students only)**

M.A. students who have completed one term of MGDS 5101 Practicum Placement may repeat the course in a subsequent term. This may be a continuation of an initial placement or a placement arranged at a different organization. Students will be responsible for making their own arrangements for subsequent placements and must have the placements approved by the MDS Practicum Advisor following the same process as the initial placement.

### **Practicum Application and Registration Procedure**

Students must apply to be considered for MGDS 5101. Registration requires MDS Departmental approval. Registration will not be approved until the student has secured an approved placement and provided the necessary paperwork (see below). Students are responsible for ensuring that all forms are properly filled out, legible and returned to the department according to all deadlines.

- Step 1: Apply for the Practicum -- Students interested in registering for a first- time practicum placement should fill out the **Practicum Application Form** and upload their resume/c.v. by the posted practicum deadline during the fall term for the following Winter term.

If you are an MA student who has already completed an MDS practicum placement and wish to register for a second placement in any term, please email the Program Director with your expression of interest and potential practicum host, and then follow the instructions below.

- Step 2: Submit an Override Request through Carleton's course registration system for MGDS 5101 Practicum in Migration and Diaspora Studies course during the term before you plan to undertake a practicum placement (i.e. in the Fall term for a Winter term placement). The request will not be approved until the Forms for Step 4 below is submitted.
- Step 3: Find a Practicum Sponsor and email your sponsor to fill out the online [Practicum Sponsor Form](#) available at this link:  
<https://forms.office.com/Pages/ResponsePage.aspx?id=IRjZagbeXki8UfzhJsyFMJLQisu5dztHqJ248xoiaZdUNVVKOVU2SDhMRFVUWERaTUE4VFRXQkpWMYQIQCN0PWcu>

When you contact your sponsor to send them the link, you may also wish to ask them to submit the insurance forms required for Step 5.

- Step 5: Once your placement information is confirmed and approved by the Practicum Advisor, the Program Administrator will approve your override request. You will receive a notification that your override request has been approved. **Important:** once your override is approved, you still need to formally register for the course in the registration system. Please do not forget this step!
- Step 6: **Insurance Forms.** Required Insurance forms must also be completed before the first day of your practicum and no later than the second week of the placement term and returned to the Program Administrator. **This is very important.** This ensures that you are covered by the Workplace Safety and Insurance Board in the unlikely event of an accident while off campus.

### Learning Outcomes:

Participation in the practicum will provide the student with real world experience in an organization directly in the migration field, whether a research organization, a policy organization, or a program delivery organization. Students will have an opportunity to gain insights into the culture of such organizations, the nature and purpose of their work, and their relations to other organizations in the field, and they will have an opportunity to apply their academic knowledge gained previously. They will also gain an understanding of the working environments of their host organization and establish contacts with some of their personnel. Ideally, the practicum experience will help students in their decisions about their career paths and situate them more competitively when they enter the employment market.

The course includes a mentorship component within which the Practicum Advisor will offer guidance on preparing curriculum vitae, job interviews, and some of the opportunities in the migration field that exist both within and outside Canada. Group mentoring sessions of an hour each will be scheduled once per month as follows:

January 14, 2:30 – 3:30

February 11, 2:30 – 3:30

March 11, 2:30 – 3:30

April 8, 2:30 – 3:30

Should students wish additional private mentoring sessions, they should contact the Practicum Advisor by email. Given the Covid-19 situation, it is expected that both group and private mentoring sessions would take place virtually using Zoom for the group sessions and telephone conversations for private sessions.

### **Course Requirements and Grading Scheme:**

- Attendance and satisfactory performance of responsibilities in the host organization: (45% of final grade)
- An essay of 5,000 words describing what the student has learned from the practicum experience itself about migration, the challenges and/or opportunities that it creates for their host organization and other organizations in the field, and about how migration and its effects are managed by the various institutions of a society and the international community. This assignment is to be submitted to the Practicum Advisor via cuLearn by April 14, 2021. (45% of the final grade)
- Participation in the mentoring component (10%)

### **Evaluation:**

The Practicum Placement is evaluated on a Satisfactory/Unsatisfactory scale and includes a written assignment. Students must receive a Satisfactory mark to receive credit for the placement course. The Practicum Advisor at Carleton University will assign the mark taking into account the evaluation form of the student's performance submitted by the host Sponsor as well as the student's work completing other course assignments including a written reflection essay based on the practicum experience. A link to the evaluation form will be emailed to the host sponsor later in the term.

