

**GEOGRAPHY AND ENVIRONMENTAL STUDIES
NORTHERN STUDIES PROGRAM
Carleton University**

COURSE OUTLINE – Summer 2025

Course: Practicum in Northern Studies – NRTH 5901A

Course Coordinator: Derek Mueller, A427 Loeb
Northern Studies Program Supervisor
Email: derek.mueller@carleton.ca
Phone: 613-520-2600 x1984
Office Hours: By chance or by appointment

Course Administrator: Davina Joseph
Northern Studies Program Administrator
Email: DavinaJoseph@cunet.carleton.ca
Phone: 520-2600 x 8208
Office Hours: Mon 8-4 on campus, Tues 8-4 WFH, Wed 8-11:30 on campus

DESCRIPTION

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.

Preclusions: None

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.

Learning Outcomes: The purpose of the course is to give students workplace experience with a northern agency or an agency working on northern issues. 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 placement agency and to contribute activities that may be used to address the issue.

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.

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.

SCHEDULE

Timing: The practicum occurs in the summer term, typically in May and June, between the end of the Comprehensive Examination (NRTH 5905) and the start of the Field Course in Canada's North (NRTH 5009). Students may discuss alternative timing for their placement with the Course Coordinator.

Duration: The placement will normally last the equivalent of at least two months of full-time work.

ROLES

Placement Agency: The Placement Agency will provide a meaningful workplace experience for the student including a work problem related to a Northern issue. The Placement Agency is expected to cover Student expenses (for example, flights to a northern community and accommodation/food **while away**). Given that the work contribution of a trained graduate student can be substantial, some Placement Agencies pay stipends instead or in addition to reimbursing expenses.

Placement Supervisor: The Placement Agency must identify a supervisor for the student, who will be the contact person between the University and the Placement Agency. The Course Coordinator and Course Administrator will correspond with this person during the placement.

Course Coordinator: The Course Coordinator will develop initial contact between the program and potential placement agencies in the Fall or Winter terms based on current student interest. If an agency is interested in following up the University's initial inquiries, the Course Coordinator will connect students with the agency. The course coordinator will outline the requirements of the placement to the workplace agency. Further development of plans for the placement will be monitored by the Course Administrator.

Students: Students should liaise with the Course Coordinator in the fall or early in the winter term to discuss practicum interests and goals. Students can be involved in finding a placement agency and/or placement supervisor. Before registering for the course, students must submit a Placement Form, Waiver and must supply insurance details (see below for details). The student is responsible for working at the Placement Agency following the guidance of the Placement Supervisor for the duration of the practicum. They are to complete two reports (see below for details).

Course Administrator: Assists the Course Coordinator and Students with liaising with prospective Placement Agencies and Placement Supervisors. Assists with forms and course registrations.

EVALUATION

Requirements: Students must prepare an interim and a final report on the placement activities. *The reports must be submitted as pdf files to the Placement Supervisor, the Course Coordinator, and the Course Administrator simultaneously by email.*

- 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 Placement Supervisor and the Course Coordinator will read the reports and via consultation will determine the grade for the course together. The deadlines for submission of both reports will be established by the Placement Supervisor in consultation with the Student and will be listed in the

Practicum Placement Form. Note that the interim report is typically expected no later than the mid-point of the placement and the final report is typically expected no later than one week following the end of the practicum.

Assessment: 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 workplace performance has been satisfactory. Assessment of written reports will be part of the evaluation.

Standing in a course is determined by the Course Coordinator subject to the approval of the Faculty Dean. This means that grades submitted by the Course Coordinator may be subject to revision. No grades are final until they have been approved by the Dean.

REQUIRED FORMS

The following forms and information must be provided before students are allowed to register in the course. Students must complete the forms in consultation with their Placement Supervisors and send them by email to the Course Administrator. **Please note that Summer 2025 registration opens end of March 2025, with dates TBA.**

Practicum Placement Form: Students must complete the NRTH5901 Practicum Placement Form available here: <https://carleton.ca/northernstudies/courses-in-the-program/practicum-placements/> This form lists the Placement Agency, Placement Supervisor, dates of the practicum and report deadlines as well as the financial support available.

Waiver: All participants are required to fill out and sign a waiver and emergency contact form *before* they will be allowed to register in the course. 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 Course 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 Course Coordinator 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/riskmanagement/student-placements/>

<https://carleton.ca/riskmanagement/student-placements/students-registered-in-a-course-with-an-unpaid-work-placement-as-a-requirement/>

COURSE POLICIES AND SUPPLEMENTARY INFORMATION

Plagiarism:

The University Senate defines plagiarism as “*presenting, whether intentionally or not, the ideas, expression of ideas or work of others as one’s own.*” This includes 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. Examples of sources from which the ideas, expressions of ideas or works of others may be drawn from include but are not limited to: books, articles, papers, literary compositions and phrases, performance compositions, chemical compounds, art works, laboratory reports, research results, calculations and the results of calculations, diagrams, constructions, computer reports, computer code/software, material on the internet and/or conversations.

Examples of plagiarism include, but are not limited to:

- any submission prepared in whole or in part, by someone else, including the unauthorized use of generative AI tools (e.g., ChatGPT);
- using ideas or direct, verbatim quotations, paraphrased material, algorithms, formulae, scientific or mathematical concepts, or ideas without appropriate acknowledgment in any academic assignment;
- using another's data or research findings without appropriate acknowledgement;
- submitting a computer program developed in whole or in part by someone else, with or without modifications, as one's own; and
- failing to acknowledge sources through the use of proper citations when using another's work and/or failing to use quotations marks.

Plagiarism is a serious offence that cannot be resolved directly by the course's instructor. The Associate Dean of the Faculty conducts a rigorous investigation, including an interview with the student, when an instructor suspects a piece of work has been plagiarized. Penalties are not trivial. They can include a final grade of "F" for the course or even suspension or expulsion from the University.

The university's full Academic Integrity Policy can be found [here](#).

Statement on Student Mental Health

As a University student you may experience a range of mental health challenges that significantly impact your academic success and overall well-being. If you need help, please speak to someone. There are numerous resources available both on- and off-campus to support you. For more information, please consult <https://wellness.carleton.ca/>.

Academic Accommodation:

Carleton is committed to providing academic accessibility for all individuals. This is a workplace assignment. Accommodation in the workplace will require the agreement of the Placement Agency and the Placement 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.