



Carleton
UNIVERSITY

FACULTY OF

Public Affairs

Migration and Diaspora Studies

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

Practicum Registration Information:

The Migration and Diaspora Studies Practicum placement is intended to provide you with hands-on experience and mentorship in an area relevant to your professional development.

Placement Details:

- Practicum placements are for 75 hours per term (10 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. You are gaining valuable experience and academic credit for the placement that will help you in your professional development.
- You are ultimately responsible for arranging a placement and securing a **Practicum Sponsor**. The Practicum Sponsor is a person at the organization hosting you who will supervise your activities during your placement.
- The **MDS Practicum Advisor**, the instructor for MGDS 5101 Practicum in Migration and Diaspora Studies, will provide guidance and support in helping you to find a suitable placement and will be an important resource for contacts or suggestions of potential placement options. But it is ultimately your responsibility to secure a placement agreement with your Sponsor and have it approved by the MDS Practicum Advisor. **If you are unable to secure a placement, your registration will not be approved.**
- The Practicum Placement is evaluated on a **Satisfactory/Unsatisfactory** scale and includes written assignments. You must receive a Satisfactory mark to receive credit for the placement course.

Eligibility:

- You must be enrolled as a full-time or part-time graduate student in the Migration and Diaspora Studies MA or Graduate Diploma program.
- You 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 you are in first semester and have not received marks for courses at the time of application, MDS will confirm the GPA once marks are available.

- According to the Program Requirements in the Graduate Calendar, 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)
- According to the Program Requirements in the Graduate Calendar, MDS Graduate Diploma students may count 0.5 credit of MGDS 5101 towards their MDS elective requirements. They may not repeat the course.
- If you already have a full-time job, you may NOT use your current position for a practicum placement. You may, however, opt to do a practicum placement at a different organization.
- You should avoid any conflicts of interest in your practicum placement. For example, you should not arrange a placement under supervision of any person that is related to you.
- If you have questions about your eligibility or if there are special circumstances in your situation, please consult with the MDS Practicum Advisor or the MDS Program Director as appropriate.

First Time Placements -- > Winter term:

For first-time placements, you should plan to register for MGDS 5101 Practicum in Migration and Diaspora Studies offered annually in 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 MDS Practicum Advisor for that term and ultimately departmental approval before registration is confirmed.

Subsequent placements (M.A. students only)

If you are an M.A. student and have completed one term of MGDS 5101 Practicum Placement, you may repeat the course in a subsequent term. This may be a continuation of your initial placement or a placement that you arrange 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 or Program Director following the same process as the initial placement.

Practicum Application and Registration Procedure

You must apply to be considered for MGDS 5101. Your registration will not be approved until you have secured an approved placement and provided the necessary paperwork (see below). You 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. The form is available at this link:

<https://forms.office.com/Pages/ResponsePage.aspx?id=IRjZagbeXki8UfzhJsyFMJLQisu5dztHqJ248xoiaZdUNik4Qjk0R01QOENaTU83OFJYQIITSzZEWcQIQCN0PWcu&wdLOR=cDEEFcB7A-9AAA-914E-BB31-859F8EAE5001>

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 4: 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 5: **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. The forms are available here: <https://carleton.ca/riskinsurance/student-unpaid-paid-placements/students-registered-in-a-course-with-an-unpaid-work-placement-as-a-requirement/> . **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.

If you have question about different aspects of the Practicum placement process, please consult: the MDS Practicum Advisor. For questions about registration, please consult the MDS Program Administrator.

- Practicum Advisor (Winter 2024): Dr. Howard Duncan, howard.duncan@carleton.ca
- Program Administrator: Marcel Regenberg, marcel.regenberg@carleton.ca

** Good luck with your practicum placements! **

