

**NRTH 5901**  
**PRACTICUM IN NORTHERN STUDIES**  
**SUMMER TERM 2018**

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**This course is compulsory for all students in the Northern Studies degree programs.**

It is graded as Satisfactory or Unsatisfactory. A Satisfactory grade is required in order to obtain a Master degree in Northern Studies.

**Calendar description:** Research activity under the supervision of professionals in museums, government departments, nongovernmental organizations, embassies, private-sector organizations, or other professional research setting. The research must be in Northern Studies. Grading is on a Satisfactory/Unsatisfactory basis.

**Prerequisites:** NRTH 5000 or concurrent registration in NRTH 5000. Permission of the Northern Studies Supervisor.

**Permission:** *Permission of the Northern Studies Supervisor* means that the proposed location of the placement and proposed activities must be approved by the supervisor of the Northern Studies programs.

**Fee:** There is no supplementary course fee. Students taking a placement away from Ottawa may incur significant costs. The University is not responsible for these expenses. It is the responsibility of individual students to ensure they have sufficient financial support to complete this course. This support may be provided by the student or the placement agency. The arrangements for support must be disclosed to the Northern Studies Supervisor before permission to take the placement will be given.

**Supervision:** The placement agency must identify a supervisor for the student, who will be the contact person between the University and the placement agency. Program staff will correspond with this person during the placement.

**Purpose:** The purpose of the course is to give students workplace experience with a northern agency. Placement supervisors should be assured that the program has a broad view of what constitutes research for the purposes of this course. We expect that students will obtain first-hand experience of at least one northern issue and how it may be investigated. We anticipate students will be required to assess a problem faced by the agency and to contribute activities that may be used to address the issue.

**Requirements:** Students must prepare an interim and a final report on the placement activities. The interim report should be about 1000 words. About one half of the report should address logistical matters, and the balance should describe substantive issues that are being considered during the placement. The final report, of about 2000 words, should only address substantive matters. The reports must be submitted as pdf files to the placement supervisor, the program supervisor, and the program administrator simultaneously by email. The placement supervisor and the program supervisor will read the reports and via consultation will determine the grade for the course together. The deadlines for submission of the reports will be established before the end of the first week of the placement. The interim report is expected no later than the mid-point of the placement.

**Program:** Full-time students will be able to begin their placement as soon as they have completed the oral examination component of the Comprehensive Examination (NRTH 5905). The NRTH 5905 examination will normally take place in late April. Part-time students will have greater flexibility in the timing of their placement. Full-time students may discuss alternative timing for their placement with the Supervisor of Northern Studies

**Duration:** The placement will normally last the equivalent of at least two months of full-time work. Students are encouraged to take their placements in May and June. Continuation of the placement will normally be approved, but students must be available for NRTH 5009.

**Supervisor's role:** The program supervisor and administrator will develop initial contact between the program and potential placement agencies in the Fall term. If an agency is interested in following up the University's initial enquiries, the supervisor will connect students with the agency. The program supervisor will outline the requirements of the placement to the workplace agency. Further development of plans for the placement will be monitored by the program administrator.

**Evaluation:** There is no grade-based evaluation for this activity. The placement supervisor and course coordinator will decide together if the engagement of students with the placement agency and work place performance has been satisfactory. Assessment of written reports will be part of the evaluation.

**Waiver:** All participants are required to fill out and sign a waiver and emergency contact form at least one month before beginning the placement. Carleton University is not responsible for conditions at the work placement site. The placement agency must extend to students the protections available to its workers on-site. The form will be emailed to students by the Program Administrator. You will be asked to grant Carleton the right to publish photographs of your participation in placement activities for the professional purposes of the Northern Studies program, subject to agreement by the placement agency.

**Workplace Insurance:** The University has requirements for insurance of students undertaking work placements and internships as part of their degree. It is important that students determine

whether their placement agency will extend workplace insurance to cover their placement. The Northern Studies Supervisor will require proof of the insurance arrangements as part of the process for permitting a placement. Students should consult the following pages of the University web site for further information.

<https://carleton.ca/financialservices/risk-management/student-unpaid-placements/>

<https://carleton.ca/financialservices/risk-management/student-unpaid-placements/students-registered-course-unpaid-work-placement-requirement/>

**Academic Accommodation:** This is a workplace assignment. Accommodation in the workplace will require the agreement of the workplace agency and the workplace supervisor. It is therefore important to disclose all requirements for accommodation while the placement is being organized. The arrangements for accommodation at an outside agency cannot be made by the University, although staff from the Paul Menton Centre may be willing to assist with advice.