### **Late Penalties and Failure to submit assignments:**

- Any student who fails to hand in the essay will receive an Unsatisfactory grade for the course. Papers will not be accepted more than one week after the due date without a valid (e.g., written medical) reason
- Students who fail to perform the duties expected of them by the host will receive an Unsatisfactory grade

### **Some key dates:**

January 10 marks the beginning of the Winter Term; practicum placements should begin that week

January 24 is the last day to add or drop this course. This is the hard deadline for securing a placement.

April 12 marks the end of the Winter Term and is the due date for submitting the reflection essay.

### **Academic Accommodations:**

The Paul Menton Centre for Students with Disabilities (PMC) provides services to students with

Learning Disabilities (LD), psychiatric/mental health disabilities, Attention Deficit Hyperactivity Disorder (ADHD), Autism Spectrum Disorders (ASD), chronic medical conditions, and impairments in mobility, hearing, and vision. If you have a disability requiring academic accommodations in this course, please contact PMC at 613-520-6608 or [pmc@carleton.ca](mailto:pmc@carleton.ca) for a formal evaluation. If you are already registered with the PMC, contact your PMC coordinator to send me your Letter of Accommodation at the beginning of the term, and no later than two weeks before the first in-class scheduled test or exam requiring accommodation (if applicable). After requesting accommodation from PMC, meet with me to ensure accommodation arrangements are made. Please consult the PMC website for the deadline to request accommodations for the formally-scheduled exam (if applicable).

**Religious Observance:**

Students requesting accommodation for religious observances should apply in writing to their instructor for alternate dates and/or means of satisfying academic requirements. Such requests should be made during the first two weeks of class, or as soon as possible after the need for accommodation is known to exist, but no later than two weeks before the compulsory academic event. Accommodation is to be worked out directly and on an individual basis between the student and the instructor(s) involved. Instructors will make accommodations in a way that avoids academic disadvantage to the student. Instructors and students may contact an Equity Services Advisor for assistance ([www.carleton.ca/equity](http://www.carleton.ca/equity)).

**Pregnancy:**

Pregnant students requiring academic accommodations are encouraged to contact an Equity Advisor in Equity Services to complete a letter of accommodation. Then, make an appointment to discuss your needs with the instructor at least two weeks prior to the first academic event in which it is anticipated the accommodation will be required.

**Plagiarism:**

The University Senate defines plagiarism as “presenting, whether intentional or not, the ideas, expression of ideas or work of others as one’s own”. This can include:

- reproducing or paraphrasing portions of someone else's published or unpublished material, regardless of the source, and presenting these as one's own without proper citation or reference to the original source;
- submitting a take-home examination, essay, laboratory report or other assignment written, in whole or in part, by someone else;
- using ideas or direct, verbatim quotations, or paraphrased material, concepts, or ideas without appropriate acknowledgment in any academic assignment;
- using another's data or research findings;
- failing to acknowledge sources through the use of proper citations when using another's works and/or failing to use quotation marks;
- handing in substantially the same piece of work for academic credit more than once without prior written permission of the course instructor in which the submission occurs.

All suspicions of plagiarism will be dealt with according to the Carleton's Academic Integrity Policy (<http://carleton.ca/studentaffairs/academic-integrity/>). The Associate Dean of the Faculty will conduct a rigorous investigation, including an interview with the student. Penalties are not trivial. They may include a mark of zero for the plagiarized work or a final grade of F for the course.

Student or professor materials created for this course (including presentations and posted notes, labs, case studies, assignments and exams) remain the intellectual property of the author(s). They are intended for personal use and may not be reproduced or redistributed without prior written consent of the author(s).