

Practicum Learning Agreement

Student information	
First name:	Last name:
Carleton email:	Phone:

Supervisor information	
First name:	Last name:
Job title:	Email:

Workplace information		
Organization:		
Street address:		
City:	Province/Territory:	Postal Code:
Phone:		

Practicum information	
Planned start date:	Planned end date:
Is this a paid position?	
Yes <input type="checkbox"/> No <input type="checkbox"/>	<i>Both unpaid and paid positions are eligible for the practicum</i>
In the case of <u>paid placements</u> , the workplace supervisor agrees, on behalf of the employer, to provide Ontario Workplace Safety and Insurance Board (WSIB) coverage as well as liability insurance for the student while engaged in employment related activity.	In the case of unpaid placements, Employer, please see the "Letter to Placement Employers: Process for Workplace Safety and Insurance Coverage" and sign the declaration available at: https://carleton.ca/riskinsurance/wp-content/uploads/Letter-to-Placement-Employers-Process-for-Workplace-Insurance-for-Post-Secondary-Students-on-Unpaid-Work-Placements.pdf <div style="border: 1px solid black; padding: 5px;"> Student, please sign the "Student Declaration of Understanding and Agreement: Workplace Safety and Insurance Board or Private Insurance Coverage for Students on Program-Related Unpaid Placements." The form is available at: https://carleton.ca/riskinsurance/wp-content/uploads/Student-Declaration-of-Understanding-and-Agreement.pdf </div>

Practicum Expectations and Responsibilities

This document, which sets out the expectations and responsibilities for conduct of the practicum placement is an agreement between:

- the student, _____, a student registered in the Riddell Graduate Program in Political Management (MPM) at Carleton University;
- the workplace supervisor, _____, who agrees to serve as a workplace supervisor; and
- the practicum coordinator, Prof. Jeni Armstrong, a representative of the MPM program at Carleton University.

The student commits:

- To undertake tasks and projects as set out in the learning agreement or as otherwise assigned by the workplace supervisor;
- To work diligently throughout the practicum in a professional manner, respecting all policies and procedures within the practicum workplace including confidentiality with respect to materials and information obtained at work;
- To meet regularly with the workplace supervisor or their delegate for orientation, instruction and feedback;
- To inform the practicum coordinator should a problem arise that the student could not address satisfactorily with the workplace supervisor directly, and to cooperate in attempts at resolution;
- To work the required number of hours, and to submit a detailed record of hours worked to the workplace supervisor; and
- To submit all required documents to the practicum coordinator by the due dates.
- The student recognizes that violation of workplace policies and established expectations with respect to behaviour and performance, including confidentiality, are grounds for termination of the placement.
- The student authorizes the workplace supervisor and/or delegate to release to the representatives of Carleton University any personal information necessary for the purpose of assessing and evaluating their work and experience during the practicum, and also agrees that the university may consult or share information with the workplace supervisor and/or delegate for the purposes of the practicum, including assessment of the integrative analytical work.
- The student recognizes that s/he is responsible for their transportation to and from the practicum placement.

The practicum coordinator commits:

- To be available to the student and workplace supervisor throughout the course of the placement; and
- To attempt to resolve concerns expressed by either the workplace supervisor or the student.

The workplace supervisor recognizes that the purpose of the practicum is to provide to the student a substantive learning experience focused on political management, and to this end commits:

- To provide the student with activities and work assignments as set out in the learning agreement (below);
- To provide high level supervision of the student during the placement, and to provide--or arrange for--day to day supervision;
- To provide the student with an appropriate workspace, resources and training, including orientation to the people, culture and physical situation of the office;
- To ensure that the student is informed of and familiar with office protocols, policies and expectations relevant to the student, including with respect to behaviour, dress, building security, handling of documents and information, etc.
- To meet regularly with the student, and provide feedback on performance on a periodic basis throughout the placement;
- To inform the practicum coordinator should a problem arise that could not be addressed satisfactorily with the student directly, and to cooperate in attempts at resolution;
- To provide to the student a final performance evaluation at the end of the practicum, and to provide a written evaluation to the practicum coordinator; and
- To approve the student's record of hours worked.

Discrimination and Harassment:

The workplace supervisor recognizes that Carleton students are covered by the University's Human Rights Policies and Procedures on and off campus, including while participating in the practicum. Here is an excerpt from the Policy:

Students in co-op placements, exchanges, internships or other work/study placements are also protected from discrimination, harassment and misconduct. The University is committed to providing counselling and educational support as required for students who experience such violations, assisting them in making complaints to the Ontario Human Rights Commission or other appropriate bodies, and may take such other actions against the external placement provider as it deems appropriate.

--Carleton University Statement on Conduct and Human Rights," para. 20, in Carleton Human Rights Policies and Procedures, Part 1.

The whole Policy statement is available at : <https://carleton.ca/equity/wp-content/uploads/CU-Human-Rights-Policies-Procedures-April-2011.pdf>

For more information, please contact Carleton University's Department for Equity and Inclusive Communities at 613-520-5622 or equity@carleton.ca.

Overview of Learning Objectives and Tasks

The objectives and tasks associated with the placement should demonstrate a connection with political management. The student and workplace supervisor have identified the following objectives and tasks, and agree that they should form the basis for the student's learning and work over the course of the practicum.

Promotional Use (to be completed by the workplace supervisor)

The Political Management program maintains a list of previous practicum placements and uses this list for occasional communications and promotional activities of the program or Carleton University. In those activities, only the names of placement workplaces are used and no information on the nature of the work or the details of the learning agreement are revealed.

Do you consent for the program and Carleton University to mention the participation of your workplace in communications and promotional activities?

Yes, I agree.

No, I decline.

Signatures	
Student	
	Date
Workplace supervisor	
	Date
Practicum coordinator	
	Date*

**This date indicates the date from which hours may be counted towards the minimum 375 required for credit in the practicum placement.*